Regular Meeting

Thursday, November 17, 2022 5:30 PM
Northland High School Room C113, 316 Main St E, Remer, MN 56672

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**
6. **Audience Recognition**
7. **Consent items**

7.1. Approve board meeting minutes from October 27 and work session minutes from November 3
7.2. Approve the Treasurer's Report for October
7.3. Approve an overnight field trip for the quiz bowl team to Bois Forte Schools, Tower, MN on December 15, 2022

8. **Reports**

8.1. **Early Education Report**
8.2. **Indian Education Report**
8.3. **Elementary Principal/Activities Director Report**
8.4. **Principal Report**

9. **Superintendent Report**
10. **New Business**

10.1. Adopt the resolution canvassing returns of votes of the School District Election on November 8, 2022
10.2. Adopt the resolution authorizing Issuance of Certificates of Election and directing School District Clerk to perform other election related duties
10.3. Approve resolution establishing combined polling places for 2023
10.4. Approve the 2022-2024 Master Agreement with MSEA-NCS Unit (Minnesota School Employees Association - Northland Community Schools Unit)
10.5. Approve MOU with MSEA-NCS regarding extra hours
10.6. Second reading and Approval of Revised District Policy #410 - Family Leave Policy

10.7. Second Reading and Approval of Revised District Policy #413 - Harassment and Violence

10.8. Second Reading and Approvla of Revised District Policy #414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse

10.9. Second Reading and Approval of revised District Policy #415 - Mandated Reporting of Maltreatment of Vulnerable Adults

10.10. Second Reading and Approval of Revised District Policy #514 - Prohibition of Harassment, Intimidation and Bullying

10.11. Second Reading and Approval of Revised District Policy $446 - Pay Rates for Activities

10.12. Approve changes to 2022-23 Extra-Curricular Activities Handbook

10.13. Administrative Model Discussion

11. **Personnel**

11.1. Accept resignation of Adam Johnson as head football coach

11.2. Accept resignation of Arlan Jensen as assistant football coach

12. **Other school business which can legally be brought before the Board**

13. **Next Meeting Dates:**
    - **Regular Meeting, December 15, 5:30 p.m.**
    - **Truth in Taxation Hearing, December 15, 6:30 p.m.**
    - **Policy Committee, December 19, 3:15 p.m.**

14. **Adjournment**

NORTHLAND COMMUNITY SCHOOLS – ISD #118
Regular Meeting October 27, 2022
Northland High School
Remer, MN 56672

The School Board had a Regular Meeting on October 27, 2022, at 5:30 PM at Northland High School, Room C113, 316 Main St E, Remer, MN 56672. Members present: Ammerman, Knox, Nystrom, Robison, Ruyak, Seifert, and Wake.

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

1) M/S/P – Robison, Nystrom to adopt the agenda with one addition. Voting yes: all members
2) Recognitions: Thank you to Amber Osterhoudt for organizing School Forest Day, and to all the staff and volunteers who helped with this special day.
3) M/S/P – Wake, Knox to approve consent items. Voting yes: all members
   a) Approved the minutes of the regular meeting on September 15 and special meeting on September 26
   b) Approved the August treasurer's report and bills
   c) Approved the September treasurer's report and bills
   d) First Reading of Elementary Student Leadership Advisor Job Description
   e) First Reading of the Senior Class Advisor job description
   f) First Reading of the High School Student Leadership Advisor job description
   g) 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-
      - $500 from TH signs for athletic programs
      - $250 from Boy 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
4) First Readings of Revised District Policies
   i) First Reading of Revised District Policy #410 - Family and Medical Leave
   ii) First Reading of Revised District Policy #413 - Harassment and Violence
   iii) First Reading of Revised District Policy #414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse

iv) First Reading of Revised District Policy #415 - Mandated Reporting of Maltreatment of Vulnerable Adults
v) First Reading of Revised District Policy #514 prohibition of Harassment, Intimidation and Bullying
vi) First Reading of Revised District Policy 446 - Pay rates for Activities

5) M/S/P – Wake, Ammerman to approve review of District Policies 407, 408, 409, 416, 417, 418, 420, 421, 422, 423, 424, 806 and 807 with no changes. Voting yes: all members
6) M/S/P – Ammerman, Knox to approve revision of District Policy 522 - Student Sex Nondiscrimination - to identify the Principal as the Title IX Coordinator. Voting yes: all members
7) M/S/P – Knox, Ammerman to accept the bid from Thielen Heating of $501,700 for the IAQ project. Voting yes: all members
8) M/S/P – Nystrom, Wake to approve Joint Powers Agreement regarding Direct Admissions. Voting yes: all members
9) M/S/P – Knox, Robison to approve agreement with CCCI (Cass County Children's Initiative) for 2022-23. Voting yes: all membeers
10) M/S/P – Robsion, Seifert to approve Resolution for the Form A Application to MSHSL Foundation. Voting yes: all members
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.

11) M/S/P – Knox, Seifert to approve Licensed Seniority List for 2022-23. Voting yes: all members
12) M/S/P – Seifert, Robison to approve Associate Seniority List for 2022-23. Voting yes: all members
13) M/S/T – Ammerman, Wake to table the motion for 2nd reading and approval of the Para Handbook. Voting yes: all members
14) Discussion regarding vaping
15) M/S/P - Ammerman, Robison to accept resignation of Katelyn Edstrom as High School Student Leadership Advisor and Senior Class Advisor effective September 20. 2022. Voting yes: all members
16) M/S/P – Wake, Knox to approve Stacey McKinney as Senior Class Advisor. Voting yes: all members
17) M/S/P – Knox, Robison to approve change in Elementary Student Leadership Advisor to Erin Diedrich and Terri Shepard as co-chairs. Voting yes: all members
18) M/S/P – Wake, Seifert to accept the resignation of Jesse Denver, Mechanic/Transportation

Supervisor, effective September 30, 2022. Voting yes: all members

19) M/S/P – Wake, Nystrom to accept the retirement of Kristen Balvin, Executive Secretary to the Superintendent, effective December 15, 2022. Voting yes: all members
20) M/S/P – Wake, Knox to accept retirement of Laura Figgins, teacher, at the end of the 22-23 school year. Voting yes: all members
21) M/S/P – Wake, Ammerman to approve the hire of Chancelor Eliason as paraprofessional with a start date of November 1, 2022. Voting yes: all members
22) M/S/P – Wake, Robison to accept the resignation of Johnathan Gowell, Junior High Basketball Coach, effective October 21, 2022. Voting yes: all members
23) M/S/P – Seifert, Wake to approve the hire of Zachary Larson as Mechanic/Transportation Supervisor with a start date of November 14, 2022 at step 3 of the mechanic salary schedule. Voting yes: all members
24) Next Meeting Dates:
    - Work Session, November 3, 5:30 p.m.
    - Staff Development Committee, November 4, 7:30 a.m.
    - Community Ed Avisory 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.
25) M/S/P – Robison, Knox to adjourn. Voting yes: all members
26) Meeting was adjourned at 7:00 p.m.

Kristen Balvin, Recording Secretary

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Linda Knox, Clerk

Visitors: Kyndra Johnson, Sid Rice, Mindi Genz, Janessa Green, Mark Motherway, Kristine Waddell, Raina Boucher, Carol Procopio, Katelyn Edstrom, Kayla Harris, Terri Shepard, Thomasina Connors, Jason Knapp

NORTHLAND COMMUNITY SCHOOLS – ISD #118
Work Session November 3, 2022
Northland High School, Remer, MN 56672
SUMMARY

The School Board had a Work Session on November 3, 2022 at 5:30 PM at Northland High School Room C113, 316 Main St E, Remer, MN 56672. Members present: Ammerman, Nystrom, Robison, Ruyak and Seifert. Members absent: Knox and Wake

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

1. Discussion Items
1. Superintendent position positng
2. All other original discussion items were tabled.
2. Next Meeting: Regular Meeting November 17, 5:30 p.m.

Kristen Balvin, Recording Secretary

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Linda Knox, Clerk

Visitors: Mark Motherway, Janessa green, Carol Procopio, and Kyndra Johnson

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0118	chec	104467	5241		ACME TOOLS		Check	
				E 01 005 810 000 000 410	Custodial 20V Blower for bleachers cleaning q	$199.00		
	PO#: 18677	Voucher #:	69602	Invoice	Invoice No: 10413923	10/10/2022	Paid Amt:	$199.00
				E 01 005 810 000 000 410	Custodial 20V Blower for bleachers cleaning q	$755.99		
	PO#: 18677	Voucher #:	69603	Invoice	Invoice No: 10414968	10/10/2022	Paid Amt:	$755.99
							Check Amount:	$954.99
0118	chec	104468	3296		AMAZON.COM		Check	
				E 04 500 505 000 321 401	Wilson NFL MVP Football	$45.00		
	PO#: 18629	Voucher #:	69604	Invoice	Invoice No: 1PFN-7493-HND6	10/10/2022	Paid Amt:	$45.00
				E 01 010 212 000 000 430	Keeshig and the Ojibwe Pterodactyls	$8.00		
	PO#: 18656	Voucher #:	69605	Invoice	Invoice No: 1WQR-WVVL-C4HN	10/10/2022	Paid Amt:	$8.00
				E 01 010 206 011 433 401	Scotch Thermal Laminating Pouches, 8.9 X 14	$58.74		
				E 01 010 206 011 433 401	Scotch Thermal Laminating Pouches, 200 pac	$28.39		
	PO#: 18659	Voucher #:	69606	Invoice	Invoice No: 1WQR-WVVL-C4HN-1	10/10/2022	Paid Amt:	$87.13
				E 01 010 206 011 433 401	8 1/2 X 14 Cardstock--Gold Metallic Paper (50	$125.90		
				E 01 010 206 011 433 401	ACCO Loose Leaf Binder Rings, 2", Silver, 50	$46.80		
				E 01 010 206 011 433 401	Freight	$5.99		
	PO#: 18659	Voucher #:	69607	Invoice	Invoice No: 1F77-J4VD-PTGC	10/10/2022	Paid Amt:	$178.69
				E 01 010 206 011 433 401	AK TRADING CO. AK Trading 60" Wide Natur	$24.95		
				E 01 010 206 011 433 401	25Pcs Clear Plastic Horizontal Name Tags Ba	$31.98		
	PO#: 18690	Voucher #:	69608	Invoice	Invoice No: 1FR6-HCM7-R4H4	10/10/2022	Paid Amt:	$56.93
				E 01 020 400 000 000 430	Sterilite 16428012 6 Quart/5.7 Liter Storage B	$80.34		
				E 01 020 400 000 000 430	DYMO Authentic LT Plastic Labeling Tape for L	$19.99		
				E 01 020 400 000 000 430	Thought-Spot I Know What to Do Feeling/Moo	$18.95		
				E 01 020 400 000 000 430	YHZAN Montessori Toys Early Learning Basic	$19.99		
				E 01 020 400 000 000 430	VELCRO Brand Adhesive Dots White 500 Pk	$17.21		
				E 01 020 400 000 000 430	Scotch Thermal Laminating Pouches, 200-Pa	$28.39		
				E 01 020 400 000 000 430	Exact Index Cardstock, 8.5" x 11", 90 lb, White	$20.86		
				E 01 020 400 000 000 430	Fuller Brush 17052 Electrostatic Carpet & Floo	$79.99		
				E 01 020 400 000 000 430	Mark Twain - Math Connections to the Real W	$9.99		
				E 01 020 400 000 000 430	novelinks Photo Case 4" x 6" Photo Box Stora	$24.59		
				E 01 020 400 000 000 430	Stages Learning Materials Language Builder S	$49.66		
				E 01 020 400 000 000 430	Vocabulary Builder Flash Cards | SLP Recomr	$64.85		
	PO#: 18681	Voucher #:	69609	Invoice	Invoice No: 1N7W-7JGR-Q1LD	10/10/2022	Paid Amt:	$434.81
				E 01 010 203 011 161 530	Equipment Purchased	$213.14		
	PO#:	Voucher #:	69610	Credit	Invoice No: 1GV6-R3KW-Q69D	10/10/2022	Paid Amt:	($213.14)
				E 01 010 203 011 161 530	Equipment Purchased	$213.14		
	PO#:	Voucher #:	69611	Credit	Invoice No: 1KH7-TPWD-RT7J	10/10/2022	Paid Amt:	($213.14)
				E 01 005 810 000 000 410	64" mop fiberglass	$51.06		

Co	Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date		Pmt Type	
0118	**chec**	**104468**	**3296**		**AMAZON.COM**										**Check**	
				E	01	005	810	000	000	410	15 pack cleaning towel blue stripe		$215.88			
	PO#: 18672	**Voucher #:**		**69612**	Invoice			**Invoice No:**		1PWT-L3XY-1FTT		**10/10/2022**			**Paid Amt:**	**$266.94**
				E	01	010	203	202	000	430	Laminating Pouches		$28.39			
				E	01	010	203	202	000	430	Tabletop Pocket Charts		$41.94			
	PO#: 18696	**Voucher #:**		**69665**	Invoice			**Invoice No:**		14MM-7R6Y-3L6Y		**10/10/2022**			**Paid Amt:**	**$70.33**
				E	01	040	216	012	406	401	JUMP DRIVE		$197.58			
				E	01	040	216	012	406	401	ICEBREAKER CAREER GAME		$14.50			
				E	01	040	216	012	406	401	SNAKE OIL TEAM BUILDING GAME		$24.99			
				E	01	040	216	012	406	401	POSTERBOARD FOR CAREER PROJECTS		$16.97			
				E	01	040	216	012	406	430	WONDER - BOOK		$9.97			
				E	01	040	216	012	406	430	MEMOIRS OF AN IMAGINARY FRIEND		$22.47			
				E	01	040	216	012	406	430	DANI'S SOTRY: A JOURNEY FROM NEGLEC		$24.95			
				E	01	040	216	012	406	430	THREE LITTLE WORDS		$19.99			
				E	01	040	216	012	406	430	SPLIT - BOOK		$9.99			
				E	01	040	216	012	406	430	BREATHING UNDERWATER		$21.80			
				E	01	040	216	012	406	430	DREAMLAND - BOOK		$10.99			
				E	01	040	216	012	406	430	SEWING MACHINE		$61.59			
				E	01	040	216	012	406	430	BAKING COOKWARE		$41.99			
				E	01	040	216	012	406	430	POTS AND PANS		$109.67			
				E	01	040	216	012	406	430	MEASURING CUPS		$26.69			
				E	01	040	216	012	406	401	FLOOR CHAIRS		$55.99			
				E	01	040	216	012	406	401	LAP DESKS		$35.96			
				E	01	040	216	012	406	430	DRAWING KITS		$23.97			
				E	01	040	216	012	406	430	CRICKET AIR 2		$259.98			
				E	01	040	216	012	406	430	CANVAS		$45.99			
				E	01	040	216	012	406	430	DIAMOND ART SUPPLIES		$61.57			
				E	01	040	216	012	406	430	T SHIRT PRESS		$249.99			
				E	01	040	216	012	406	430	Freight		$29.12			
				E	01	040	216	012	406	401	Freight		$10.06			
				E	01	040	216	012	406	430	Freight		$0.81			
				E	01	040	216	012	406	430	Tire Pressure Gauge		$7.91			
				E	01	040	216	012	406	430	Totem The Feel Good Game		$19.90			
	PO#: 18668	**Voucher #:**		**69666**	Invoice			**Invoice No:**		1WC6-9VHG-1LYL		**10/10/2022**			**Paid Amt:**	**$1,415.39**
				E	01	020	605	000	510	430	CUSTOM PINS		$99.99			
				E	01	020	605	000	510	430	ORANGE SHIRT DAY BOOK PACKAGE		$71.77			
				E	01	020	605	000	510	430	PERSONALIZED SILICONE WRISTBANDS -		$92.99			
				E	01	020	605	000	510	430	PERSONALIZED SILICONE WRISTBANDS -		$92.99			
				E	01	020	605	000	510	430	SEDROC FIST AND FOREARM GUARDS		$175.00			

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0118	**chec**	**104468**	**3296**		**AMAZON.COM**			**Check**	
				E 01 020 605 000 510 430	STX LACROSSE STALLION BOYS STICK		$799.84		
				E 01 020 605 000 510 430	WITH OUR ORANGE HEARTS		$186.83		
				E 01 020 605 000 510 430	WINDOW PRIVACY FILM		$169.92		
				E 01 020 605 000 510 430	THUNDER'S HAIR		$254.83		
				E 01 020 605 000 510 430	Freight		$6.34		
	PO#: 18658	**Voucher #:**	**69667**	Invoice	**Invoice No:** 1YPM-WYKJ-Y39H	**10/10/2022**		**Paid Amt:**	**$1,950.50**
				E 01 020 605 000 510 430	VICTOREM LACROSSE REBOUNDER		$270.90		
				E 01 020 605 000 510 430	PROFESSIONAL WINODW FILM TINTI KIT		$10.99		
	PO#: 18658	**Voucher #:**	**69668**	Invoice	**Invoice No:** 1V7P-MKLG-9GNW	**10/10/2022**		**Paid Amt:**	**$281.89**
				E 04 500 585 000 362 401	APPLES TO APPLES GAME		$21.95		
				E 04 500 585 000 362 401	UNO CARD GAME		$12.88		
				E 04 500 505 000 321 401	TACO VS BURRITO GAME		$19.99		
				E 04 500 505 000 321 401	TACO CAT GOAT CHEESE PIZZA GAME		$9.84		
				E 04 500 505 000 321 401	3 TIER ROLLING CART		$105.99		
				E 04 500 585 000 362 401	CRAYOLA CRAYONS, BULK		$11.86		
				E 04 500 585 000 362 401	RARLAN WASHABLE MARKERS, BULK		$37.97		
				E 04 500 585 000 362 401	SHIPPING		$0.00		
	PO#: 18671	**Voucher #:**	**69669**	Invoice	**Invoice No:** 1RRN-H4N6-7TGW	**10/10/2022**		**Paid Amt:**	**$220.48**
				E 01 040 216 012 406 430	CHILD CALLED IT BOOK SERIES		$48.96		
				E 01 040 216 012 406 430	ACRYLIC PAINTS		$32.99		
				E 01 040 216 012 406 430	DIAMOND ART SUPPLIES		$19.89		
	PO#: 18668	**Voucher #:**	**69670**	Invoice	**Invoice No:** 1HLJ-YCVN-Q4RG	**10/10/2022**		**Paid Amt:**	**$101.84**
				E 04 500 505 000 321 530	PING PONG TABLE		$379.05		
				E 04 500 585 000 362 401	JUMBO PLAYING CARDS		$25.19		
				E 04 500 585 000 362 401	TABLE TENNIS PADDLE SET OF 4		$29.99		
	PO#: 18663	**Voucher #:**	**69671**	Invoice	**Invoice No:** 1WQR-WVVL-1FF3	**10/10/2022**		**Paid Amt:**	**$434.23**
								Check Amount:	**$5,125.88**
0118	**chec**	**104469**	**04084**		**AMERICAN DISPOSAL**			**Check**	
				E 01 005 810 000 000 331	September		$1,125.49		
	PO#:	**Voucher #:**	**69663**	Invoice	**Invoice No:** 540509801	**10/10/2022**		**Paid Amt:**	**$1,125.49**
								Check Amount:	**$1,125.49**
0118	**chec**	**104470**	**3284**	**R**	**APPLE COMPUTER INC**			**Check**	
				E 01 040 216 012 406 456	3 IPADS		$897.00		
	PO#: 18691	**Voucher #:**	**69601**	Invoice	**Invoice No:** AK00079610	**10/10/2022**		**Paid Amt:**	**$897.00**
								Check Amount:	**$897.00**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0118	chec	104471	4459		ARCHITECTURAL RESOURCES INC			Check	
				E 01 005 010 000 000 305	Consulting Fees		$4,226.81		
	PO#:	Voucher #:	69662	Invoice	Invoice No: 2021093-9	10/10/2022		Paid Amt:	$4,226.81
								Check Amount:	$4,226.81
0118	chec	104472	4446		ARROWHEAD REGIONAL COMPUTING			Check	
				E 01 005 110 000 000 391	CONTRACTED BUSINESS SERVICES		$15,000.00		
	PO#:	Voucher #:	69707	Invoice	Invoice No: 1663	10/10/2022		Paid Amt:	$15,000.00
				E 01 010 050 000 000 820	FY23 TUG MEMBERSHIP DUES		$77.50		
				E 01 020 050 000 000 820	FY23 TUG MEMBERSHIP DUES		$77.50		
	PO#:	Voucher #:	69721	Invoice	Invoice No: 1688	10/10/2022		Paid Amt:	$155.00
				E 01 005 110 000 000 305	22-23 Membership Dues		$11,139.70		
	PO#:	Voucher #:	69664	Invoice	Invoice No: 2023-011	10/10/2022		Paid Amt:	$11,139.70
								Check Amount:	$26,294.70
0118	chec	104473	6017		BEMIDJI STATE UNIVERSITY			Check	
				E 01 005 960 324 340 898	AUBREY NELSON		$1,500.00		
	PO#:	Voucher #:	69613	Invoice	Invoice No: AUBREY NELSON	10/10/2022		Paid Amt:	$1,500.00
								Check Amount:	$1,500.00
0118	chec	104474	5971	REMIT	BEST OIL LLC			Check	
				E 01 005 810 000 000 440	#2 DIESEL DYED		$8,635.00		
	PO#:	Voucher #:	69673	Invoice	Invoice No: 40966	10/10/2022		Paid Amt:	$8,635.00
								Check Amount:	$8,635.00
0118	chec	104475	5546		BRAUN INTERTEC			Check	
				E 01 005 760 012 155 520	PROJECT ID# B2201452.00		$4,288.75		
	PO#:	Voucher #:	69614	Invoice	Invoice No: B311137	10/10/2022		Paid Amt:	$4,288.75
								Check Amount:	$4,288.75
0118	chec	104476	5313		BRYAN FIDELDY			Check	
				E 01 310 296 310 000 305	OFFICIAL		$162.50		
	PO#:	Voucher #:	69709	Invoice	Invoice No: 10062022	10/10/2022		Paid Amt:	$162.50
								Check Amount:	$162.50
0118	chec	104477	05062	R	CAPITAL ONE			Check	
				E 01 040 216 012 406 430	T SHIRTS		$466.68		
				E 01 040 216 012 406 430	GENERAL ART SUPPLIES		$951.10		
				E 01 040 216 012 406 430	BAKING SUPPLIES		$97.88		
	PO#: 18669	Voucher #:	69714	Invoice	Invoice No: 912263004431684	10/10/2022		Paid Amt:	$1,515.66
				E 04 500 580 000 325 490	Preschool Snack		$50.00		
				E 04 500 580 000 325 490	Preschool Snack		$40.00		
				E 04 500 580 000 325 490	Preschool Snack		$20.00		
				E 04 500 580 000 325 490	Preschool Snack		$20.00		

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104477	05062	R	CAPITAL ONE		Check

				E	04	500	580	000	325	490	Preschool Snack	$10.00		
				E	04	500	580	000	325	490	Preschool Snack	$40.00		
				E	04	500	580	000	325	490	Preschool Snack	$20.00		
				E	04	500	580	000	325	490	Preschool Snack	$14.91		
	PO#: 18655	**Voucher #:**		**69715**	Invoice		**Invoice No:** 012260045295593				**10/10/2022**		**Paid Amt:**	**$214.91**
				E	01	020	211	000	000	430	PLANNERS	$147.33		
	PO#: 18650	**Voucher #:**		**69716**	Invoice		**Invoice No:** 322245574382613				**10/10/2022**		**Paid Amt:**	**$147.33**
				E	01	020	605	000	510	490	Consumables	$225.27		
	PO#: 18616	**Voucher #:**		**69717**	Invoice		**Invoice No:** 09224466968794				**10/10/2022**		**Paid Amt:**	**$225.27**
				E	01	020	605	000	510	430	Instructional Supplies	$490.32		
	PO#: 18616	**Voucher #:**		**69718**	Invoice		**Invoice No:** 262244712461592				**10/10/2022**		**Paid Amt:**	**$490.32**
				E	01	310	298	069	000	401	PBIS Eagle Pride Incentives	$200.00		
				E	01	310	298	069	000	401	PBIS Eagle Pride Incentives	$200.00		
				E	01	310	298	069	000	401	PBIS Eagle Pride Incentives	$140.60		
	PO#: 18697	**Voucher #:**		**69719**	Invoice		**Invoice No:** 412266476387962				**10/10/2022**		**Paid Amt:**	**$540.60**

Check Amount: **$3,134.09**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104478	01626		cmERDC		Check

				E	01	010	203	202	000	401	School Glue, 4 Oz. Bottle, ELMER'S E304NR	$18.60		
				E	01	020	211	000	000	401	School Glue, 7-5/8 Oz., 6/Ctn., ELMER'S E30	$15.76		
	PO#: 18398A	**Voucher #:**		**69661**	Invoice		**Invoice No:** 189378				**10/10/2022**		**Paid Amt:**	**$34.36**
				E	01	010	203	202	000	401	MISCCOLORED PENCILS, CRAYOLA, 8/BX (	$13.80		
	PO#: 18399A	**Voucher #:**		**69674**	Invoice		**Invoice No:** 189642				**10/10/2022**		**Paid Amt:**	**$13.80**
				E	01	005	110	000	000	401	EXPANDING FILE, 9 ½ X 11, ¾ X 5 ¼, EXPAI	$39.51		
				E	01	010	203	202	000	401	PAPER CLIPS, SIZE #1, 1000/CTN, 1-3/8 in. I	($0.01)		
				E	01	010	203	202	000	401	PAPER CLIPS, SIZE #1, 1000/CTN, 1-3/8 in. I	$0.72		
				E	01	020	211	000	000	401	PAPER CLIPS, SIZE #1, 1000/CTN, 1-3/8 in. I	$0.72		
				E	01	005	110	000	000	401	PAPER CLIPS, SIZE #1, 1000/CTN, 1-3/8 in. I	$0.72		
				E	01	020	211	000	000	401	PLASTIC SHEET PROTECTORS, 8 ½ x 11, N	$6.00		
				E	01	005	110	000	000	401	PLASTIC SHEET PROTECTORS, 8 ½ x 11, N	$6.00		
				E	01	010	203	202	000	401	PLASTIC SHEET PROTECTORS, 8 ½ x 11, N	$6.00		
	PO#: 18399A	**Voucher #:**		**69672**	Invoice		**Invoice No:** 189377				**10/10/2022**		**Paid Amt:**	**$59.66**
				E	01	020	211	000	000	401	RED EXPO 2, DRY ERASE MARKERS, LOW	$22.05		
				E	01	010	203	202	000	401	RED EXPO 2, DRY ERASE MARKERS, LOW	$22.05		
	PO#: 18399A	**Voucher #:**		**69616**	Invoice		**Invoice No:** 189379				**10/10/2022**		**Paid Amt:**	**$44.10**
				E	01	010	203	202	000	401	BLUE EXPO 2, DRY ERASE MARKERS, LOV	$35.28		
				E	01	010	203	202	000	401	DRY ERASE MARKERS, ASSORTED COLOF	$14.31		
				E	01	020	211	000	000	401	DRY ERASE MARKERS, ASSORTED COLOF	$14.31		
	PO#: 18399A	**Voucher #:**		**69617**	Invoice		**Invoice No:** 189376				**10/10/2022**		**Paid Amt:**	**$63.90**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0118	chec	104478	01626		cmERDC			Check	
				E 01 010 203 202 000 401	GREEN EXPO 2, DRY ERASE MARKERS, LC		$4.41		
				E 01 020 211 000 000 401	GREEN EXPO 2, DRY ERASE MARKERS, LC		$4.41		
	PO#: 18399A	Voucher #:	69618	Invoice	Invoice No: 189375	10/10/2022		Paid Amt:	$8.82
								Check Amount:	$224.64
0118	chec	104479	6450		COURTNEY FOX			Check	
				E 01 310 296 310 000 305	OFFICIAL		$312.50		
	PO#:	Voucher #:	69615	Invoice	Invoice No: 09242022	10/10/2022		Paid Amt:	$312.50
								Check Amount:	$312.50
0118	chec	104480	5375		DUANE GOEDEN			Check	
				E 01 310 296 310 000 305	OFFICIAL		$345.00		
	PO#:	Voucher #:	69619	Invoice	Invoice No: 09242022	10/10/2022		Paid Amt:	$345.00
								Check Amount:	$345.00
0118	chec	104481	6317		HANSON ELECTRIC OF BEMIDJI			Check	
				E 01 005 810 000 000 420	3 Phase Fuses backup for ELEC boiler design		$2,265.38		
	PO#: 18134A	Voucher #:	69621	Invoice	Invoice No: 31744	10/10/2022		Paid Amt:	$2,265.38
								Check Amount:	$2,265.38
0118	chec	104482	06475		HEARTLAND TIRE SERVICE INC			Check	
				E 03 005 760 000 720 420	MOUNT/DISMOUNT TIRE		$44.00		
				E 03 005 760 000 720 420	BALLANCE TIRE		$70.00		
				E 03 005 760 000 720 420	GOODYEAR 11R22.5 MARATHON LHS		$757.22		
				E 03 005 760 000 720 420	GOODYEAR 11R22.5 CAP/CASING		$535.74		
				E 03 005 760 000 720 420	FEDERAL EXCISE TAX		$58.78		
				E 03 005 760 000 720 420	SHOP SUPPLIES		$9.12		
	PO#: 18707	Voucher #:	69675	Invoice	Invoice No: 15020596	10/10/2022		Paid Amt:	$1,474.86
								Check Amount:	$1,474.86
0118	chec	104483	01052		HOLKERS DO IT BEST LUMBER			Check	
				E 01 020 255 000 000 430	Open P.O.		$21.38		
	PO#: 18665	Voucher #:	69620	Invoice	Invoice No: 2209-039315	10/10/2022		Paid Amt:	$21.38
				E 01 005 810 000 000 420	open PO structure like last one for misc maint		$7.78		
	PO#: 18525	Voucher #:	69658	Invoice	Invoice No: 2209-039405	10/10/2022		Paid Amt:	$7.78
				E 01 020 255 000 000 430	Open P.O.		$82.69		
	PO#: 18665	Voucher #:	69676	Invoice	Invoice No: 2210-039711	10/10/2022		Paid Amt:	$82.69
								Check Amount:	$111.85
0118	chec	104484	5586		IRON OAKS FENCING			Check	
				E 04 500 582 000 344 520	Fence Work for Brandon O concrete project at		$2,740.00		
	PO#: 18546	Voucher #:	69622	Invoice	Invoice No: 00000435	10/10/2022		Paid Amt:	$2,740.00
								Check Amount:	$2,740.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104485	02223		ISD #0031		Check
				E 01 998 211 000 000 390	ANNAHLEIGH MORRIS	$1,113.66	
	PO#:	Voucher #:	69678	Invoice	Invoice No: 10738	10/10/2022	Paid Amt: $1,113.66
							Check Amount: $1,113.66
0118	chec	104486	6454		ISD #0095		Check
				E 01 310 294 210 000 820	DISTRICT 9 NORTH DUES - FOOTBALL	$100.00	
	PO#: 18716	Voucher #:	69677	Invoice	Invoice No: 2022-2023	10/10/2022	Paid Amt: $100.00
							Check Amount: $100.00
0118	chec	104487	3727		JENNIFER MULLIGAN		Check
				E 01 310 296 310 000 184	GAME WORKER	$150.00	
	PO#:	Voucher #:	69679	Invoice	Invoice No: 09242022	10/10/2022	Paid Amt: $150.00
							Check Amount: $150.00
0118	chec	104488	6453		KATHY VAKE		Check
				E 01 310 296 310 000 305	OFFICIAL	$203.75	
	PO#:	Voucher #:	69623	Invoice	Invoice No: 09272022	10/10/2022	Paid Amt: $203.75
							Check Amount: $203.75
0118	chec	104489	5792		MARION GOEDEN		Check
				E 01 310 296 310 000 305	OFFICIAL	$270.00	
	PO#:	Voucher #:	69625	Invoice	Invoice No: 09242022	10/10/2022	Paid Amt: $270.00
							Check Amount: $270.00
0118	chec	104490	5973		MARKETING TOOLS LLC		Check
				E 01 005 110 000 000 401	STAFF LANYARDS	$186.00	
				E 01 005 110 000 000 401	SHIPPING	$16.30	
				E 01 005 110 000 000 401	BREAKAWAY SAFETY	$20.00	
	PO#: 18636	Voucher #:	69624	Invoice	Invoice No: 64826	10/10/2022	Paid Amt: $222.30
							Check Amount: $222.30
0118	chec	104491	5222		MRI Software LLC		Check
				E 01 005 110 000 000 305	CAROL KLOEHN	$20.00	
				E 01 005 110 000 000 305	ROBERT BENES	$10.00	
	PO#:	Voucher #:	69680	Invoice	Invoice No: MRIUS1241983	10/10/2022	Paid Amt: $30.00
							Check Amount: $30.00
0118	chec	104492	6251		NICOLE SCOFIELD		Check
				E 01 310 296 310 000 305	OFFICIAL	$120.00	
	PO#:	Voucher #:	69627	Invoice	Invoice No: 09272022	10/10/2022	Paid Amt: $120.00
							Check Amount: $120.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104493	4636	REMIT	NORTH HOMES INC		Check
				E 01 005 420 000 740 394	NORTH HOMES	$255.00	
	PO#:	Voucher #:	69626	Invoice	Invoice No: 7770A	10/10/2022	Paid Amt: $255.00
							Check Amount: $255.00
0118	chec	104494	6097		NORTHERN DRUG SCREENING INC		Check
				E 03 005 760 000 720 290	DOT PHYSICAL-SARAH DIXON	$140.00	
	PO#:	Voucher #:	69682	Invoice	Invoice No: 11302	10/10/2022	Paid Amt: $140.00
							Check Amount: $140.00
0118	chec	104495	6047		NTERTAINMENT		Check
				E 01 310 298 069 301 402	BAND FOR HOMECOMING DANCE	$750.00	
	PO#: 18715	Voucher #:	69681	Invoice	Invoice No: 10142022	10/10/2022	Paid Amt: $750.00
							Check Amount: $750.00
0118	chec	104496	5796		O'REILLY AUTO PARTS		Check
				E 03 005 760 000 720 420	18B5290 BRACKTED CALIPER	$67.34	
				E 03 005 760 000 720 420	18B5291 BRACKETED CALIPER	$67.34	
				E 03 005 760 000 720 420	CORE CHARGE	$86.00	
	PO#: 18704	Voucher #:	69683	Invoice	Invoice No: 1533-131768	10/10/2022	Paid Amt: $220.68
				E 03 005 760 000 720 420	CORE RETURN-INV#1533-131768	$86.00	
				E 03 005 760 000 720 420	CORE RETURN-INV#1533-128439	$66.00	
	PO#:	Voucher #:	69684	Credit	Invoice No: 1533-131974	10/10/2022	Paid Amt: ($152.00)
							Check Amount: $68.68
0118	chec	104497	3306	REMIT	PEPSI BEVERAGES CO		Check
				E 01 310 292 125 000 490	Concession Stand	$249.81	
	PO#:	Voucher #:	69629	Invoice	Invoice No: 26454008	10/10/2022	Paid Amt: $249.81
				E 01 310 292 125 000 490	CONCESSIONS	$509.83	
	PO#:	Voucher #:	69685	Invoice	Invoice No: 25885159	10/10/2022	Paid Amt: $509.83
				E 01 310 298 311 301 402	STAFF LOUNGE	$37.70	
				E 01 310 298 311 301 402	STAFF LOUNGE	$37.69	
	PO#:	Voucher #:	69686	Invoice	Invoice No: 25885160	10/10/2022	Paid Amt: $75.39
							Check Amount: $835.03
0118	chec	104498	5276		PERRIN MOBILE MEDICAL		Check
				E 03 005 760 000 720 430	TESTING	$163.25	
	PO#:	Voucher #:	69687	Invoice	Invoice No: 7655	10/10/2022	Paid Amt: $163.25
							Check Amount: $163.25
0118	chec	104499	06636		PINE CONE PRESS CITIZEN		Check
				E 01 005 110 000 000 380	Help Wanted	$78.00	
				E 01 005 110 000 000 380	Minutes	$612.00	

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0118	**chec**	**104499**	**06636**		**PINE CONE PRESS CITIZEN**			**Check**	
				E 01 005 110 000 000 380	stmt8/27/22		$116.42		
	PO#:	**Voucher #:**	**69628**	Invoice	**Invoice No:** stmt 9/27/22	**10/10/2022**		**Paid Amt:**	**$806.42**
								Check Amount:	**$806.42**
0118	**chec**	**104500**	**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	POLY PROPYLENE		$5.50		
				E 03 005 760 000 720 420	ARGON		$5.50		
	PO#:	**Voucher #:**	**69720**	Invoice	**Invoice No:** 0030030318	**10/10/2022**		**Paid Amt:**	**$34.00**
								Check Amount:	**$34.00**
0118	**chec**	**104501**	**4192**		**RASMUSSEN'S COWHORN CROSSING**			**Check**	
				E 04 500 580 000 325 401	Cowhorn crossing fees		$371.00		
	PO#: 18703	**Voucher #:**	**69701**	Invoice	**Invoice No:** 027877	**10/10/2022**		**Paid Amt:**	**$371.00**
								Check Amount:	**$371.00**
0118	**chec**	**104502**	**6262**		**REALITYWORKS INC**			**Check**	
				E 01 040 216 012 406 401	REALITY WORKS LEADERSHIP SOFT SKILI		$599.00		
				E 01 040 216 012 406 401	shipping		$30.01		
	PO#: 18651	**Voucher #:**	**69630**	Invoice	**Invoice No:** 40784	**10/10/2022**		**Paid Amt:**	**$629.01**
								Check Amount:	**$629.01**
0118	**chec**	**104503**	**05304**		**SANDSTROM'S**			**Check**	
				E 02 005 770 000 705 490	BREAKFAST		$157.50		
				E 02 005 770 000 701 490	LUNCH		$112.98		
	PO#:	**Voucher #:**	**69712**	Invoice	**Invoice No:** 429765	**10/10/2022**		**Paid Amt:**	**$270.48**
				E 02 005 770 000 705 490	BREAKFAST		$85.00		
				E 02 005 770 000 701 490	LUNCH		$105.00		
	PO#:	**Voucher #:**	**69689**	Invoice	**Invoice No:** 429061	**10/10/2022**		**Paid Amt:**	**$190.00**
				E 01 310 292 125 000 490	CONCESSIONS		$91.96		
	PO#:	**Voucher #:**	**69690**	Invoice	**Invoice No:** 428795	**10/10/2022**		**Paid Amt:**	**$91.96**
				E 02 005 770 000 701 490	LUNCH		$175.00		
	PO#:	**Voucher #:**	**69642**	Invoice	**Invoice No:** 427683	**10/10/2022**		**Paid Amt:**	**$175.00**
				E 01 310 292 125 000 490	CONCESSION STAND		$694.81		
	PO#:	**Voucher #:**	**69643**	Invoice	**Invoice No:** 428087	**10/10/2022**		**Paid Amt:**	**$694.81**
				E 02 005 770 000 705 490	BREAKFAST		$170.00		
				E 02 005 770 000 701 490	LUNCH		$319.16		
	PO#:	**Voucher #:**	**69644**	Invoice	**Invoice No:** 428039	**10/10/2022**		**Paid Amt:**	**$489.16**
				E 02 005 770 000 705 490	BREAKFAST		$100.94		

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104503	05304		SANDSTROM'S		Check
				E 02 005 770 000 701 490	LUNCH	$337.19	
	PO#:	Voucher #:	69645	Invoice	Invoice No: 428741	10/10/2022	Paid Amt: $438.13
							Check Amount: $2,349.54
0118	chec	104504	6432	REMIT	SAVVAS LEARNING COMPANY LLC		Check
				E 01 020 211 000 000 460	MATHEMATICS FOR THE TRADES	$1,049.94	
				E 01 020 211 000 000 460	Freight	$84.00	
	PO#: 18676	Voucher #:	69632	Invoice	Invoice No: 7028200813	10/10/2022	Paid Amt: $1,133.94
							Check Amount: $1,133.94
0118	chec	104505	3870		SCHOLASTIC CLASSROOM MAGAZINES		Check
				E 01 010 203 000 000 406	Online Curriculum	$1,126.50	
	PO#:	Voucher #:	69688	Invoice	Invoice No: M7225558	10/10/2022	Paid Amt: $1,126.50
							Check Amount: $1,126.50
0118	chec	104506	4658		SCHOOLMART		Check
				E 01 020 211 000 000 430	TI-84 Plus CE EZ Spot Graphing Calculator Te	$2,810.00	
				E 01 020 211 000 000 430	Texas Instruments TI-30XS MultiView EZ Spc	$426.00	
				E 01 020 211 000 000 430	Dry Erase Plain Lapboard Class Pack	$61.99	
				E 01 020 211 000 000 430	Freight	$55.03	
	PO#: 18542	Voucher #:	69633	Invoice	Invoice No: 445699	10/10/2022	Paid Amt: $3,353.02
							Check Amount: $3,353.02
0118	chec	104507	6064		SCOTT SEATEN		Check
				E 01 310 296 310 000 305	OFFICIAL	$312.50	
	PO#:	Voucher #:	69634	Invoice	Invoice No: 09242022	10/10/2022	Paid Amt: $312.50
							Check Amount: $312.50
0118	chec	104508	6314		SFM		Check
				E 01 005 110 000 000 270	policy #138505.202	$1,417.00	
	PO#:	Voucher #:	69631	Invoice	Invoice No: 2848948	10/10/2022	Paid Amt: $1,417.00
							Check Amount: $1,417.00
0118	chec	104509	6291	P1	SOLIANT HEALTH LLC		Check
				E 01 020 403 000 740 140	Instruction Salary	$161.88	
				E 01 020 411 000 740 140	Instruction Salary	$458.66	
				E 01 020 410 000 740 140	Instruction Salary	$377.72	
				E 01 020 407 000 740 140	Sec LD Salary	$1,699.74	
	PO#:	Voucher #:	69635	Invoice	Invoice No: 20486429	10/10/2022	Paid Amt: $2,698.00
				E 01 020 403 000 740 140	Instruction Salary	$161.88	
				E 01 020 411 000 740 140	Instruction Salary	$458.66	
				E 01 020 410 000 740 140	Instruction Salary	$377.72	

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104509	6291	P1	SOLIANT HEALTH LLC		Check
				E 01 020 407 000 740 140	Sec LD Salary	$1,699.74	
	PO#:	Voucher #:	69708	Invoice	Invoice No: 20490365	10/10/2022	Paid Amt: $2,698.00
							Check Amount: $5,396.00
0118	chec	104510	5804		SOUTHERN MINNESOTA INSPECTION COMPANY, LLC		Check
				E 04 500 505 000 321 401	installation of tension wire and netting archery	$3,500.00	
				E 01 005 810 000 000 350	installation	$1,690.00	
	PO#: 18509	Voucher #:	69691	Invoice	Invoice No: 20125	10/10/2022	Paid Amt: $5,190.00
							Check Amount: $5,190.00
0118	chec	104511	5624		SPEECH PARTNERS		Check
				E 01 010 401 000 740 394	103256-103283	$3,168.06	
	PO#:	Voucher #:	69692	Invoice	Invoice No: 103256-103283	10/10/2022	Paid Amt: $3,168.06
							Check Amount: $3,168.06
0118	chec	104512	01378		SUPREME SCH SUPPLY		Check
				E 01 010 203 202 000 401	CLASS RECORD BOOK 76-8	$13.75	
				E 01 020 260 000 000 430	CLASS RECORD BOOK 76-8	$13.75	
				E 01 020 211 000 000 401	TEACHER DAILY REFERENCE	$39.50	
				E 01 010 203 202 000 401	TEACHER DAILY REFERENCE	$39.50	
				E 01 020 211 000 000 401	TEACHER DAILY PLAN BOOK FORM 66	$41.25	
				E 01 010 203 202 000 401	TEACHER DAILY PLAN BOOK FORM 66	$41.25	
				E 01 010 203 202 000 401	SHIPPING	($0.01)	
				E 01 020 211 000 000 401	SHIPPING	$7.85	
				E 01 010 203 202 000 401	SHIPPING	$7.85	
	PO#: 18662	Voucher #:	69659	Invoice	Invoice No: 150137	10/10/2022	Paid Amt: $204.69
							Check Amount: $204.69
0118	chec	104513	6146		TC's FOODS INC		Check
				E 02 005 770 000 701 490	LUNCH	$3.85	
	PO#:	Voucher #:	69693	Invoice	Invoice No: 147887	10/10/2022	Paid Amt: $3.85
				E 02 005 770 000 701 490	LUNCH	$8.55	
	PO#:	Voucher #:	69694	Invoice	Invoice No: 148039	10/10/2022	Paid Amt: $8.55
				E 01 310 292 125 000 490	Concession Stand	$74.70	
	PO#:	Voucher #:	69637	Invoice	Invoice No: 146831	10/10/2022	Paid Amt: $74.70
				E 01 310 292 125 000 490	Concession Stand	$10.14	
	PO#:	Voucher #:	69638	Invoice	Invoice No: 147273	10/10/2022	Paid Amt: $10.14
				E 02 005 770 000 701 490	LUNCH	$3.85	
				E 02 005 770 000 701 401	SUPPLIES	$6.98	
	PO#:	Voucher #:	69639	Invoice	Invoice No: 145701	10/10/2022	Paid Amt: $10.83
				E 02 005 770 000 701 490	LUNCH	$5.79	

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0118	**chec**	**104513**	**6146**		**TC's FOODS INC**		**Check**	
				E 02 005 770 000 701 401	SUPPLIES		$3.49	
	PO#:	**Voucher #:**	**69640**	Invoice	**Invoice No:** 146366	**10/10/2022**	**Paid Amt:**	**$9.28**
				E 02 005 770 000 701 401	SUPPLIES		$10.67	
	PO#:	**Voucher #:**	**69641**	Invoice	**Invoice No:** 146532	**10/10/2022**	**Paid Amt:**	**$10.67**
							Check Amount:	**$128.02**
0118	**chec**	**104514**	**6456**		**TINA BONESTELL**		**Check**	
				E 01 310 296 310 000 305	OFFICIAL		$130.00	
	PO#:	**Voucher #:**	**69710**	Invoice	**Invoice No:** 10062022	**10/10/2022**	**Paid Amt:**	**$130.00**
							Check Amount:	**$130.00**
0118	**chec**	**104515**	**6260**		**TRAFERA HOLDINGS LLC**		**Check**	
				E 01 040 216 012 406 456	INTERACTIVE DISPLAY		$6,898.00	
	PO#: 18644	**Voucher #:**	**69636**	Invoice	**Invoice No:** i000529286	**10/10/2022**	**Paid Amt:**	**$6,898.00**
							Check Amount:	**$6,898.00**
0118	**chec**	**104516**	**01099**		**UPPER LAKES FOODS, INC**		**Check**	
				E 02 005 770 000 706 490	Fruit & Veggie		$201.97	
				E 02 005 770 000 701 401	lunch		$41.23	
	PO#:	**Voucher #:**	**69660**	Invoice	**Invoice No:** 162945-001	**10/10/2022**	**Paid Amt:**	**$243.20**
				E 02 005 770 000 705 490	BREAKFAST		$964.27	
				E 02 005 770 000 701 490	LUNCH		$543.64	
				E 02 005 770 000 701 401	SUPPLIES		$271.49	
	PO#:	**Voucher #:**	**69646**	Invoice	**Invoice No:** 159863-00	**10/10/2022**	**Paid Amt:**	**$1,779.40**
				E 02 005 770 000 706 490	FRUIT & VEGGIE		$124.76	
	PO#:	**Voucher #:**	**69647**	Invoice	**Invoice No:** 159864-00	**10/10/2022**	**Paid Amt:**	**$124.76**
				E 01 310 292 125 000 490	CONCESSION STAND		$171.52	
	PO#:	**Voucher #:**	**69648**	Invoice	**Invoice No:** 159865-00	**10/10/2022**	**Paid Amt:**	**$171.52**
				E 02 005 770 000 705 490	BREAKFAST		$394.45	
				E 02 005 770 000 701 490	LUNCH		$960.63	
				E 02 005 770 000 701 401	FREIGHT		$7.95	
	PO#:	**Voucher #:**	**69649**	Invoice	**Invoice No:** 162944-00	**10/10/2022**	**Paid Amt:**	**$1,363.03**
				E 02 005 770 000 706 490	FRUIT & VEGGIE		$356.80	
	PO#:	**Voucher #:**	**69651**	Invoice	**Invoice No:** 166873-00	**10/10/2022**	**Paid Amt:**	**$356.80**
				E 02 005 770 000 705 490	BREAKFAST		$321.62	
				E 02 005 770 000 701 490	LUNCH		$1,554.16	
				E 02 005 770 000 701 401	FREIGHT		$7.95	
	PO#:	**Voucher #:**	**69652**	Invoice	**Invoice No:** 166871-00	**10/10/2022**	**Paid Amt:**	**$1,883.73**
				E 01 310 292 125 000 490	CONCESSION STAND		$171.70	
	PO#:	**Voucher #:**	**69653**	Invoice	**Invoice No:** 170820-00	**10/10/2022**	**Paid Amt:**	**$171.70**

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0118	**chec**	**104516**	**01099**		**UPPER LAKES FOODS, INC**				**Check**	
				E 02 005 770 000 706 490	FRUIT & VEGGIE			$367.08		
	PO#:	**Voucher #:**	**69654**	Invoice	**Invoice No:** 166874-00		**10/10/2022**		**Paid Amt:**	**$367.08**
				E 02 005 770 000 705 490	BREAKFAST			$888.32		
				E 02 005 770 000 701 490	LUNCH			$1,280.78		
				E 02 005 770 000 701 401	SUPPLIES			$28.65		
	PO#:	**Voucher #:**	**69655**	Invoice	**Invoice No:** 170714-00		**10/10/2022**		**Paid Amt:**	**$2,197.75**
				E 02 005 770 000 705 490	BREAKFAST			$207.30		
				E 02 005 770 000 701 490	LUNCH			$1,183.48		
				E 02 005 770 000 701 401	FREIGHT			$7.95		
	PO#:	**Voucher #:**	**69656**	Invoice	**Invoice No:** 166872		**10/10/2022**		**Paid Amt:**	**$1,398.73**
				E 02 005 770 000 706 490	FRUIT & VEGGIE			$100.34		
	PO#:	**Voucher #:**	**69657**	Invoice	**Invoice No:** 170715-00		**10/10/2022**		**Paid Amt:**	**$100.34**
				E 02 005 770 000 706 490	FRUIT & VEGGIE			$456.70		
	PO#:	**Voucher #:**	**69711**	Invoice	**Invoice No:** 174668-00		**10/10/2022**		**Paid Amt:**	**$456.70**
				E 02 005 770 000 705 490	BREAKFAST			$240.32		
				E 02 005 770 000 701 490	LUNVH			$862.60		
	PO#:	**Voucher #:**	**69713**	Invoice	**Invoice No:** 178672-00		**10/10/2022**		**Paid Amt:**	**$1,102.92**
									Check Amount:	**$11,717.66**
0118	**chec**	**104517**	**5581**		**US FOODS INC**				**Check**	
				E 02 005 770 000 705 490	BREAKFAST			$324.08		
				E 02 005 770 000 701 490	LUNCH			$951.03		
				E 02 005 770 000 701 401	SUPPLIES			$134.55		
	PO#:	**Voucher #:**	**69702**	Invoice	**Invoice No:** 4104415		**10/10/2022**		**Paid Amt:**	**$1,409.66**
				E 02 005 770 000 705 490	BREAKFAST			$543.35		
				E 02 005 770 000 701 490	LUNCH			$1,475.46		
				E 02 005 770 000 701 401	SUPPLIES			$98.07		
	PO#:	**Voucher #:**	**69703**	Invoice	**Invoice No:** 4275938		**10/10/2022**		**Paid Amt:**	**$2,116.88**
				E 02 005 770 000 706 490	FRUIT & VEGGIE			$52.44		
	PO#:	**Voucher #:**	**69704**	Invoice	**Invoice No:** 4275939		**10/10/2022**		**Paid Amt:**	**$52.44**
				E 02 005 770 000 705 490	BREAKFAST			$274.30		
				E 02 005 770 000 701 490	LUNCH			$551.36		
	PO#:	**Voucher #:**	**69705**	Invoice	**Invoice No:** 4376325		**10/10/2022**		**Paid Amt:**	**$825.66**
				E 02 005 770 000 705 490	BREAKFAST			$412.56		
				E 02 005 770 000 701 490	LUNCH			$460.94		
				E 02 005 770 000 701 401	SUPPLIES			$45.23		
	PO#:	**Voucher #:**	**69706**	Invoice	**Invoice No:** 4548604		**10/10/2022**		**Paid Amt:**	**$918.73**
				E 01 310 292 125 000 490	CONCESSIONS			$228.66		
	PO#:	**Voucher #:**	**69695**	Invoice	**Invoice No:** 4620456		**10/10/2022**		**Paid Amt:**	**$228.66**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0118	**chec**	**104517**	**5581**		**US FOODS INC**			**Check**	
				E 02 005 770 000 705 490	BREAKFAST		$388.18		
				E 02 005 770 000 701 490	LUNCH		$764.67		
	PO#:	**Voucher #:**	**69696**	Invoice	**Invoice No:** 4620455	**10/10/2022**		**Paid Amt:**	**$1,152.85**
				E 02 005 770 000 701 490	LUNCH		$986.13		
				E 02 005 770 000 701 401	SUPPLIES		$350.03		
	PO#:	**Voucher #:**	**69697**	Invoice	**Invoice No:** 3764659	**10/10/2022**		**Paid Amt:**	**$1,336.16**
				E 02 005 770 000 706 490	FRUIT & VEGGIE		$174.01		
	PO#:	**Voucher #:**	**69698**	Invoice	**Invoice No:** 3928714	**10/10/2022**		**Paid Amt:**	**$174.01**
				E 02 005 770 000 705 490	BREAKFAST		$207.71		
				E 02 005 770 000 701 490	LUNCH		$849.76		
	PO#:	**Voucher #:**	**69699**	Invoice	**Invoice No:** 3928715	**10/10/2022**		**Paid Amt:**	**$1,057.47**
				E 02 005 770 000 706 490	FRUIT & VEGGIE		$124.96		
	PO#:	**Voucher #:**	**69700**	Invoice	**Invoice No:** 4104416	**10/10/2022**		**Paid Amt:**	**$124.96**
								Check Amount:	**$9,397.48**
0118	**chec**	**104518**	**6233**		**AIM ELECTRONICS, INC**			**Check**	
				E 05 005 850 000 302 530	DOWN PAYMENT- 30%		$7,221.00		
	PO#: 18692	**Voucher #:**	**69821**	Invoice	**Invoice No:** DOWN PAYMENT	**10/25/2022**		**Paid Amt:**	**$7,221.00**
								Check Amount:	**$7,221.00**
0118	**chec**	**104519**	**3296**		**AMAZON.COM**			**Check**	
				E 04 500 505 000 321 401	Wilson NFL MVP Football		$22.50		
	PO#: 18629	**Voucher #:**	**69738**	Invoice	**Invoice No:** 133J-74KY-PWKQ	**10/25/2022**		**Paid Amt:**	**$22.50**
				E 04 500 585 000 332 401	LIFE SAVERS Gummy, STARBURST Duos ar		$65.94		
				E 04 500 585 000 332 401	M&M'S, SNICKERS, TWIX, MILKY WAY & 3 M		$134.91		
	PO#: 18717	**Voucher #:**	**69739**	Invoice	**Invoice No:** 1Y9L-JF3W-G4WC	**10/25/2022**		**Paid Amt:**	**$200.85**
				E 01 020 260 000 000 430	200 Pieces Aluminum Foil Pie Pans Disposab		$23.58		
				E 01 020 260 000 000 430	Scissors Bulk 20-Pack, Taotree 8" Multipurpos		$23.99		
				E 01 020 260 000 000 430	Crayola Broad Line Markers Bulk, 12 Marker F		$33.65		
	PO#: 18711	**Voucher #:**	**69740**	Invoice	**Invoice No:** 1THW-G1PC-NHQY	**10/25/2022**		**Paid Amt:**	**$81.22**
				E 01 310 298 069 301 402	LED TWINKLE LIGHTS		$174.93		
	PO#: 18732	**Voucher #:**	**69741**	Invoice	**Invoice No:** 1LY9-K1NY-JGR7	**10/25/2022**		**Paid Amt:**	**$174.93**
				E 01 020 630 000 000 401	USB C to VGA HDMI MultiPort Adapter, USB (		$17.99		
				E 01 010 630 000 000 401	Neenah Card Stock		$19.00		
	PO#: 18709	**Voucher #:**	**69742**	Invoice	**Invoice No:** 1LY9-K1NY-99DT	**10/25/2022**		**Paid Amt:**	**$36.99**
				E 01 020 620 000 000 470	The Treatment Book 2		$12.99		
				E 01 020 620 000 000 470	The Remedy Book 3		$9.00		
				E 01 020 620 000 000 470	The Epidemic Book 4		$9.99		
				E 01 020 620 000 000 470	The Program		$11.59		
				E 01 020 620 000 000 470	The Adjustment Book 5		$12.99		

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104519	3296		AMAZON.COM		Check
				E 01 020 620 000 000 470	The Complication book 6	$11.99	
	PO#: 18720	Voucher #:	69780	Invoice	Invoice No: 1R1N-KDTH-FYYC	10/25/2022	Paid Amt: $68.55
				E 01 310 298 069 301 402	PURPLE FAIRY STING LIGHTS	$24.99	
	PO#:	Voucher #:	69817	Credit	Invoice No: 13YR-CCC7-WFWX	10/25/2022	Paid Amt: ($24.99)
							Check Amount: $560.05
0118	chec	104520	6246		AUSTIN MOE		Check
				E 01 310 294 210 000 305	OFFICIAL	$100.00	
	PO#:	Voucher #:	69812	Invoice	Invoice No: 10/14/2022	10/25/2022	Paid Amt: $100.00
							Check Amount: $100.00
0118	chec	104521	4672		BSN SPORTS		Check
				E 05 005 850 000 302 530	POST PADS	$799.98	
				E 05 005 850 000 302 530	SCREENED LETTERING	$339.98	
				E 05 005 850 000 302 530	SHIPPING	$68.01	
	PO#: 18583	Voucher #:	69743	Invoice	Invoice No: 918296023	10/25/2022	Paid Amt: $1,207.97
							Check Amount: $1,207.97
0118	chec	104522	5822		CASS COUNTY CHILDREN'S INITIATIVE		Check
				E 01 005 110 025 000 305	CCLLRCI DUES	$5,000.00	
	PO#:	Voucher #:	69820	Invoice	Invoice No: 2022	10/25/2022	Paid Amt: $5,000.00
							Check Amount: $5,000.00
0118	chec	104523	01151		CITY OF REMER		Check
				E 01 005 810 000 000 330	4TH QTR BILLING	$4,197.29	
	PO#:	Voucher #:	69806	Invoice	Invoice No: 10012022	10/25/2022	Paid Amt: $4,197.29
							Check Amount: $4,197.29
0118	chec	104524	01097		CROW WING COOP POWER & LIGHT		Check
				E 01 005 810 000 000 332	Electricity	$26.61	
	PO#:	Voucher #:	69826	Invoice	Invoice No: 10/14/22	10/25/2022	Paid Amt: $26.61
							Check Amount: $26.61
0118	chec	104525	6051		CYNTHIA BUCHHOLZ		Check
				E 04 500 505 000 321 305	Consulting Fees	$490.00	
	PO#:	Voucher #:	69814	Invoice	Invoice No: 10122022	10/25/2022	Paid Amt: $490.00
							Check Amount: $490.00
0118	chec	104526	6247		DARIN SCHULTZ		Check
				E 01 310 294 210 000 305	OFFICIAL	$185.00	
	PO#:	Voucher #:	69810	Invoice	Invoice No: 10/14/2022	10/25/2022	Paid Amt: $185.00
							Check Amount: $185.00
0118	chec	104527	4397		DELTA DENTAL OF MN		Check
				E 01 010 203 000 000 291	Elem Retired Emp Benefit	$230.00	

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104527	4397		DELTA DENTAL OF MN		Check
				E 01 020 211 000 000 291	Retired Emp Benefit	$89.70	
				E 01 010 050 000 000 291	Retired Emp Benefit	$135.70	
				B 01 215 031	Employer Insurance Withholding Payable	$2,266.74	
	PO#:	Voucher #:	69815	Invoice	Invoice No: CNS0001083180	10/25/2022	Paid Amt: $2,722.14
							Check Amount: $2,722.14
0118	chec	104528	5612		DEPT OF EMPLOYMENT & ECONOMIC DEVELOPMENT		Check
				E 01 005 810 000 000 280	Unemploy Insurance	$26.94	
	PO#:	Voucher #:	69761	Invoice	Invoice No: 106-002	10/25/2022	Paid Amt: $26.94
							Check Amount: $26.94
0118	chec	104529	3580		EDUCATORS BENEFIT CONSULTANTS LLC		Check
				E 01 005 110 000 000 299	4TH QTR FEE	$576.00	
	PO#:	Voucher #:	69745	Invoice	Invoice No: 25405	10/25/2022	Paid Amt: $576.00
							Check Amount: $576.00
0118	chec	104530	3080		ESC SYSTEMS		Check
				E 05 005 850 000 302 530	FOOTBALL FIELD PUBLIC ADDRESS	$12,058.89	
	PO#: 18603	Voucher #:	69744	Invoice	Invoice No: 73349	10/25/2022	Paid Amt: $12,058.89
							Check Amount: $12,058.89
0118	chec	104531	04349		FLINN SCIENTIFIC INC		Check
				E 01 020 260 000 000 430	SKU: P0062 Potassium Hydroxide, Laborator	$36.33	
				E 01 020 260 000 000 430	MISC SKU: P0019 Phenolphthalein Solution,	$17.43	
				E 01 020 260 000 000 430	Shipping	$43.33	
	PO#: 18713	Voucher #:	69729	Invoice	Invoice No: 2787330	10/25/2022	Paid Amt: $97.09
							Check Amount: $97.09
0118	chec	104532	5392	REMIT	GOODIN COMPANY		Check
				E 01 005 810 000 000 420	Aeroator per quote 03830282-00 Ed M 1.5gpr	$53.25	
				E 01 005 810 000 000 420	shipping est	$10.19	
	PO#: 18678	Voucher #:	69746	Invoice	Invoice No: 03830282-00	10/25/2022	Paid Amt: $63.44
				E 01 005 810 000 000 420	Flush Valve Toilet per quote 03833428-00	$176.35	
				E 01 005 810 000 000 420	Freight	$10.67	
	PO#: 18721	Voucher #:	69747	Invoice	Invoice No: 03833428-00	10/25/2022	Paid Amt: $187.02
							Check Amount: $250.46
0118	chec	104533	01034	R	GOPHER		Check
				E 01 020 211 000 000 430	GK38-683 12 PLAYER LACROSSE SET	$259.00	
				E 01 020 211 000 000 430	Freight	$31.08	
	PO#: 18576	Voucher #:	69788	Invoice	Invoice No: IN225024	10/25/2022	Paid Amt: $290.08
							Check Amount: $290.08

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
0118	chec	104534	03788	R	HILLYARD/HUTCHINSON				Check	
				E 01 005 810 000 000 410		PG45112 2 CS 74.27 148.54 DETERGENT DI		$148.54		
				E 01 005 810 000 000 410		PAP22285 15 CS 55.49 832.35 TOWEL ROLL		$832.35		
				E 01 005 810 000 000 410		GEO27700 4 CS 48.18 192.72 TOWEL ROLL		$192.72		
				E 01 005 810 000 000 410		HIL30418 20 PAC 10.00 200.00 GLOVE NITR		$200.00		
	PO#: 18706	Voucher #:	69734	Invoice	Invoice No: 604899378		10/25/2022		Paid Amt:	$1,373.61
									Check Amount:	$1,373.61
0118	chec	104535	5590		HOLDEN ELECTRIC				Check	
				E 05 005 850 000 302 520		Irrigation Connection power to front		$880.00		
	PO#: 18594	Voucher #:	69808	Invoice	Invoice No: 68812		10/25/2022		Paid Amt:	$880.00
									Check Amount:	$880.00
0118	chec	104536	01052		HOLKERS DO IT BEST LUMBER				Check	
				E 01 005 810 000 000 420		open PO structure like last one for misc maint		$59.89		
				E 01 005 810 000 000 420		open PO structure like last one for misc maint		$50.00		
	PO#: 18525	Voucher #:	69781	Invoice	Invoice No: 2210-040564		10/25/2022		Paid Amt:	$109.89
				E 01 005 810 000 000 420		open PO structure like last one for misc maint		$45.85		
	PO#: 18525	Voucher #:	69737	Invoice	Invoice No: 2210-039756		10/25/2022		Paid Amt:	$45.85
				E 01 020 255 000 000 430		Open P.O.		$38.18		
	PO#: 18665	Voucher #:	69748	Invoice	Invoice No: 2210-040245		10/25/2022		Paid Amt:	$38.18
				E 01 020 255 000 000 430		Open P.O.		$36.34		
	PO#: 18665	Voucher #:	69749	Invoice	Invoice No: 2210-040304		10/25/2022		Paid Amt:	$36.34
				E 01 005 810 000 000 420		GENERAL REPAIR SUPPLIES		$4.00		
	PO#:	Voucher #:	69807	Invoice	Invoice No: 2210-040709		10/25/2022		Paid Amt:	$4.00
									Check Amount:	$234.26
0118	chec	104537	4163		IASC				Check	
				E 01 010 406 000 740 396		Kathleen Fischer-Salary		$5,552.58		
				E 01 010 406 000 740 397		K.Fischer-Benefits		$966.80		
				E 01 010 405 000 740 396		Megan Bruxvoort-Salary		$1,695.01		
				E 01 010 405 000 740 397		M.Bruxvoort-Benefits		$573.07		
	PO#:	Voucher #:	69828	Invoice	Invoice No: 3388		10/25/2022		Paid Amt:	$8,787.46
				E 01 005 400 000 372 305		FY22 MA BILLER		$2,376.08		
				E 01 005 400 000 372 305		FY22 MA BILLING NURSE		$5,514.25		
				E 01 005 400 000 372 305		FY22 MA BILLING COORDINATOR		$815.69		
	PO#:	Voucher #:	69728	Invoice	Invoice No: 3394		10/25/2022		Paid Amt:	$8,706.02
									Check Amount:	$17,493.48

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104538	4422		INFINITY ONLINE		Check
				E 01 020 211 000 000 820	FY23 FALL SEMESTER	$13,825.00	
	PO#:	Voucher #:	69730	Invoice	Invoice No: 311559	10/25/2022	Paid Amt: $13,825.00
							Check Amount: $13,825.00
0118	chec	104539	5140		INSTITUTE FOR ENVIRONMENTAL ASSESSMENT		Check
				E 05 005 865 000 352 305	7 site visits per quote Taylor 6-3-22 year 1 bud	$1,500.00	
	PO#: 18536	Voucher #:	69731	Invoice	Invoice No: 00045784	10/25/2022	Paid Amt: $1,500.00
							Check Amount: $1,500.00
0118	chec	104540	02406		ISD #0002		Check
				E 04 500 507 000 000 391	Q1 EC SALARY	$14,456.99	
				E 04 500 507 000 000 391	Q1 EC BENEFITS	$1,236.09	
	PO#:	Voucher #:	69752	Invoice	Invoice No: 1244	10/25/2022	Paid Amt: $15,693.08
							Check Amount: $15,693.08
0118	chec	104541	6462		JEREMY SCHWARZ		Check
				E 01 310 296 310 000 184	VB CLOCK/PA	$55.00	
	PO#:	Voucher #:	69819	Invoice	Invoice No: 10112022	10/25/2022	Paid Amt: $55.00
							Check Amount: $55.00
0118	chec	104542	6448		JOHN SCHLAUTER		Check
				E 01 310 294 210 000 184	GAME WORKER	$75.00	
	PO#:	Voucher #:	69784	Invoice	Invoice No: 10/14/22	10/25/2022	Paid Amt: $75.00
							Check Amount: $75.00
0118	chec	104543	01098		JOHNSON TELEPHONE CO		Check
				E 01 040 810 000 000 320	R4513	$31.16	
	PO#:	Voucher #:	69750	Invoice	Invoice No: R4513-10/1/22	10/25/2022	Paid Amt: $31.16
				E 01 005 810 000 000 320	R0520	$605.65	
	PO#:	Voucher #:	69751	Invoice	Invoice No: R0520-10/01/2022	10/25/2022	Paid Amt: $605.65
							Check Amount: $636.81
0118	chec	104544	6215		KAJEET INC		Check
				E 01 020 760 012 155 320	SMART BUS WIFI BETTER 12 MONTHS	$3,745.00	
				E 01 010 760 012 155 320	SMART BUS WIFI BETTER 12 MONTHS	$3,745.00	
				E 01 020 760 012 155 320	TELECOM ADMIN	$204.25	
				E 01 010 760 012 155 320	TELECOM ADMIN	$204.25	
	PO#: 18494	Voucher #:	69783	Invoice	Invoice No: INV22993	10/25/2022	Paid Amt: $7,898.50
							Check Amount: $7,898.50
0118	chec	104545	5358		L&M SUPPLY INC		Check
				E 01 020 255 000 000 430	OPEN PO SHOP SUPPLIES	$81.70	
	PO#: 18612	Voucher #:	69759	Invoice	Invoice No: 11058329WSID	10/25/2022	Paid Amt: $81.70
							Check Amount: $81.70

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0118	chec	104546	01095		LAKE COUNTRY POWER		Check	
				E 01 005 810 000 000 332	FOOTBALL LIGHTS		$78.00	
	PO#:	Voucher #:	69754	Invoice	Invoice No: 500527850-9/01-10/01	10/25/2022	Paid Amt:	$78.00
				E 01 005 810 000 000 332	BOILER HOUSE		$8,873.00	
	PO#:	Voucher #:	69755	Invoice	Invoice No: 90000204/205-10/01	10/25/2022	Paid Amt:	$8,873.00
				E 01 005 810 000 000 332	ECFE BUILDING		$778.00	
	PO#:	Voucher #:	69756	Invoice	Invoice No: 90000206-9/01-10/01	10/25/2022	Paid Amt:	$778.00
				E 01 005 810 000 000 332	MAIN SCHOOL		$14,674.00	
	PO#:	Voucher #:	69757	Invoice	Invoice No: 90000203-9/01-10/01	10/25/2022	Paid Amt:	$14,674.00
				E 01 005 810 000 000 332	FOOTBALL LIGHTS		$64.00	
	PO#:	Voucher #:	69758	Invoice	Invoice No: 10000176-9/01-10/01	10/25/2022	Paid Amt:	$64.00
							Check Amount:	$24,467.00
0118	chec	104547	6443		LYNETTE HOMER		Check	
				E 01 310 296 310 000 305	OFFICIAL		$162.50	
	PO#:	Voucher #:	69753	Invoice	Invoice No: 10112022	10/25/2022	Paid Amt:	$162.50
							Check Amount:	$162.50
0118	chec	104548	5223		MADISON NATIONAL LIFE		Check	
				B 01 215 036	Ltd Insurance Withholding Payable-Dist		$1,044.64	
	PO#:	Voucher #:	69825	Invoice	Invoice No: 112022	10/25/2022	Paid Amt:	$1,044.64
							Check Amount:	$1,044.64
0118	chec	104549	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	
				E 01 020 211 000 000 580	SECONDARY		$773.38	
	PO#:	Voucher #:	69735	Invoice	Invoice No: 484621552	10/25/2022	Paid Amt:	$2,320.12
							Check Amount:	$2,320.12
0118	chec	104550	02316		MASA		Check	
				E 01 005 020 000 000 820	FY23 MEMBERSHIP		$1,330.00	
	PO#: 18675	Voucher #:	69760	Invoice	Invoice No: 21-26955	10/25/2022	Paid Amt:	$1,330.00
							Check Amount:	$1,330.00
0118	chec	104551	2305		MATT KUNNARI		Check	
				E 01 310 294 210 000 184	GAME WORKER		$55.00	
	PO#:	Voucher #:	69785	Invoice	Invoice No: 10/14/22	10/25/2022	Paid Amt:	$55.00
							Check Amount:	$55.00
0118	chec	104552	4225		MIDWEST BUS PARTS		Check	
				E 03 005 760 000 720 420	Shop Supplies		$21.50	
	PO#: 18555	Voucher #:	69736	Invoice	Invoice No: 174687	10/25/2022	Paid Amt:	$21.50
							Check Amount:	$21.50

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104553	6020		MN PEIP		Check
				E 01 010 203 000 000 291	Elem Retired Emp Benefit	$1,683.16	
				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	$43,295.46	
	PO#:	Voucher #:	69816	Invoice	Invoice No: 1228010	10/25/2022	Paid Amt: $46,485.06
							Check Amount: $46,485.06
0118	chec	104554	6251		NICOLE SCOFIELD		Check
				E 01 310 296 310 000 305	OFFICIAL	$120.00	
	PO#:	Voucher #:	69762	Invoice	Invoice No: 10/13/2022	10/25/2022	Paid Amt: $120.00
							Check Amount: $120.00
0118	chec	104555	4065		NORTHERN STAR COOPERATIVE		Check
				E 03 005 760 000 720 444	DIESEL	$7,766.31	
				E 03 005 760 000 720 441	GASOLINE	$2,382.32	
	PO#:	Voucher #:	69791	Invoice	Invoice No: STMT 9/30/22	10/25/2022	Paid Amt: $10,148.63
							Check Amount: $10,148.63
0118	chec	104556	5439		NOR-TRAN INC		Check
				E 03 005 760 000 720 177	ROUTE#3-SUB DRIVER	$1,694.00	
	PO#:	Voucher #:	69804	Invoice	Invoice No: 1787	10/25/2022	Paid Amt: $1,694.00
				E 01 310 296 310 733 360	VOLLEYBALL	$2,239.00	
	PO#:	Voucher #:	69805	Invoice	Invoice No: 1786	10/25/2022	Paid Amt: $2,239.00
							Check Amount: $3,933.00
0118	chec	104557	5651		OFFICE OF MNIT SERVICES		Check
				E 01 005 810 000 000 320	Telephone	$70.40	
	PO#:	Voucher #:	69789	Invoice	Invoice No: W22090682	10/25/2022	Paid Amt: $70.40
							Check Amount: $70.40
0118	chec	104558	4400		PATRICK RICHTER		Check
				E 01 310 294 210 000 305	OFFICIAL	$150.00	
	PO#:	Voucher #:	69811	Invoice	Invoice No: 10/14/2022	10/25/2022	Paid Amt: $150.00
							Check Amount: $150.00
0118	chec	104559	4632		PEMBERTON SORLIE RUFER &		Check
				E 01 005 110 000 000 305	Consulting Fees	$213.50	
	PO#:	Voucher #:	69763	Invoice	Invoice No: 149	10/25/2022	Paid Amt: $213.50
							Check Amount: $213.50
0118	chec	104560	6458	REMIT	PETROCHOICE - AVOCA		Check
				E 01 005 760 012 155 520	GRA225006 GREASE PUMP ASM	$1,666.68	
				E 01 005 760 012 155 520	GRA109075 AIR REGULATOR	$97.08	

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0118	chec	104560	6458	REMIT	PETROCHOICE - AVOCA			Check	
				E 01 005 760 012 155 520	SHIPPING		$39.34		
	PO#: 18752	Voucher #:	69786	Invoice	Invoice No: 51036308	10/25/2022		Paid Amt:	$1,803.10
								Check Amount:	$1,803.10
0118	chec	104561	2035		PITNEY BOWES INC			Check	
				E 01 005 110 000 000 329	postage		$169.40		
	PO#:	Voucher #:	69827	Invoice	Invoice No: stmt 10/16/22	10/25/2022		Paid Amt:	$169.40
								Check Amount:	$169.40
0118	chec	104562	03258		RAPIDS WELDING SUPPLY			Check	
				E 01 020 255 056 000 430	3/32" 6013 Electrode 50 lb box		$156.00		
				E 01 020 255 056 000 430	3/32" 6010 Electrode 50 Lb Box		$184.50		
				E 01 020 255 056 000 430	3/32" 7018 Electrode 50 lb Box		$139.50		
				E 01 020 255 056 000 430	RG45 1/16" OA Filler rods/lb.		$193.60		
				E 01 020 255 056 000 430	Cylinder of Oxygen, Medium		$22.61		
				E 01 020 255 056 000 430	Delivery and Hazard Fee		$141.50		
				E 01 020 255 056 000 430	RG45 .045" OA Filler rods/lb.		$230.10		
				E 01 020 255 056 000 430	Gas Welding torch, PW1350		$118.90		
				E 01 020 255 056 000 430	Green Welding Jacket Medium		$21.85		
				E 01 020 255 056 000 430	green Welding Jacket, 2XL		$68.85		
				E 01 020 255 056 000 430	Gas Welding tip, W12		$64.00		
	PO#: 18686	Voucher #:	69765	Invoice	Invoice No: 0010092220	10/25/2022		Paid Amt:	$1,341.41
								Check Amount:	$1,341.41
0118	chec	104563	01058		REMER TRADING POST			Check	
				E 03 005 760 000 720 420	Repair def. lines		$477.16		
	PO#:	Voucher #:	69792	Invoice	Invoice No: 242	10/25/2022		Paid Amt:	$477.16
								Check Amount:	$477.16
0118	chec	104564	6444		RENEE WITTNER			Check	
				E 01 310 296 310 000 305	OFFICIAL		$162.50		
	PO#:	Voucher #:	69764	Invoice	Invoice No: 10/11/2022	10/25/2022		Paid Amt:	$162.50
								Check Amount:	$162.50
0118	chec	104565	4778		RICK KEHOE			Check	
				E 01 310 294 210 000 305	OFFICIAL		$100.00		
	PO#:	Voucher #:	69809	Invoice	Invoice No: 10/14/22	10/25/2022		Paid Amt:	$100.00
								Check Amount:	$100.00
0118	chec	104566	05304		SANDSTROM'S			Check	
				E 02 005 770 000 705 490	BREAKFAST		$85.00		
				E 02 005 770 000 701 490	LUNCH		$140.00		
	PO#:	Voucher #:	69767	Invoice	Invoice No: 430046	10/25/2022		Paid Amt:	$225.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0118	chec	104566	05304		SANDSTROM'S		Check	
				E 01 310 292 125 000 490	CONCESSIONS	$251.67		
	PO#:	Voucher #:	69768	Invoice	Invoice No: 429829	10/25/2022	Paid Amt:	$251.67
				E 02 005 770 000 705 490	BREAKFAST	$51.00		
				E 02 005 770 000 701 490	LUNCH	$175.00		
	PO#:	Voucher #:	69796	Invoice	Invoice No: 430537	10/25/2022	Paid Amt:	$226.00
				E 02 005 770 000 705 490	BREAKFAST	$85.00		
				E 02 005 770 000 701 490	LUNCH	$175.00		
	PO#:	Voucher #:	69797	Invoice	Invoice No: 430914	10/25/2022	Paid Amt:	$260.00
							Check Amount:	$962.67
0118	chec	104567	3870		SCHOLASTIC CLASSROOM MAGAZINES		Check	
				E 04 500 580 000 325 401	Clifford My Big World Subscription	$192.50		
				E 04 500 580 000 325 401	Freight	$19.25		
	PO#: 18670	Voucher #:	69733	Invoice	Invoice No: M7336451	10/25/2022	Paid Amt:	$211.75
							Check Amount:	$211.75
0118	chec	104568	6314		SFM		Check	
				E 01 005 110 000 000 270	AUDIT	$2,425.00		
	PO#:	Voucher #:	69766	Invoice	Invoice No: 2857740	10/25/2022	Paid Amt:	$2,425.00
							Check Amount:	$2,425.00
0118	chec	104569	5418	REMIT	SHI INTERNATIONAL COPR		Check	
				E 01 005 211 011 171 430	Gumdrop DropTech B1 - Headset - full size - w	$390.00		
	PO#: 18679	Voucher #:	69732	Invoice	Invoice No: B15938435	10/25/2022	Paid Amt:	$390.00
							Check Amount:	$390.00
0118	chec	104570	6291	P1	SOLIANT HEALTH LLC		Check	
				E 01 020 403 000 740 140	Instruction Salary	$157.62		
				E 01 020 411 000 740 140	Instruction Salary	$446.59		
				E 01 020 410 000 740 140	Instruction Salary	$367.78		
				E 01 020 407 000 740 140	Sec LD Salary	$1,655.01		
	PO#:	Voucher #:	69769	Invoice	Invoice No: 20498038	10/25/2022	Paid Amt:	$2,627.00
				E 01 020 403 000 740 140	Instruction Salary	$166.14		
				E 01 020 411 000 740 140	Instruction Salary	$470.73		
				E 01 020 410 000 740 140	Instruction Salary	$387.66		
				E 01 020 407 000 740 140	Sec LD Salary	$1,744.47		
	PO#:	Voucher #:	69818	Invoice	Invoice No: 20506010	10/25/2022	Paid Amt:	$2,769.00
							Check Amount:	$5,396.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type	
0118	chec	104571	5804		SOUTHERN MINNESOTA INSPECTION COMPANY, LLC			Check	
				E 05 005 865 000 347 305	Annual Lift and Hoists Inspections fy2023 est		$3,123.90		
	PO#: 18539	Voucher #:	69822	Invoice	Invoice No: 20228	10/25/2022		Paid Amt:	$3,123.90
								Check Amount:	$3,123.90
0118	chec	104572	5624		SPEECH PARTNERS			Check	
				E 01 010 401 000 740 394	Purchase Speech Services		$8,248.66		
	PO#:	Voucher #:	69790	Invoice	Invoice No: 104024-104056	10/25/2022		Paid Amt:	$8,248.66
								Check Amount:	$8,248.66
0118	chec	104573	6146		TC's FOODS INC			Check	
				E 04 500 585 000 332 401	Pumpkins for after school Enrichment activity		$330.00		
	PO#: 18687	Voucher #:	69823	Invoice	Invoice No: 150644	10/25/2022		Paid Amt:	$330.00
				E 02 005 770 000 701 490	LUNCH		$3.85		
	PO#:	Voucher #:	69793	Invoice	Invoice No: 149623	10/25/2022		Paid Amt:	$3.85
				E 02 005 770 000 701 490	LUNCH		$4.49		
	PO#:	Voucher #:	69794	Invoice	Invoice No: 149807	10/25/2022		Paid Amt:	$4.49
				E 02 005 770 000 701 490	LUNCH		$14.09		
	PO#:	Voucher #:	69795	Invoice	Invoice No: 149878	10/25/2022		Paid Amt:	$14.09
				E 01 310 292 125 000 490	CONCESSIONS		$18.17		
	PO#:	Voucher #:	69770	Invoice	Invoice No: 148366	10/25/2022		Paid Amt:	$18.17
				E 01 310 292 125 000 490	CONCESSIONS		$2.34		
	PO#:	Voucher #:	69771	Invoice	Invoice No: 148958	10/25/2022		Paid Amt:	$2.34
				E 01 310 292 125 000 490	CONCESSIONS		$4.42		
	PO#:	Voucher #:	69772	Invoice	Invoice No: 149211	10/25/2022		Paid Amt:	$4.42
				E 02 005 770 000 701 490	LUNCH		$8.73		
	PO#:	Voucher #:	69773	Invoice	Invoice No: 148476	10/25/2022		Paid Amt:	$8.73
				E 02 005 770 000 701 490	LUNCH		$26.72		
	PO#:	Voucher #:	69774	Invoice	Invoice No: 149276	10/25/2022		Paid Amt:	$26.72
				E 02 005 770 000 701 490	Food		$9.18		
	PO#:	Voucher #:	69775	Invoice	Invoice No: STMT	10/25/2022		Paid Amt:	$9.18
								Check Amount:	$421.99
0118	chec	104574	2890		THE CHILDREN'S HLTH MARKET INC			Check	
				E 01 010 203 202 000 460	KDGN TEACHERS GUIDE		$110.00		
				E 01 010 203 202 000 460	KDGN STUDENT ISSUES		$165.00		
				E 01 010 203 202 000 460	FIRST GRADE TEACHERS GUIDE		$110.00		
				E 01 010 203 202 000 460	FIRST GRADE STUDENT ISSUES		$202.50		
				E 01 010 203 202 000 460	SECOND GRADE TEACHERS GUIDE		$110.00		
				E 01 010 203 202 000 460	SECOND GRADE STUDENT ISSUES		$300.00		
				E 01 010 203 202 000 460	THIRD GRADE TEACHER GUIDES		$110.00		
				E 01 010 203 202 000 460	THIRD GRADE STUDENT ISSUES		$210.00		

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104574	2890		THE CHILDREN'S HLTH MARKET INC		Check
				E 01 010 203 202 000 460	FOURTH GRADE TEACHER GUIDES	$55.00	
				E 01 010 203 202 000 460	FOURTH GRADE STUDENT ISSUES	$157.50	
				E 01 010 203 202 000 460	FIFTH GRADE TEACHER GUIDES	$55.00	
				E 01 010 203 202 000 460	FIFTH GRADE STUDENT ISSUES	$202.50	
				E 01 010 203 202 000 460	SIXTH GRADE TEACHER GUIDE	$55.00	
				E 01 010 203 202 000 460	SIXTH GRADE STUDENT ISSUES	$157.50	
				E 01 020 211 000 000 460	TEACHERS GUIDE MS-L1	$55.00	
				E 01 020 211 000 000 460	STUDENT ISSUES MS-L1	$247.50	
				E 01 020 211 000 000 460	TEACHERS GUIDE MS-L2	$55.00	
				E 01 020 211 000 000 460	STUDENT ISSUES MS-L2	$165.00	
				E 01 010 203 202 000 460	PUPPET SET	$220.00	
				E 01 010 203 202 000 460	SET OF 10 STAND-UP CARDBOARD CHARA	$150.00	
				E 01 010 203 202 000 460	FREIGHT	$433.88	
	PO#: 18516	Voucher #:	69824	Invoice	Invoice No: 44218	10/25/2022	Paid Amt: $3,326.38
							Check Amount: $3,326.38
0118	chec	104575	5739		THE PUB		Check
				E 01 310 298 069 301 402	LUNCH FOR HOMECOMING COURT	$95.00	
	PO#: 18731	Voucher #:	69787	Invoice	Invoice No: HXTB68J7AD4GC	10/25/2022	Paid Amt: $95.00
							Check Amount: $95.00
0118	chec	104576	2948		THEO RINGLE		Check
				E 01 310 294 210 000 305	OFFICIAL	$100.00	
	PO#:	Voucher #:	69813	Invoice	Invoice No: 10/14/2022	10/25/2022	Paid Amt: $100.00
							Check Amount: $100.00
0118	chec	104577	6460		TODD SCAIA		Check
				E 01 310 296 310 000 305	OFFICIAL	$203.75	
	PO#:	Voucher #:	69782	Invoice	Invoice No: 10132022	10/25/2022	Paid Amt: $203.75
							Check Amount: $203.75
0118	chec	104578	06131		TREASURE BAY PRINTING		Check
				E 01 020 211 000 000 401	Senior Composite - Satin 200 gsm 30" x 36"	$60.00	
				E 01 020 211 000 000 401	Trim to 28" x 34"	$8.00	
	PO#: 18688	Voucher #:	69776	Invoice	Invoice No: 275917	10/25/2022	Paid Amt: $68.00
							Check Amount: $68.00
0118	chec	104579	01099		UPPER LAKES FOODS, INC		Check
				E 01 310 292 125 000 490	CONCESSION STAND	$110.39	
	PO#:	Voucher #:	69798	Invoice	Invoice No: 182431-00	10/25/2022	Paid Amt: $110.39
				E 02 005 770 000 701 490	LUNCH	$77.99	
				E 02 005 770 000 705 490	BREAKFAST	$523.45	

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type		
0118	**chec**	**104579**	**01099**		**UPPER LAKES FOODS, INC**			**Check**		
				E 02 005 770 000 701 401	SUPPLIES		$210.24			
	PO#:	**Voucher #:**	**69799**	Invoice	**Invoice No:** 182432-00	**10/25/2022**		**Paid Amt:**	**$811.68**	
				E 02 005 770 000 706 490	FRUIT & VEGGIE		$390.97			
	PO#:	**Voucher #:**	**69800**	Invoice	**Invoice No:** 178678-00	**10/25/2022**		**Paid Amt:**	**$390.97**	
								Check Amount:		**$1,313.04**
0118	**chec**	**104580**	**5581**		**US FOODS INC**			**Check**		
				E 02 005 770 000 701 490	LUNCH/COMMODITIES		$472.50			
	PO#:	**Voucher #:**	**69801**	Invoice	**Invoice No:** 4973124	**10/25/2022**		**Paid Amt:**	**$472.50**	
				E 02 005 770 000 705 490	BREAKFAST		$352.82			
				E 02 005 770 000 701 490	LUNCH		$1,336.26			
	PO#:	**Voucher #:**	**69802**	Invoice	**Invoice No:** 4890145	**10/25/2022**		**Paid Amt:**	**$1,689.08**	
				E 02 005 770 000 705 490	BREAKFAST		$120.36			
				E 02 005 770 000 701 490	LUNCH		$1,370.47			
				E 02 005 770 000 701 401	SUPPLIES		$75.63			
	PO#:	**Voucher #:**	**69803**	Invoice	**Invoice No:** 4973127	**10/25/2022**		**Paid Amt:**	**$1,566.46**	
				E 01 310 292 125 000 490	CONCESSIONS		$147.21			
	PO#:	**Voucher #:**	**69777**	Invoice	**Invoice No:** 4792319	**10/25/2022**		**Paid Amt:**	**$147.21**	
				E 02 005 770 000 705 490	BREAKFAST		$142.32			
				E 02 005 770 000 701 490	LUNCH		$1,254.01			
	PO#:	**Voucher #:**	**69778**	Invoice	**Invoice No:** 4792320	**10/25/2022**		**Paid Amt:**	**$1,396.33**	
				E 01 010 206 000 433 401	KINDNESS RUN		$137.32			
	PO#:	**Voucher #:**	**69779**	Invoice	**Invoice No:** 4792321	**10/25/2022**		**Paid Amt:**	**$137.32**	
								Check Amount:		**$5,408.90**
								Report Total:		**$343,029.87**

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16040	0118	chec															
			20970	Credit	A	10/06/22	9353	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					39.16	0.00
															Receipt Total:	$39.16	$0.00
Landon Waddell-CC Sports fee			20971	Credit	A	10/06/22	9354	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
9/16/22 Deposit			20972	Credit	A	10/06/22	9355	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					4.75	0.00
															Receipt Total:	$4.75	$0.00
Betty Johnson-Sept/Oct premium			20973	Credit	A	10/06/22	9356	Check	1	1070	RETIRE/DEDUCT:						
						0118 E 01 010	203	000 000	291		Elem Retired Emp Benefit					1,772.68	0.00
															Receipt Total:	$1,772.68	$0.00
9/19/22 Deposit			20974	Credit	A	10/06/22	9357	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					169.75	0.00
															Receipt Total:	$169.75	$0.00
Swimming,FB,BB,Barn Quilt,			20975	Credit	A	10/06/22	9358	Check	1	1072	COMMUNITY EDUATION						
						0118 R 04 500	505	305 321	040		Tuition fm Patrons					2,712.00	0.00
															Receipt Total:	$2,712.00	$0.00
9/20/22 Deposit			20976	Credit	A	10/06/22	9360	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					126.75	0.00
															Receipt Total:	$126.75	$0.00
9/21/22 Deposit			20977	Credit	A	10/06/22	9361	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					225.00	0.00
															Receipt Total:	$225.00	$0.00
Cole Doree lunch money			20978	Credit	A	10/06/22	9362	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					100.00	0.00
															Receipt Total:	$100.00	$0.00
Sadie Geving-Chromebook chge			20979	Credit	A	10/06/22	9363	Cash	1	c1	Miscellaneous Customer						
						0118 R 01 005	000	000 000	099		Misc Revenue					40.00	0.00
															Receipt Total:	$40.00	$0.00

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16040	0118	chec															
Refund to Stephanie Pound			20980	Debit	A	10/06/22	9364	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					(194.35)	0.00
														Receipt Total:		($194.35)	$0.00
9/22 Deposit			20981	Credit	A	10/06/22	9365	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					17.50	0.00
														Receipt Total:		$17.50	$0.00
TUITION-L.KINGBIRD			20982	Credit	A	10/06/22	9366	Check	1	1180	ISD#31						
						0118 R 01 005 000 000 320 021					Rev fm Other Sch Dt					3,221.68	0.00
														Receipt Total:		$3,221.68	$0.00
9/23/22 DEPOSIT			20983	Credit	A	10/06/22	9367	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					11.00	0.00
														Receipt Total:		$11.00	$0.00
VB FEE-FOND DU LAC			20984	Credit	A	10/06/22	9368	Check	1	1108	AF ACTIVITY FEES						
						0118 R 01 310 292 110 000 050					Activity Fees					150.00	0.00
														Receipt Total:		$150.00	$0.00
9/26 DEPOSIT			20985	Credit	A	10/06/22	9369	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					11.75	0.00
														Receipt Total:		$11.75	$0.00
9/27 DEPOSIT			20986	Credit	A	10/06/22	9370	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					122.50	0.00
														Receipt Total:		$122.50	$0.00
			20987	Credit	A	10/06/22	9371	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					123.25	0.00
														Receipt Total:		$123.25	$0.00
iSD#750 M JANNSEN-TUITION			20988	Credit	A	10/06/22	9372	Check	1	C1	Miscellaneous Customer						
						0118 R 01 005 000 000 320 021					Rev fm Other Sch Dt					3,600.70	0.00
														Receipt Total:		$3,600.70	$0.00
9/29 DEPOSIT			20989	Credit	A	10/06/22	9373	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					44.05	0.00
														Receipt Total:		$44.05	$0.00

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16040	0118	chec															
ROXANNE LATHROP-INSURAN			20990	Credit	A	10/06/22	9374	Check	1	1070	RETIRE/DEDUCT:						
						0118 E 01 010 203 000 000 291					Elem Retired Emp Benefit					138.00	0.00
														Receipt Total:		$138.00	$0.00
9/30 DEPOSIT			20991	Credit	A	10/06/22	9375	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					75.75	0.00
														Receipt Total:		$75.75	$0.00
FAMILY CENTER-BREAKFASTS			20992	Credit	A	10/06/22	9376	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					28.35	0.00
														Receipt Total:		$28.35	$0.00
FY22 TELEPRESENCE-OJIBWA			20993	Credit	A	10/06/22	9377	Check	1	1036	ISD #316 - GREENWAY						
						0118 R 01 005 211 000 000 021					TelePresence - H.S. Courses					2,500.00	0.00
														Receipt Total:		$2,500.00	$0.00
			20994	Credit	A	10/06/22	9378	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					154.05	0.00
														Receipt Total:		$154.05	$0.00
Tuiton Agreement isd#94			20995	Credit	A	10/06/22	9379	Check	1	c1	Miscellaneous Customer						
						0118 R 01 005 000 000 000 021					Mn School Dist Reimb					2,143.14	0.00
														Receipt Total:		$2,143.14	$0.00
Laport School-VB tournament			20996	Credit	A	10/06/22	9383	Check	1	c1	Miscellaneous Customer						
						0118 R 01 310 296 310 301 096					Volleyball Activity					150.00	0.00
														Receipt Total:		$150.00	$0.00
Volleyball tournament			20997	Credit	A	10/06/22	9384	Check	1	1024	IND SCH DIST #363						
						0118 R 01 310 296 310 301 096					Volleyball Activity					150.00	0.00
														Receipt Total:		$150.00	$0.00
Lakeland promotions-vb apperal			20998	Credit	A	10/06/22	9385	Check	1	c1	Miscellaneous Customer						
						0118 E 01 310 296 310 000 184					GAME WORKER					125.00	0.00
														Receipt Total:		$125.00	$0.00
Sports fee-Adrianna Collins			20999	Credit	A	10/06/22	9387	Check	1	1108	AF ACTIVITY FEES						
						0118 B 02 230 001					Deferred Revenue					50.00	0.00
														Receipt Total:		$50.00	$0.00

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16040	0118	chec															
10/4/22 Deposit			21000	Credit	A	10/06/22	9388	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					106.00	0.00
														Receipt Total:		$106.00	$0.00
Volleyball 9/20/22			21001	Credit	A	10/06/22	9389	Cash	1	1118	GATE RECEIPTS						
						0118 R 01 310 292 110 000 060					Activity Admissions					284.00	0.00
														Receipt Total:		$284.00	$0.00
Volleyball 9/20/22			21002	Credit	A	10/06/22	9390	Cash	1	1119	CONCESSIONS - FOOD S						
						0118 R 01 310 292 125 000 096					CONCESSIONS DISTRICT					556.00	0.00
														Receipt Total:		$556.00	$0.00
VB tounament-Worker pay			21003	Credit	A	10/06/22	9391	Cash	1	c1	Miscellaneous Customer						
						0118 E 01 310 296 310 000 184					GAME WORKER					330.00	0.00
														Receipt Total:		$330.00	$0.00
			21004	Credit	A	10/06/22	9392	Cash	1	1119	CONCESSIONS - FOOD S						
						0118 R 01 310 292 125 000 096					CONCESSIONS DISTRICT					54.00	0.00
						0118 E 01 310 292 125 000 185					CONCESSION WORKS DIS					750.00	0.00
														Receipt Total:		$804.00	$0.00
10/5/22 deposit			21005	Credit	A	10/06/22	9394	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					173.25	0.00
														Receipt Total:		$173.25	$0.00
VB 10/5/22			21006	Credit	A	10/06/22	9395	Cash	1	1118	GATE RECEIPTS						
						0118 R 01 310 292 110 000 060					Activity Admissions					253.00	0.00
														Receipt Total:		$253.00	$0.00
Volleyball-9/27/22			21007	Credit	A	10/06/22	9396	Cash	1	1119	CONCESSIONS - FOOD S						
						0118 R 01 310 292 125 000 096					CONCESSIONS DISTRICT					557.30	0.00
														Receipt Total:		$557.30	$0.00
Cash under			21008	Debit	A	10/06/22	9397	Cash	1	c1	Miscellaneous Customer						
						0118 R 01 005 000 000 000 099					Misc Revenue					(0.75)	0.00
														Receipt Total:		($0.75)	$0.00
TH Signs Donation-Activity			21009	Credit	A	10/06/22	9386	Check	1	c1	Miscellaneous Customer						
						0118 R 01 310 292 110 000 096					ACTIVITY					500.00	0.00
														Receipt Total:		$500.00	$0.00

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16040	0118	chec															
Athletics account			21010	Credit	A	10/06/22	9393	Cash	1	c1	Miscellaneous Customer						
						0118 R 01 310 292 110 000 096					ACTIVITY					37.00	0.00
															Receipt Total:	$37.00	$0.00
															Deposit Total:	**$21,462.26**	**$0.00**
16041	0118	chec															
10/15 IDEAS payment			21011	Credit	A	10/15/22	10152022	Wire	1	MDE	Minn Dept of ED						
						0118 R 01 005 000 000 000 211					Gen Ed/Spar/Pen Adj Aid					99,391.49	0.00
															Receipt Total:	$99,391.49	$0.00
															Deposit Total:	**$99,391.49**	**$0.00**
16042	0118	chec															
10/13/22 Deposit			21012	Credit	A	10/19/22	9417	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					26.00	0.00
															Receipt Total:	$26.00	$0.00
10/14/22 Deposit			21013	Credit	A	10/19/22	9418	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					347.05	0.00
															Receipt Total:	$347.05	$0.00
			21014	Credit	A	10/19/22	9419	Cash	1	PBIX	PBIS High School						
						0118 R 01 310 298 069 301 096					Student PBIS Leadership Act					5.00	0.00
															Receipt Total:	$5.00	$0.00
Gen Ed Tuition			21015	Credit	A	10/19/22	9421	Check	1	1181	ISD#622						
						0118 R 01 005 000 000 320 021					Rev fm Other Sch Dt					983.12	0.00
															Receipt Total:	$983.12	$0.00
volleyball game 10/13/22			21016	Credit	A	10/19/22	9422	Cash	1	1118	GATE RECEIPTS						
						0118 R 01 310 292 110 000 060					Activity Admissions					264.00	0.00
															Receipt Total:	$264.00	$0.00
Food and Clothing 10/13/2022			21017	Credit	A	10/19/22	9423	Cash	1	1119	CONCESSIONS - FOOD S						
						0118 R 01 310 292 125 000 096					CONCESSIONS DISTRICT					611.45	0.00
															Receipt Total:	$611.45	$0.00
Emily/OUting 50LK Lions			21018	Credit	A	10/19/22	9424	Check	1	1149	EAGLES NEST						
						0118 R 01 310 298 192 301 096					Eagles Nest Actvity					250.00	0.00
															Receipt Total:	$250.00	$0.00

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16042	0118	chec															
B.R Hobo club-homecoming			21019	Credit	A	10/19/22	9425	Check	1	1107	OUTING CHAMBER OF C(						
						0118 R 01 310 298 192 301 096					Eagles Nest Actvity					250.00	0.00
															Receipt Total:	$250.00	$0.00
BR Hobo Club dontation			21020	Credit	V	10/19/22	9425	Check	1	1149	EAGLES NEST						
						0118 R 01 310 298 192 301 096					Eagles Nest Actvity					250.00	0.00
															Receipt Total:	$250.00	$0.00
Homecoming Donation			21021	Credit	A	10/19/22	9426	Check	1	1107	OUTING CHAMBER OF C(						
						0118 R 01 310 298 192 301 096					Eagles Nest Actvity					500.00	0.00
															Receipt Total:	$500.00	$0.00
10/17/22 Deposit			21022	Credit	A	10/19/22	9427	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					51.00	0.00
															Receipt Total:	$51.00	$0.00
Homecoming Shirts			21023	Credit	A	10/19/22	9428	Check	1	1149	EAGLES NEST						
						0118 R 01 310 298 192 301 096					Eagles Nest Actvity					675.00	0.00
															Receipt Total:	$675.00	$0.00
LLBO Student Activity			21024	Credit	A	10/19/22	9430	Check	1	1108	AF ACTIVITY FEES						
						0118 R 01 310 292 110 000 050					Activity Fees					1,020.00	0.00
															Receipt Total:	$1,020.00	$0.00
10/18/22 Deposit			21025	Credit	A	10/19/22	9431	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					177.85	0.00
															Receipt Total:	$177.85	$0.00
10/14/22 Football Gate			21026	Credit	A	10/19/22	9432	Cash	1	1118	GATE RECEIPTS						
						0118 R 01 310 292 110 000 060					Activity Admissions					572.00	0.00
															Receipt Total:	$572.00	$0.00
Football Concessions 10/18/22			21027	Credit	A	10/19/22	9433	Cash	1	1119	CONCESSIONS - FOOD S						
						0118 R 01 310 292 125 000 096					CONCESSIONS DISTRICT					530.75	0.00
															Receipt Total:	$530.75	$0.00
Land o' lake-homecoming			21028	Credit	A	10/19/22	9434	Check	1	1149	EAGLES NEST						
						0118 R 01 310 298 192 301 096					Eagles Nest Actvity					200.00	0.00
															Receipt Total:	$200.00	$0.00

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16042	0118	chec															
Original Receipt # 21020			21029	Credit	V	10/19/22	9425	Check-V	1	1149	EAGLES NEST						
						0118 R 01 310 298 192 301 096										(250.00)	0.00
															Receipt Total:	($250.00)	$0.00
12/31/19 - 12/30/20 Forfeiture			21047	Credit	A	10/19/22	9420	Check	1	1146	AVIBEN						
						0118 R 01 005 000 000 000 099					Misc Revenue					1,046.71	0.00
															Receipt Total:	$1,046.71	$0.00
															Deposit Total:	**$7,509.93**	**$0.00**
16043	0118	chec															
			21030	Credit	A	10/13/22	9398	Check	1	1016	ISD #319 NASH/KEE						
						0118 B 01 115 000						2062	06/30/22	Invoice	23,500.00	23,500.00	0.00
															Receipt Total:	$23,500.00	$0.00
STudent Expenses			21031	Credit	A	10/13/22	9399	Check	1	1088	LEECH LAKE BAND OF O						
						0118 R 01 310 298 096 301 096					Indian Ed Activity					164.21	0.00
															Receipt Total:	$164.21	$0.00
10/6/22 Deposit			21032	Credit	A	10/13/22	9400	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					145.75	0.00
															Receipt Total:	$145.75	$0.00
10/7/22 Deposite			21033	Credit	A	10/13/22	9401	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					167.00	0.00
															Receipt Total:	$167.00	$0.00
Concession stand clothes			21034	Credit	A	10/13/22	9404	Cash	1	1119	CONCESSIONS - FOOD S						
						0118 R 01 310 292 125 000 096					CONCESSIONS DISTRICT					5.00	0.00
															Receipt Total:	$5.00	$0.00
Beau Shields-Planner			21035	Credit	A	10/13/22	9405	Cash	1	PBIX	PBIS High School						
						0118 R 01 310 298 069 301 096					Student PBIS Leadership Act					5.00	0.00
															Receipt Total:	$5.00	$0.00
10/11/22 Deposit			21036	Credit	A	10/13/22	9406	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					59.40	0.00
															Receipt Total:	$59.40	$0.00
			21037	Credit	A	10/13/22	9407	Check	1	1072	COMMUNITY EDUATION						
						0118 R 04 500 505 305 321 040					Tuition fm Patrons					910.00	0.00
															Receipt Total:	$910.00	$0.00

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16043	0118	chec															
L.Raftevold			21038	Credit	A	10/13/22	9408	Check	1	1070	RETIRE/DEDUCT:						
						0118 E 01 010 203 000 000 291					Elem Retired Emp Benefit					276.00	0.00
														Receipt Total:		$276.00	$0.00
Braham Schools-VB tournament			21039	Credit	A	10/13/22	9409	Check	1	c1	Miscellaneous Customer						
						0118 R 01 310 296 310 301 096					Volleyball Activity					150.00	0.00
														Receipt Total:		$150.00	$0.00
ISD#0333 - VB tournament			21040	Credit	A	10/13/22	9410	Check	1	c1	Miscellaneous Customer						
						0118 R 01 310 296 310 301 096					Volleyball Activity					150.00	0.00
														Receipt Total:		$150.00	$0.00
ISD#4 - VB tournament			21041	Credit	A	10/13/22	9411	Check	1	C1	Miscellaneous Customer						
						0118 R 01 310 296 310 301 096					Volleyball Activity					150.00	0.00
														Receipt Total:		$150.00	$0.00
10/12/22 deposit			21042	Credit	A	10/13/22	9412	Cash	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					7.00	0.00
														Receipt Total:		$7.00	$0.00
volleyball 10/6/22			21043	Credit	A	10/13/22	9413	Cash	1	1119	CONCESSIONS - FOOD S						
						0118 R 01 310 292 125 000 096					CONCESSIONS DISTRICT					658.75	0.00
														Receipt Total:		$658.75	$0.00
Volleyball 10/6/22			21044	Credit	A	10/13/22	9414	Cash	1	1118	GATE RECEIPTS						
						0118 R 01 310 292 110 000 060					Activity Admissions					278.05	0.00
														Receipt Total:		$278.05	$0.00
Volleyball 10/11/22			21045	Credit	A	10/13/22	9415	Cash	1	1118	GATE RECEIPTS						
						0118 R 01 310 292 110 000 060					Activity Admissions					130.00	0.00
														Receipt Total:		$130.00	$0.00
Volleyball 10/11/22			21046	Credit	A	10/13/22	9416	Cash	1	1119	CONCESSIONS - FOOD S						
						0118 R 01 310 292 125 000 096					CONCESSIONS DISTRICT					488.00	0.00
														Receipt Total:		$488.00	$0.00
														Deposit Total:		**$27,244.16**	**$0.00**

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16044	0118	chec															
Campus Food Deposits			21048	Credit	A	10/31/22	Campus	Wire	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					891.82	0.00
															Receipt Total:	$891.82	$0.00
															Deposit Total:	**$891.82**	**$0.00**
16045	0118	chec															
MA Revnenue			21049	Credit	A	10/12/22	10/12/22	Wire	1	MDE	Minn Dept of ED						
						0118 R 01 005 000	000 372 071				Med Assist Fr Dept of HS					5,387.07	0.00
															Receipt Total:	$5,387.07	$0.00
															Deposit Total:	**$5,387.07**	**$0.00**
16046	0118	chec															
MA Revenue			21050	Credit	A	10/26/22	10/26/22	Wire	1	MDE	Minn Dept of ED						
						0118 R 01 005 000	000 372 071				Med Assist Fr Dept of HS					5,771.41	0.00
															Receipt Total:	$5,771.41	$0.00
															Deposit Total:	**$5,771.41**	**$0.00**
16047	0118	chec															
SERVS Reimbursements			21051	Credit	A	10/13/22	10132022	Wire	1	MDE	Minn Dept of ED						
						0118 R 02 005 770	000 703 300				STATE SPECIAL MILK					70.20	0.00
						0118 R 02 005 770	000 706 300				FRESH FRUIT/VEG GRANT					1,494.41	0.00
						0118 R 01 005 000	012 155 400				Federal Aids & Grant					17,355.10	0.00
						0118 R 01 005 000	012 155 400				Federal Aids & Grant					51,684.25	0.00
						0118 R 01 005 000	012 155 400				Federal Aids & Grant					36,336.65	0.00
															Receipt Total:	$106,940.61	$0.00
															Deposit Total:	**$106,940.61**	**$0.00**
16048	0118	chec															
SERVS reimbursements			21052	Credit	A	10/20/22	10202022	Wire	1	MDE	Minn Dept of ED						
						0118 R 01 005 000	012 161 400				Federal Aids & Grant					26,237.32	0.00
						0118 R 01 005 000	011 171 400				Federal Aids & Grant					1,090.00	0.00
						0118 R 01 005 000	012 406 400				Federal Aids & Grant					7,795.00	0.00
						0118 R 01 005 000	012 406 400				Federal Aids & Grant					4,575.34	0.00
						0118 R 01 005 000	012 406 400				Federal Aids & Grant					1,093.53	0.00
						0118 R 01 005 000	011 401 400				TITLE I FIN 401					406.43	0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16048	0118	chec														
SERVS reimbursements			21052	Credit	A	10/20/22	10202022	Wire	1	MDE Minn Dept of ED						
						0118 R 01 005 000 000 414 400				TITLE II PART A					28,124.53	0.00
														Receipt Total:	$69,322.15	$0.00
														Deposit Total:	**$69,322.15**	**$0.00**
16049	0118	chec														
IDEAS payment			21053	Credit	A	10/28/22	10282022	Wire	1	MDE Minn Dept of ED						
						0118 R 07 005 000 000 000 258				Other State Credits					10,219.59	0.00
						0118 R 07 005 000 000 000 234				Hmstd/Ag Market Value Crec					565.95	0.00
						0118 R 07 005 000 000 000 229				Disparity Reduct Aid					15.95	0.00
						0118 R 01 005 000 000 000 211				Gen Ed/Spar/Pen Adj Aid					121,854.55	0.00
						0118 R 01 005 000 000 740 360				Special Ed Aid					7,055.02	0.00
						0118 R 01 005 000 000 000 227				Abatement Aid					9.35	0.00
														Receipt Total:	$139,720.41	$0.00
														Deposit Total:	**$139,720.41**	**$0.00**
16050	0118	chec														
Cass Cty Tax Payment			21054	Credit	A	10/26/22	10262022	Wire	1	1097 CASS COUNTY AUDITOR						
						0118 R 01 005 000 000 000 001				Taxes					58,490.04	0.00
						0118 R 04 500 505 000 321 001				MAINTENANCE LEVY					10,853.41	0.00
						0118 R 01 005 000 000 000 001				Taxes					58,534.48	0.00
						0118 R 07 005 000 000 000 001				Maintenance Levy					286,655.09	0.00
						0118 R 01 005 000 000 000 010				Powerline Stl					20,460.13	0.00
														Receipt Total:	$434,993.15	$0.00
														Deposit Total:	**$434,993.15**	**$0.00**
														Report Total:	$918,634.46	$0.00

Northland Community Schools
Finance Report 10/31/2022

First National Bank

General Checking			**$3,660,586.63**
Money Market Account			$101,792.26
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			**$664,876.95**
Total of all deposits at First National Bank			**$4,325,463.58**

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P Checks
01	General Fund	$601,876.48	$249,744.00
02	Food Service Fund	$4,825.99	$29,254.29
03	Transportation Fund	$0.00	$14,222.08
04	Community Ed Fund	$14,475.41	$24,473.80
05	Capital Fund	$0.00	$25,991.76
06	Construction Fund	$0.00	$0.00
07	Debt Redemption Fund	$297,456.58	$0.00
08	Scholarship Fund	$0.00	$0.00
Total		**$918,634.46**	**$343,685.93**

Sept 2022 Payroll

	Monthly Total
Gross Payroll	$364,669.30
Employer Benefits	$75,844.05
Employer Taxes	$26,555.69
Total Cost of Payroll	**$467,069.04**

Includes Payrolls:

S202307 10/15/2022

S202308 10/31/2022

Northland Community Schools

Independent School District #118

School Board Report

Date: November 2022

Report Submitted by: Brandon Otway

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

Celebrations:

- We completed our fall BOQ (Benchmarks of Quality) and scored 92% for implementation of CEM in our program. Pretty great considering we've had multiple para turnovers over the last twelve months.

- The outdoor classroom continues to make progress! We've added the two dirt mounds thanks to Schwartz Excavating that was willing to move some of the haul away fill from the bus garage project to our area and shape it into the mounds we have. The larger of the two will be a sliding hill and the smaller will eventually have a built-in slide and a music stage on the north side of it. Plans are in the works to get quotes on other aspects of the project over the winter so that a majority of the other work can happen as soon as school is out.

- New staff continue to get trained on CEM alongside the kindergarten team as we expand these best practices into our elementary building.

- Our team is loving the PL days that have happened so far. We've been able to join the rest of the district for collaboration, learning, and quality time with our EC team to look at program and student data and plan for implementing supports for all of our students.

Concerns:

- Nothing new to report at this time.

Northland Community Schools

Independent School District #118

School Board Report

Date: November 2022

Report Submitted by: L. Monroe-Indian Education

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

Celebrations:

Board Report
Indian Education Department

Date: 11-15-22

Indian Education offered 2 full days of Indigenous traditional physical education with Dr. Danial Ninham, to classes with the help of Mr. Sam Sparen.

The high school Ind. Edu. program students celebrated their fall feast on 10/7/22.

The I.E. Ogichidaa (leadership) Club students volunteered during the Kindness Run on October 13th.

I.E. provided the wild rice, maple syrup processing, and fur trapping stations this year for forest day. Along with a storyteller for the end of the day to elementary.

The Wild Rice Camp was offered to all elementary classes on 10/24/22. Students were able to experience a traditional wild rice camp with all the steps and processes and were also able to try traditionally processed 'popped wild rice'.

The Northland Community Schools-Local Indian Education Council meeting was held 10-18-22. The next meeting will be held December 7th, 2022. There are four meetings per year.

November is Native American Heritage Month. During this month, students will participate in the MN Indian Education Association activity days. The drum group

worked on Ojibwe Honor Songs for N.A. Heritage month and Veterans Day, traditional dress day, Rock Your Mocs Day, MMIP day, Frybread Taco Day for lunch, Manoomin (wild rice) Day for lunch, additional events will be coming up as well during this month.

Recognitions: Thank you to Leech Lake District II Representative Mr. Steve White and Ms. Stephanie Losh for volunteering and monetary support for the Sugar Point Parent/Teacher Conferences and Mr. Jim Michaud along with his staff as the caterers.

Request an overnight trip for Ojibwe Quiz Bowl December 15th, 2022.

Miigwech.

Northland Community Schools

Independent School District #118

School Board Report

Date: 11/17/22

Report Submitted by: Janessa Green (Activities Director)

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

Celebrations:

- Girls' Basketball started practice in Remer on Monday.
- Boys' Basketball start practice next Monday.

Updates:

- **Scoreboards** - Do you want me to have them remove the Eagle panels for baseball and softball?
- BSN Sports Sideline Store - Unable to add Storm apparel

Proposals:

- **Student-Athlete Handbook Additions**
  - 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: 11/17/22

Report Submitted by: Janessa Green (Elementary Principal)

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

Celebrations:

- Elementary - Highlighted Grade
  - KINDERGARTEN - They have been working on small group rotations with teachers and learning independence. Students have also been working on Writer's Workshop and learning social skills. (pictures added at the end of the document)

Updates:

- Continuous Improvement
  - HRS plan with Professional Learning Day
    - 11/7 in the morning was Professional Learning and grading in the afternoon.
    - We focused on Professional Development around Respectful Interactions and then our Collaborative Teams met.
  - Responsive Classroom - Consultant came on November 4
    - Scored "stable" in Effective Management and Positive Community. The stable phase of growth is where growth happens at a constant pace. By this phase, most of the change has occurred, but teachers continue changing steadily as Responsive Classroom practices, knowledge, skills, and dispositions become part of the classroom routine.
    - Scored "mid" in Developmentally Responsive and Engaging Academics. The mid phase of growth is where growth happens at a moderate pace as teachers get more comfortable applying new practices, knowledge, skills, and dispositions.

- Safety Courses for Students
  - Firearm Safety (11 yrs) - taught in 6th grade
  - Boat & Water Safety (12 yrs) - taught in JH PE
    - This wouldn't have to be taught until 2023-2024, because the current 6th graders already took that course
  - ATV Safety (10 yrs) - taught in 5th grade
  - Snowmobile Safety (11 yrs) - taught in 6th grade PE

PBIS (as of 11/14/22):

Total Number of Students: 174

Total Number of Referrals: 112

Tier 1: Students with 0 or 1 referral: 90%

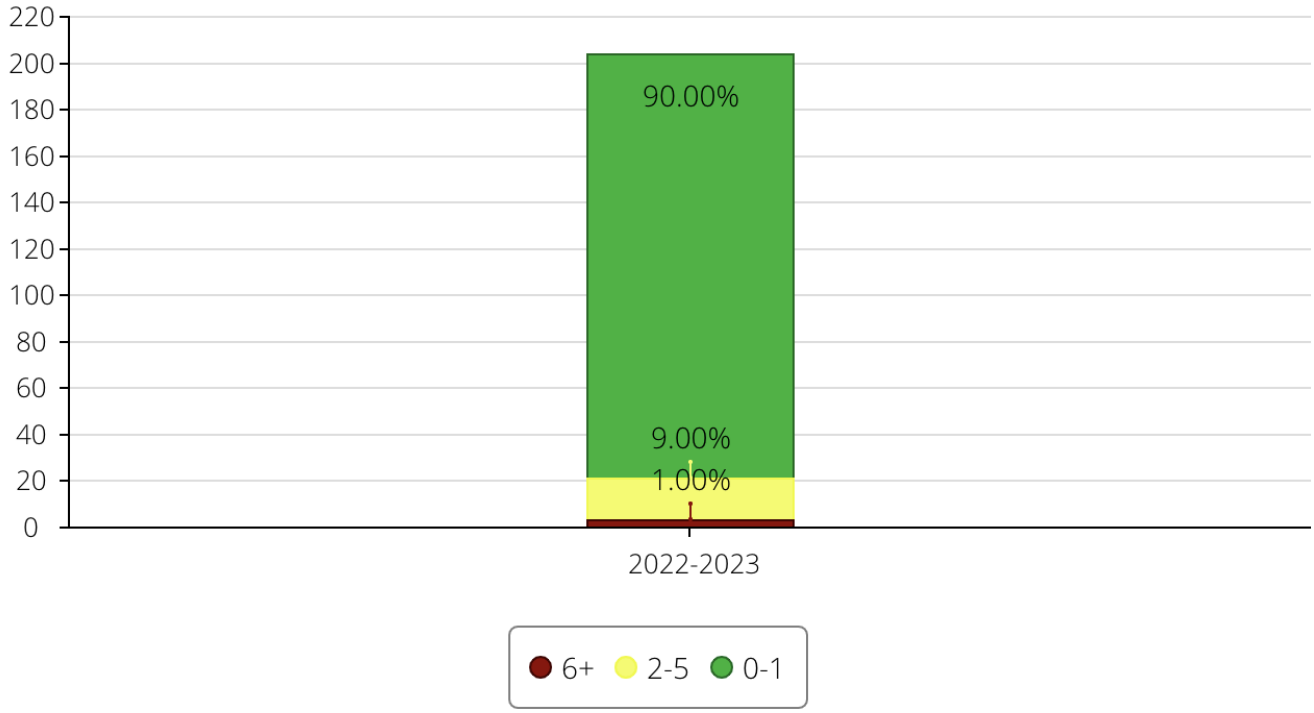
Tier 2: Students with 2 to 5 referrals: 9%

Tier 3: Students with 6+ referrals: 1%

5 students account for 48 out of 112 ODRs (42.86%)

Top 5 Behaviors

- Endangerment - 37
- Disruption - 17
- Defiance/Disrespect/Non-compliance - 14
- Minor Aggressive Act - 10
- Chronic Level 2 - 7



Proposals:

Professional Learning Days

To educate and inspire all learners to reach their full potential

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Meeting / Time	Notes
Self-Care 7:30 - 8:00	**Purpose:** Practicing self-care is in the best interest of everyone within our school. Without taking care of ourselves, we will have little energy to take care of our students. Self-care is not selfish. It is critical to practice so that we can consistently bring our best selves to this learning community.
Morning Meeting 8:00 – 8:30	**Purpose:** Creating and maintaining a safe, supportive, and collaborative school is foundational to achieving a high reliability school. Similar to a Responsive Classroom Morning Meeting, this time will serve to build trust between and amongst EC-12 educators as well as set the stage and expectations for the day.
PBIS 8:30 – 9:15	**Purpose:** A safe and orderly school is one where clear and specific rules and procedures are in place, are practiced consistently, and monitored for impact. The PBIS team will use this time to engage in continuous improvement with the staff by reviewing and analyzing data, monitoring implementation fidelity, and introducing new strategies.
Break 9:15 – 9:30	
PD "Understanding and Implementing an effective PLC" 9:30 – 11:00	**Purpose:** A critical commitment to ensuring a high reliability school is to establish, implement, and monitor a professional learning community. PLCs interact regularly to address curriculum, assessment, instruction, and the achievement of all students. This time will be used to establish the infrastructure that will enable highly effective PLCs including: 1) establishing consistent structures and protocols, 2) understanding what students are expected to know by prioritizing, analyzing, and aligning standards, and 3) creating and administering common assessments.
Lunch 11:00 – 12:00	
Data Meetings 12:00 – 1:15	**Purpose:** High reliability schools are committed to analyzing data, reflecting on progress, and creating action plans to improve instructional and system's level effectiveness. Data meetings will be in service to ensure individual students get the academic and behavioral support that each student needs, as well as data that informs system level decisions.
Break 1:15 – 1:30	
Collaborative Teams 1:30 – 3:00	**Purpose:** Collaboration is the cornerstone to improving student learning. "No single person has all the knowledge, skills, and talent to improve a school, or meet all the needs of every child in his or her classroom." (Dufour, R. & Marzano, R.). Collaborative teams are organized by a shared common goal with a focus on student success. Although each collaborative team may have their own specific goal, all teams will focus on the following guiding questions: ▪ What is it we want our students to learn? ▪ How will we know our students are learning? ▪ How will we respond when students do not learn? ▪ How will we enrich and extend the learning for students who are proficient? ▪ How will we increase our instructional competence? ▪ How will we coordinate our efforts as a school?
Closing Circle 3:00 – 3:30	**Purpose:** In the spirit of reciprocal accountability, the closing circle will allow staff to reflect and share responses to the professional learning day. Celebrations, meeting summaries, and next steps will be the primary focus of this time together.


NORTHLAND
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Northland Community Schools

Independent School District #118

School Board Report

Date 11/14/22

Report Submitted by: Mark Motherway

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

Celebrations:

- Qtr 1 ended 11/4/22
  - Honor Roll Percentages
    - 7th grade - 32%
    - 8th grade - 38%
    - 9th grade - 28%
    - 10th grade - 27%
    - 11th grade - 19%
    - 12th grade - 42%

- High school students with 0-1 referrals for Oct were 96%.

- High school students attendance reports:
  - Percentage of students with perfect attendance by grade level:
    - 7th grade - 28%
    - 8th grade - 24%
    - 9th grade - 28%
    - 10th grade - 36%
    - 11th grade - 17%
    - 12th grade - 25%
  - Percentage of students with 1-5 absences by grade level:
    - 7th grade - 52%
    - 8th grade - 62%
    - 9th grade - 50%
    - 10th grade - 42%
    - 11th grade - 50%
    - 12th grade - 43%

- The PBIS celebrations for the high school was held on Wednesday

- Parent Teacher conferences were held 11/10 at Sugar Point community center. This was a positive experience for the staff as they were able to see some families that might not have been able to attend conferences at the school. The conferences held on 11/11 at the school were also a positive experience with staff making connections with families.

- I am in the process of having a trainer from Sourcewell come in and train the newer staff on the how/why of the AVID strategies used here.

- On 11/8 we spoke with Nicki Linsten-Lodge, Regional Prevention Coordinator, about some resources for students and families about vaping. She then emailed me some information that was copied and made available for handout at conferences.

- Pictures from manufacturing class trip to ASV, Northland Machine, Cast Corporation and Swan Machine that took place on Oct. 27.







Concerns:

-
-

Abstract of Votes Cast
Independent School District No. 118 (NORTHLAND COMMUNITY)
State of Minnesota
at the State General Election
Held Tuesday, November 8, 2022

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 118 (NORTHLAND COMMUNITY)
Tuesday, November 8, 2022 State General Election

Number of persons registered as of 7 a.m.	4454
Number of persons registered on Election Day	89
Number of accepted regular, military, and overseas absentee ballots and mail ballots	2101
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	3309

Summary of Totals
Independent School District No. 118 (NORTHLAND COMMUNITY)
Tuesday, November 8, 2022 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #118) (Elect 3)

NP Aaron Ammerman 1263	NP David Kitchenhoff 745	NP James Dahl 603	NP Tyler Seifert 1323	NP Bill Wake 1199
WI WRITE-IN 29				

Detail of Election Results
Independent School District No. 118 (NORTHLAND COMMUNITY)
Tuesday, November 8, 2022 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
11 0030 : BEULAH TWP	57	0	50
11 0040 : BLIND LAKE TWP	65	2	47
11 0045 : BOY LAKE TWP	150	4	83
11 0050 : BOY RIVER CITY	13	0	4
11 0055 : BOY RIVER TWP	49	0	31
11 0085 : CROOKED LAKE TWP	472	14	376
11 0105 : FEDERAL DAM	86	0	53
11 0110 : GOULD TWP	150	2	90
11 0130 : INGUADONA TWP	147	0	118
11 0135 : KEGO TWP	469	12	334
11 0150 : LIMA TWP	60	1	48
11 0155 : LONGVILLE	135	4	98
11 0200 : PINE LAKE TWP	181	2	144
11 0230 : REMER	215	8	128
11 0235 : REMER TWP	113	0	78
11 0237 : ROGERS POINT	2	0	2
11 0240 : ROGERS TWP	66	0	48
11 0245 : SALEM TOWNSHIP	86	2	69
11 0255 : SLATER TWP	150	3	119
11 0260 : SMOKY HOLLOW TWP	43	0	42
11 0270 : THUNDER LAKE TWP	224	1	183
11 0275 : TORREY TWP	126	5	95
11 0280 : TRELIPE TWP	140	5	117
11 0290 : WABEDO TWP	392	2	300
11 0312 : WILLOW RIVER	32	1	21

Detail of Election Results
Independent School District No. 118 (NORTHLAND COMMUNITY)
Tuesday, November 8, 2022 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
11 0317 : WINNIE PORTAGE LAKES	162	2	79
11 0320 : WOODROW TWP	669	19	552
Independent School District No. 118 (NORTHLAND COMMUNITY) Total:	4454	89	3309

Detail of Election Results
Independent School District No. 118 (NORTHLAND COMMUNITY)
Tuesday, November 8, 2022 State General Election

Office Title: School Board Member (ISD #118) (Elect 3)

Precinct	NP Aaron Ammerman	NP David Kitchenhoff	NP James Dahl	NP Tyler Seifert	NP Bill Wake
11 0030 : BEULAH TWP	13	10	13	11	11
11 0040 : BLIND LAKE TWP	5	7	3	7	6
11 0045 : BOY LAKE TWP	33	10	14	38	30
11 0050 : BOY RIVER CITY	4	1	0	2	3
11 0055 : BOY RIVER TWP	19	6	4	19	15
11 0085 : CROOKED LAKE TWP	132	119	99	143	138
11 0105 : FEDERAL DAM	28	15	9	31	33
11 0110 : GOULD TWP	37	34	18	44	55
11 0130 : INGUADONA TWP	72	34	25	74	67
11 0135 : KEGO TWP	153	107	85	181	152
11 0150 : LIMA TWP	41	14	7	24	27
11 0155 : LONGVILLE	41	32	18	50	42
11 0200 : PINE LAKE TWP	12	12	15	13	4
11 0230 : REMER	93	36	15	92	64
11 0235 : REMER TWP	67	18	11	60	55
11 0237 : ROGERS POINT	1	0	0	1	1
11 0240 : ROGERS TWP	16	11	13	22	16
11 0245 : SALEM TOWNSHIP	49	12	17	31	45
11 0255 : SLATER TWP	83	26	15	76	65
11 0260 : SMOKY HOLLOW TWP	21	6	8	16	27
11 0270 : THUNDER LAKE TWP	102	41	37	104	81
11 0275 : TORREY TWP	34	15	21	25	29
11 0280 : TRELIPE TWP	57	41	32	58	41
11 0290 : WABEDO TWP	97	91	80	149	129
11 0312 : WILLOW RIVER	18	7	4	10	12
11 0317 : WINNIE PORTAGE LAKES	0	0	0	0	0
11 0320 : WOODROW TWP	35	40	40	42	51

Detail of Election Results
Independent School District No. 118 (NORTHLAND COMMUNITY)
Tuesday, November 8, 2022 State General Election

Office Title: School Board Member (ISD #118) (Elect 3)

Total:	**1263**	**745**	**603**	**1323**	**1199**

Precinct	WI WRITE-IN
11 0030 : BEULAH TWP	2
11 0040 : BLIND LAKE TWP	0
11 0045 : BOY LAKE TWP	4
11 0050 : BOY RIVER CITY	0
11 0055 : BOY RIVER TWP	2
11 0085 : CROOKED LAKE TWP	6
11 0105 : FEDERAL DAM	0
11 0110 : GOULD TWP	3
11 0130 : INGUADONA TWP	0
11 0135 : KEGO TWP	1
11 0150 : LIMA TWP	0
11 0155 : LONGVILLE	1
11 0200 : PINE LAKE TWP	0
11 0230 : REMER	1
11 0235 : REMER TWP	2
11 0237 : ROGERS POINT	0
11 0240 : ROGERS TWP	1
11 0245 : SALEM TOWNSHIP	0
11 0255 : SLATER TWP	0
11 0260 : SMOKY HOLLOW TWP	0
11 0270 : THUNDER LAKE TWP	5
11 0275 : TORREY TWP	0
11 0280 : TRELIPE TWP	1
11 0290 : WABEDO TWP	0
11 0312 : WILLOW RIVER	0

Detail of Election Results
Independent School District No. 118 (NORTHLAND COMMUNITY)
Tuesday, November 8, 2022 State General Election

Office Title: School Board Member (ISD #118) (Elect 3)

Precinct	WI WRITE-IN
11 0317 : WINNIE PORTAGE LAKES	0
11 0320 : WOODROW TWP	0
Total:	**29**

We, the school board members of Independent School District No. 118 (NORTHLAND COMMUNITY), certify that we have canvassed the returns of the State General Election held on Tuesday, November 8, 2022 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 118 (NORTHLAND COMMUNITY).

Witness our official signature at _____ in _____ County this _____ day of _____, 2022.

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

_____
School Board Member

State of Minnesota
Independent School District No. 118 (NORTHLAND COMMUNITY)

I, _____, Clerk of the Independent School District No. 118 (NORTHLAND COMMUNITY) do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 118 (NORTHLAND COMMUNITY) State General Election held on Tuesday, November 8, 2022.

Witness my hand and official seal of office this _____ day of _____, 2022.

_____

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the regular election for school board members held on November 8 2023.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 118, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 118 to the following candidates:

   a. Aaron Ammerman
   b. Tyler Seifert
   c. Bill Wake

who have received a sufficiently large number of votes to be elected to the office of school board member for a 4-year term expiring January 4, 2027, based on the results of the canvass;

2. The certificate of election shall be in substantially the form attached hereto

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

ACCEPTANCE OF OFFICE
AND OATH OF OFFICE

To: _____

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 118 for a term beginning the first Monday in January 2023 and expiring the first Monday in January 2027.

Date: _____ _____
Signature

STATE OF MINNESOTA)
)
COUNTY OF CASS)

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ___ by (_____).

_____
Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 118 to the best of my judgment and ability.

Date: _____ _____
Signature

STATE OF MINNESOTA)
)
COUNTY OF CASS)

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ___ by (_____).

_____
Notary Public

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR CERTAIN
MULTIPLE PRECINCTS FOR SCHOOL DISTRICT
ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION

WHEREAS, the 2017 Minnesota State Legislature passed into law specific amendments to Minnesota Statutes 204B.16 and 205A.11 changing the process to establish polling places for municipalities, school districts, and counties with unorganized townships by requiring an annual resolution or ordinance designating polling places for the upcoming calendar year, and
WHEREAS, Northland Community Schools - ISD #118 opts to establish the polling places for 2023 by resolution, and

WHEREAS, the combined polling places to be used for any stand-alone special elections will be set at locations designated by Cass County or a municipality in the school district for use as polling places,

THEREFORE, BE IT RESOLVED by the school board that the 2023 combined polling places for Northland Community Schools – ISD #118 will be at the following locations:

Crooked Lake Town Hall — 6300 Woods Bay Drive NE, Outing, MN 56662
Precincts: Beulah Township, Crooked Lake Township, Smoky Hollow Township, Thunder Lake Township

Longville Fire Hall — 1350 County Road 5, Longville, MN 56655
Precincts: Blind Lake Township*, Boy Lake Township*, Federal Dam, Gould Township, Inguadona Township, Kego Township, Longville, Pine Lake Township*, Rogers Point, Rogers Township, Trelipe Township, Wabedo Township, Winnie Portage Lakes*, Woodrow Township*
(* The portion of these townships that lie in this school district.)

Remer City Hall — 106 Spruce Street, Remer, MN 56672
Precincts: Boy River, Boy River Township, Lima Township, Remer, Remer Township, Salem Township, Slater Township, Torrey Township*, Willow River
(* The portion of this township that lies in this school district.)

Style Definition: TOC 1: Line spacing: 1.5 lines, Tab stops: 7.45", Right,Leader: ...

MASTER AGREEMENT

July 1, 2022~~2020~~ – June 30, 2024~~2022~~

between Independent School District #118

and the
Minnesota Schools Employees Association
Northland Community Schools Unit

ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

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ARTICLE I: Purpose

Parties: This Agreement is entered into between Independent School District #118, Remer, Minnesota, hereinafter referred to as the School District, and the Minnesota School Employees Association, (MSEA), hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for paraprofessionals, para/driver, bus drivers, bookkeeper, cooks, custodians, mechanics, and clerical employees during the duration of this Agreement.

ARTICLE II: Recognition of Exclusive Representative

SECTION 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes Minnesota School Employees' Association, as the exclusive representative for paraprofessionals, para/driver, bus drivers, bookkeeper, cooks, custodians, mechanics, and clerical employees employed by the School District, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

SECTION 2. Appropriate Unit: The exclusive representative shall represent all employees of the School District contained in the appropriate unit as defined in ARTICLE III, SECTION 2 and the P.E.L.R.A. and in certification by the Commissioner of the Minnesota Bureau of Mediation Services (BMS).

SECTION 3. Unit Stewards: The exclusive representative shall provide the School District with the name of the stewards and secretary by October 1 each year.

ARTICLE III: Definitions

SECTION 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payments of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School District personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of the P.E.L.R.A.

SECTION 2. Description of Appropriate Unit: All members of the appropriate unit of the School District, not required to be licensed by the State of Minnesota, who are public employees within the meaning of the P.E.L.R.A., excluding supervisory and confidential employees are members of the bargaining unit.

SECTION 3. School District: For purposes of administering this Agreement, the term, "School District," shall mean the School Board or its designated representative(s).

SECTION 4. Health Care Savings Plan (HCSP): In 2001 The Minnesota State Retirement System (MSRS) was granted authority to offer a post employment health care savings plan, (HCSP), Minnesota Statute §352.98 (2001 Supp).

SECTION 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV: School District Rights

SECTION 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

SECTION 2. School Board Responsibilities: The exclusive representative recognizes the rights and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunities for the students of the School District.

SECTION 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives, and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The exclusive representative also recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

SECTION 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved, and all managerial rights and managerial functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V: Employees' Rights

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

SECTION 2. Dues Checkoff: Employees shall be allowed dues checkoff for the exclusive representative. Upon receipt of a properly executed authorization form from the employee, the School District shall deduct from the employee's paycheck the dues the employee has agreed to pay to the exclusive representative.

SECTION 4. Sums Deducted from Salary: With respect to any sums deducted from an employee's paycheck for membership dues, the School District shall transmit such items to the exclusive representative together with a list of names of employees for whom deductions were made and the amount of such deduction within 30 calendar days of such deduction. In the event an employee requests that dues check off be stopped or leaves the employment of the School District, any deduction shall cease.

SECTION 5. Access to Financial Information: The School District shall provide, at the written request of the exclusive representative, access to School District financial information, budgets, and such other information necessary for collective bargaining purposes.

SECTION 6. Personnel Files: Employees, upon written request to the supervisor having custody of the files, have the right to review the content of their own personnel files and evaluations. Employees shall have the right to reproduce, any of the contents of their own files. Employees shall have the right to submit for inclusion in their own files written information in response to any material in the files, and such information shall become a part of the files.

SECTION 7. Access to School District Facilities for Exclusive Representative Business: The exclusive representative and its members shall have access to School District facilities for the purpose of conducting business with the written approval of the building administrator. Employees shall not conduct exclusive representative business during duty hours without the express written prior consent of the Superintendent.

ARTICLE VI: Rates of Pay

SECTION 1. Rates of Pay:

Subd. 1. Wages and Classifications: The wages and classifications reflected in SCHEDULE A and SCHEDULE B, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2022 to June 30, 2024.

Subd. 2. Salary Schedules: During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, employees shall be compensated according to their current rate until a successor Agreement is entered into. When a successor Agreement is entered into, compensation shall be retroactive to July 1.

SECTION 2. Occupational Injury Pay: Employees who are forced to leave their jobs because of occupational injury will receive pay for all hours scheduled to work on that day of injury or accident.

SECTION 3. Beginning Salary: Previous experience and special training may affect the beginning salary, but a new employee may not exceed the highest rate of pay in any given classification.

SECTION 4. Boiler and Building Check Pay: Any employee required to perform a boiler check outside of his/her normal workday shall be paid a minimum of two hours of pay. If other work, such as snow removal, has to be done during the check, the time will run concurrently.

SECTION 5. Call-in Pay: Any employee called by his/her supervisor for work outside the normal work day shall be paid a minimum of 2 hours and School Board approved mileage rate for a round trip from home to work and back. This section shall not apply to situations directly related to late starts and/or early dismissal.

SECTION 6. Demotions: If a demotion requires an employee to transfer to a job with a lower band and grade, the employee shall be frozen at the employee's rate of pay prior to the demotion for a period of twelve months or until the employee's schedule placement catches up, whichever occurs first. This section shall not apply to any demotions resulting from any disciplinary action.

SECTION 7. Salary Schedules: SCHEDULE A and SCHEDULE B reflect the agreements made for hourly wages.

SECTION 8. Call Back: Minimum Callback for In-Service: Employees called in for in-service training shall be paid for a minimum of two (2) hours.

SECTION 9. Shift Differential: Employees working janitorial shifts starting after 2:00 P.M. Monday through Friday or for any shift on a Saturday, Sunday or holiday shall receive an additional thirty-five cents (35¢) per hour. Shift differential shall not apply to boiler and building checks that are two hours or less.

SECTION 10. Para II Stipend: Paraprofessionals who are working in positions under the Para II sub classification shall receive a wage rate of 110% of his/her paraprofessional rate of pay for all hours paid.

SECTION 11. Custodial employees with a class 1 licensure will receive an additional thirty-five (35¢) cents per hour.

SECTION 12: Class III Drivers will receive an additional thirty-five (35¢ per hour for driving hours.

ARTICLE VII: Group Insurance

SECTION 1. Selection of Carrier: The selection of the group insurance carriers and policy shall be made by the School District as provided by law.

SECTION 2.

Subd 1. Health and Hospitalization Insurance Premium Contributions: The School District shall contribute for health and hospitalization. During the -2020-22 contract years, the District will offer a Cafeteria (125) plan and will contribute up to $10,000 per year towards family health insurance only, or $7000 per year which may be utilized toward the combined cost of any of the following:

- The premium for coverage for each regular employee employed by the school district that qualifies for and is enrolled in the School District group health and hospitalization plan;
- The premium for a Basic Life Insurance Policy ($50,000);
- The premium for Supplemental Life Insurance up to $50,000 (this would be taxable);
- The premium for any other District group supplemental insurance plans approved as pretax options;
- Employees shall be paid 50% of any remaining funds after purchasing insurance up to a maximum of $2,850. Employees electing not to purchase insurance shall be paid $2,850 per year. This payment shall be taxable.

Any additional cost of the premiums selected is to be borne by the employee and paid by payroll deduction.

Subd. 2 Dental Insurance: During the 2022-24 contract years, the District will contribute up to $35 per month towards the premium for dental insurance.

Subd. 2: Selection of Provided Policies: An employee has the option to select coverage under the School District group policy.

Subd. 3. Allowance for Husband and Wife: When two employees are married and are both employed by the School District, each shall be allowed the insurance contribution as stated in ARTICLE VII,

Subd. 4. For employees electing the District's HSA plan, a contribution of $1000 will be made into the employee's HSA account for the 2022-2023 and the 2023-2024 school years.

SECTION 3. Long Term Disability Insurance (LTD): The School District shall contribute a sum not to exceed $12.00 per month toward the school districts LTD policy for all employees covered by this Agreement.

SECTION 4. Employee Assistance Program (EAP): The School District shall pay the full cost toward the school district's EAP policy for all employees covered by this Agreement and their eligible family members.

SECTION 5. Claims Against the School District: The School District's only obligation is to provide a group policy (or to allow an employee to purchase individual health insurance policies) and to pay such amounts as agreed to in this Agreement. The School District's obligations are strictly administrative, and, under no circumstances, shall a claim be made against the School District as a result of a denial of insurance benefits by any insurance carrier.

SECTION 6. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this article as long as the employee is employed by the School District. Upon termination of employment, all School District contributions shall cease.

SECTION 7. Eligibility: Benefits provided in this article shall be available according to the following criteria:

1. Employees hired before May 1, 2014 shall be eligible for the contributions listed in Article VII, Section 2.

2. Employees hired after May 1, 2014, who are employed 20 or more hours per week including bus drivers, shall be eligible for the contributions listed in Article VII, Section 2.

SECTION 8. Reduction in Hours Protection: Employees who are reduced in hours through no fault of their own shall suffer no reduction in insurance benefits for the duration of the balance of the employment contract period in the current fiscal year, provided the insurance carrier allows.

ARTICLE VIII: Leaves of Absence

SECTION 1. Sick Leave:

Subd. 1. Annual Allowance: An employee shall earn sick leave at the rate of 1 2/3 days for each month of service in the employ of the School District credited to the employee's sick leave bank each month. New employees shall receive a sick leave advance of 4 months credited to his/her sick leave bank upon hire. Beginning on the new hire's fifth month of service, he/she shall earn sick leave on a monthly basis at the rate established.

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum credit of 110 days of sick leave per employee for 12 month employees and 90 days for less than 12 month employees.

The maximum credit of days shall be resolved after June 30 of each contract year. Twenty-five percent (25%) of any hours earned under Section 1 above in excess of the 110 or 90 days an employee is eligible to

accumulate as of June 30 shall be deducted and deposited into a HCSP in the employee's name. The rate of pay shall be the rate the employee was earning as of June 30 of that contract year and deposited into an HCSP by August 1 of the same calendar year. (Example: If an employee who could accumulate 90 days of sick leave started contract year 1 with 80 days already accumulated on July 1 and did not use any additional days earned each month throughout the contract year, this employee would have 95 days accumulated on June 30 of contract year 1. Twenty-five percent of the 5 days in excess at this employee's rate of pay as of June 30 of contract year 1 would be deposited into a HCSP in the employee's name. This employee would start contract year 2 out with 90 days of sick leave accumulation.)

Subd. 3. Eligibility: Sick leave with pay shall be allowed when the employee's absence is found to have been due to his/her illness or disability, which prevented his/her attendance and performance of duties on that day or days. Such days are to be deducted from accrued sick leave.

Subd. 4. Illness of Family Members: In accordance with Minnesota statute §181.9413 an employee may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child ("child" means an individual under 18 years of age or an individual under age 20 who is still attending secondary school), adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. Such days are to be deducted from sick leave.

Subd. 5. Proof of Illness: The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 6. Authorization for Payment: Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available in the offices.

Subd. 7. Wellness Incentive:

1. Employees whose annual use of sick leave is less than 3 days will have 1 day of accumulated sick leave placed on a "wellness accumulation schedule" for that year of service.

2. Upon retirement and/or resignation, an amount equal to the current substitute current wage for the classification the employee was currently holding will be deposited in the HCSP program.

3. Eight hours of substitute pay will be deposited for each accumulated day for all classifications except drivers. Drivers will have 4 hours of substitute pay for each accumulated day.

4. Employees must have a minimum of 20 accumulated days on the "wellness accumulation schedule" to be eligible for the wellness benefit.

5. This benefit will not be pro-rated.

SECTION 2. Workers' Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, said salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave.

SECTION 3. Personal Leave: Employees shall be allotted 3 personal leave days (pro-rated based on the employee's regularly scheduled work day), non-accumulative, per school year, July 1 through June 30. Requests for approval of personal leave must be made in writing to the Superintendent or his/her designated representative at least 3 days in advance.

No more than 3 employees shall be granted personal leave on the same day. Substitutes must be available for all who are on leave. In the event that more than 3 requests are received for the same date, the leave shall be granted based upon the order in which the requests are received. The order in which the requests are received is determined by the date and time received placed on the request by the Superintendent or his/her designee.

Employees shall be paid for any unused personal days at the end of the school year at the hourly rate paid to substitutes.

SECTION 4. Bereavement: Up to 3 days of leave per occurrence shall be allowed, the days to be deducted from sick leave, for death in the employee's immediate family. "Immediate family" is defined as the employee's spouse, child, parent, mother-in-law, father-in-law, grandparents, brother, sister, aunt, uncle, cohabitating adults and those adult's' children, or other relative living in the household of the employee. The specific amount of leave allowed is subject to the discretion of the Superintendent depending on the circumstances. Denial of such leave shall not be subject to the grievance procedure.

SECTION 5. Emergency Leave:

Subd. 1. Eligibility: An employee may be granted a leave at the discretion his/her immediate supervisor of up to 2 days per year, non-accumulative, for situations that arise requiring the employee's emergency attention which cannot be attended to outside the employees workday or for an unscheduled school closing and which are not covered under other provisions of this Agreement. At the discretion of the Superintendent, more than 2 days of emergency leave may be granted. All emergency days are to be deducted from sick leave.

Subd. 2. Application: Requests for emergency leave must be made in writing to the employee's immediate supervisor at least 3 days in advance whenever possible or prior to the processing of payroll for that pay period in the event of an unscheduled school closing. The request shall state the reason for the proposed leave. The immediate supervisor reserves the right to refuse to grant such leave if, under the circumstances involved, such leave should not be granted. Emergency leaves must have prior, written approval whenever possible.

Subd. 3. Authorization: An emergency leave day shall not be granted for the day preceding or the day following holidays or vacations or the first and last days of the school year, unless it is a request due to an unscheduled school closing. The Superintendent may allow 1 of these days to be granted due to extenuating circumstances, but denial of such leave shall not be subject to the grievance procedure.

SECTION 6. Medical Leave:

Subd. 1. Eligibility: A medical leave of absence may be granted to an employee who meets either of the following qualifications:

1. Has completed his/her probationary period and;
2. Is unable to perform his/her duties because of illness and injury, and
3. Has exhausted all sick leave credit, OR
4. Has become eligible for LTD compensation.

This leave is without pay and may be up to 6 months. This leave may be renewed at the discretion of the School Board.

Subd. 2. Application: A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to resume his/her normal responsibilities.

Subd. 3. Insurance Coverage: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. Failure to pay the premium in advance may result in the cancellation of the policy by the insurance company.

Subd. 4. Effect on Accrued Time: An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which he/she has accrued at the time he went on leave. No credit shall accrue from the period of time that an employee was on unpaid leave.

SECTION 7. Well Childcare/Adoption Leave:

Subd. 1. Application for Leave: A well childcare/adoption leave may be granted by the School Board, subject to the provisions of this section, to 1 parent of an infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. Notice: An employee making application for well childcare/adoption leave must inform the Superintendent in writing of his/her intention to take the leave at least 3 calendar months before commencement of the intended leave.

Subd. 3. Use of Sick Leave: An employee shall not be eligible for sick leave during the period of time covered by a childcare/adoption leave.

Subd. 4. Substitute Availability: The availability of a substitute may also be considered by the School District in determining the beginning or the duration of the leave.

Subd. 5. Commencement and Duration: In making a determination concerning the commencement and duration of a well childcare/adoption leave, the School Board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.

2. Permit the employee to return to his or her employment prior to the date designated in the request for well childcare/adoption leave.

Subd. 6. Reinstatement: An employee returning from well childcare/adoption leave shall be reemployed in a position for which he or she is classified unless previously discharged or laid off.

Subd. 7. Termination: Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.

Subd. 8. Probationary Period: The parties agree that periods of time for which the employee is on

well childcare/adoption leave shall not be counted in determining the completion of the probationary period.

Subd. 9. Retention of Rights: An employee who returns from well childcare/adoption leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for well childcare/adoption leave.

Subd. 10. Insurance Participation: An employee on well childcare/adoption leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the well childcare/adoption leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section, subject to COBRA requirements.

Subd. 11. Pay: Leave under this section shall be without pay or fringe benefits unless required by state or federal statue.

SECTION 8. Jury Service Leave: Jury service will be administered pursuant to Minnesota statutes. An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

SECTION 9. Exclusive Representative Leave: A leave of absence, without pay, may be granted for a reasonable length of time to officers or appointed representatives of the exclusive representative to attend meetings of the exclusive representative. All requests for such leave must be submitted to the Superintendent, in writing, at least 3 days in advance. No more than 4 officers may utilize this leave on the same day.

SECTION 10. Eligibility:

Subd. 1. Eligibility: Leave benefits provided in this article shall apply only to employees who are included in the bargaining unit.

Subd. 2. Absences Not Covered by Leave: Any person requesting to be absent from work for a reason not covered by leave provisions of this agreement must have such request approved by the superintendent in writing prior to seeking a substitute. However, denials may be appealed to the School Board at the next regularly scheduled school board meeting. The Board's decision is final. All such leaves may be denied and are not subject to the grievance provision.

SECTION 11. Reassignment of Management Paraprofessionals: Management paraprofessionals are employed based on a need for services for individual students. The amount of needed service is found in the particular IEPs. Management paraprofessionals are assigned working hours tied to the individual students they serve. When the student and/or students are absent from school and services are not needed; therefore, the management paraprofessional's working hours may be reduced.

Subd. 1. One-to-One Assignments: When a management paraprofessional is providing 1-to-1 services to a student, if the student is absent the management paraprofessional will be reassigned duties for up to 2 days for each accumulative occurrence of absence of the assigned student.

Any management paraprofessional who has no one to provide services to due to student absences exceeding 2 consecutive days will be placed on a first call substitute list. Seniority will determine the order of substituting.

If a student requiring a 1-to-1 management paraprofessional leaves the School District permanently, the management paraprofessional assigned to the student will not work until reassigned based on seniority among management paraprofessionals. Reassignment will occur following the end of the next full pay cycle during which time the management paraprofessional will not work.

Subd. 2. Serving Multiple Students: In a situation where a management paraprofessional is assigned to multiple students and a student assigned to that management paraprofessional leaves the School District permanently, his/her work schedule will be adjusted prior to the end of the next full pay cycle during which time management paraprofessional may be re-assigned or laid off.

Subd. 3. Listed by Name: A management paraprofessional who is listed by name in an IEP as the serving paraprofessional will not have his/her assignment changed due to the leaving of other students served by other management paraprofessionals until change of school years. However, the School District and exclusive representative must meet and negotiate before a listing by name applies.

Subd. 4. Communication: The School District Central Office needs to be informed when such changes occur. Changes must be noted on the time cards. If a reassigned management paraprofessional is assigned to work as a substitute, his/her name must be listed on the "Leave of Absence Form" for the employee for whom the management paraprofessional is substituting.

Subd. 5. Alternative work when no Paraprofessional Work is Available:

1. School District Food Service Supervisor and the School District Custodial Supervisor update work available daily to the assigned clerical paraprofessional who is charged with finding substitutes.

2. The clerical paraprofessional prepares a spreadsheet of all custodial and food services paraprofessional and secretarial absences each morning.

3. The clerical paraprofessional emails the updated spreadsheet to building secretaries.

4. The management paraprofessional is given a copy of available openings and must indicate in writing if he/she does not wish to take openings and, if not, leaves work and is not paid for the absence.

5. The management paraprofessional must document on his/her time card the employee for whom he/she substituted, and the time will be charged to that department.

ARTICLE IX: Hours of Service and Duty Year

SECTION 1. A Full-Time Employee is:

Subd. 1. Regular Work Week: A regular work week shall consist of a maximum of 40 hours, or a minimum of 20 hours, exclusive of lunch.

Subd. 2. Bus Drivers: A full-time bus driver is one who is contracted to drive a regular route for the school year. The normal day for a bus driver is to transport the students to and from school. A bus driver's

daily schedule is based on a total of 4 hours, inclusive of inspection time.

SECTION 2. Part-Time Employees: The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis as long as doing so does not affect the regular work week of employees covered by this Agreement.

SECTION 3. Shifts and Starting Times: All employees will be assigned starting time and shifts by the School District.

SECTION 4. Lunch Periods: Employees working more than 5 consecutive hours per day shall be provided an unpaid-duty free lunch period of at least 30 minutes.

SECTION 5. School Closing: In the event that school closes for (e.g. distance learning day, weather related closing, other emergency closing, etc.)employees will have the following options made available to them:

a. work remotely as assigned by the District

b. take the day unpaid

c. Take sick or personal time

d. Make up the time as mutually agreed between the employee and their building supervisor or administrator

If an employee reports to work prior to school being closed he/she will be paid a minimum of 2 hours. The previous options may be used for the remaining lost time.

SECTION 6. Shortened Workday: In the event of a late start or an early out, employees shall be given the opportunity to make up any missed hours. Any employee choosing to make up missed hours will consult with their supervisor regarding the scheduling of this make up time. An employee who is denied the opportunity to schedule make up hours, by their supervisor, may appeal the issue to the Superintendent. The Superintendent's decision will be final. These added hours cannot be added to a full week in order to be paid as overtime.

SECTION 7. Overtime: Time and a half shall be paid for all hours worked over 40 hours in any work week. In the event of an emergency that occurs on a holiday, employees required to work will receive their regular rate of pay in addition to their pay for the holiday.

To work overtime that is not part of an employee's regular schedule, the employee must have prior, written approval from the employee's immediate supervisor. If prior, written approval is not possible, the immediate supervisor's written approval must be obtained prior to the completion of the current pay period.

Employees, who work beyond their regular daily schedule on any day, shall not be required to take time off later in the work week because of such extra work.

ARTICLE X: Holidays

SECTION 1. Paid Holidays: Twelve-Month, Full-Time Employees:

Subd. 1. Twelve-Month, Full-Time Employees: Twelve-month, full-time employees shall be granted the following paid holidays: July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day. Pay

for Memorial Day and July 4th will only be allowed if scheduled work days extend over the particular paid holiday.

Subd. 2. Paid Holidays for Less Than 12 Month and 20 Hours or More Per Week Employees: Employees working less than 12 months and 20 hours or more per week shall be granted the following paid holidays: Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, and Good Friday. Paid holidays will be pro-rated based on the employee's normal work day. For example, an employee who normally works 4 hours per day will receive 4 hours pay for each holiday while an employee normally working 6 hours per day will receive 6 hours pay for each holiday.

Subd. 3. Paid Holidays for Less Than 20 Hours Per Week Employees: Employees working less than 12 months and less than 20 hours per week shall be granted the following paid holidays: Labor Day, Christmas Eve Day, Christmas Day, Good Friday, and Memorial Day. Paid holidays will be pro-rated based on the employee's normal work day. For example, an employee who normally works 4 hours per day employee will receive 4 hours pay for each holiday while an employee normally working 6 hours per day will receive 6 hours pay for each holiday.

SECTION 2. Weekends: Holidays that fall on weekends shall be observed on a day established by the School District.

SECTION 3. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday which falls within an employee's vacation period, shall not be counted as a vacation day.

SECTION 4. Application: In order to be eligible for holiday pay, an employee must have worked his/her regular workday before and after the holiday unless he/she is on excused leave or vacation. Eligible employees shall receive Labor Day as a paid holiday provided they work the Tuesday following Labor Day and Memorial Day if they work the day before Memorial Day.

ARTICLE XI: Vacations

SECTION 1. Eligibility: This article shall apply only to employees who are regularly employed on a 12-month basis and 40-hour week.

SECTION 2. Earned Vacations: Full-time, 12-month employees under these provisions shall accrue and use vacation in the same year as follows:

Years of Service	Accrual Rate per Month
Less than 1 (one) year	0 days
1-8	1 day
9-15	1.25 days
16-30	1.667 days
31+ years	2.0834 days

Earned vacations can only be used after completing a full year of service. Use of vacation time may start upon the anniversary date of employment. The 18-month period of time in which the vacation days are to be used is the 18 months from the anniversary date of the employee each year.

SECTION 3. Unused Vacation and Scheduling:

Subd. 1. Resignation: An employee who has completed at least one year of service shall be entitled to receive the pro-rata pay for unused vacation time provided such employee provides the School District with at least 2 weeks' advanced written notice of his/her resignation time.

Subd. 2. Scheduling: The scheduling of all vacation shall be determined by the employee's immediate supervisor.

Subd. 3. Unused Vacation Days: An employee may choose to be paid for up to 3 days of unused vacation time instead of using the vacation days. Unused days, over 3 days and up to 5 days, will be placed in the employee's HCSP.

ARTICLE XII: Discipline, Discharge, and Probationary Period

SECTION 1. Probationary Period: An employee shall serve a probationary period of 1 calendar year of continuous service during which time the School Board shall have the unqualified right to discharge such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as discharge is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the Master Agreement alleged to have been violated. A new employee shall not be considered a permanent employee until the employee has served this 1 calendar year probationary period. Subsequent to that period, the employee shall attain permanent status and may be discharged only for just cause.

SECTION 2. Discipline: Disciplinary action shall normally include only the following measures and shall normally be administered progressively depending on the severity of the incident. Disciplinary action may be taken against an employee for just cause.

The School Board or designee shall have the right to discipline/discharge an employee for just cause. Disciplinary actions by the School Board or their designee may include the following 5 steps:

A. oral reprimand
B. written reprimand
C. suspension with pay
D. suspension without pay
E. discharge

The School District reserves the right to move directly to a higher level of discipline based on the seriousness of the offense and other relevant factors.

SECTION 3. Meetings to Discuss Discipline Measures: If a supervisor meets with an employee to discuss written reprimand, suspension, or discharge, the employee has the right to have a representative of the exclusive representative present. When possible, the School District will attempt to discuss with the employee(s) any concern which may lead to a disciplinary action and shall offer constructive suggestions for correction before any disciplinary action is initiated.

SECTION 4. Discharge Due Process: No employee who has completed the probationary period, shall be discharged without having been afforded an opportunity to hear the reason(s) for the discharge and without an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which

preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes are relevant to the discharge decision. Whenever possible and practical, such opportunities shall be provided in a conference with the School District which shall be conducted after advance notice to the employee and his/her representative who shall be permitted to attend the conference.

SECTION 5. Disciplinary Action Records: A written record of all disciplinary actions within the meaning of this article shall be provided to the involved employee(s) and will be entered into the employee's personnel file. Investigations into conduct, which do not result in disciplinary action, however, shall not be entered into the employee's personnel file. The disciplined employee shall be entitled to submit a written response to be included in the employee's personnel file.

SECTION 6. Probationary Period Change of Classification: In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of 90 working days in any such new classification. If during this 90-day probationary period, the School District is not satisfied with the job being done in the new classification, the employee will be returned to the old classification with no loss of seniority in that classification.

SECTION 7. Unpaid Leaves and Probationary Period: Periods of absences for unpaid leaves taken under ARTICLE VIII, SECTION 2, and SECTION 7, or absences exceeding allotted sick leave will not count as part of the probationary period. The probationary period will be lengthened to equal those absences unless otherwise required by law.

SECTION 8. Seniority Date: Employees shall acquire seniority upon completion of the probationary period and, upon acquiring seniority, the seniority date shall relate back to the first date of hire. If more than 1 employee is hired on the same date, seniority ranking for such employees shall be determined by the order of hire.

SECTION 9. Job Posting: Job openings in any classification covered by this Agreement will be posted in all buildings in the School District for a period of 5 days. The School District determines what position is to be posted after an employee submits his/her resignation or leaves employment for other reasons. This allows for managerial transfers of employees prior to position posting. Employees interested in the positions must advise the School District in writing within the posting period. A permanent job opening is a vacancy in a position scheduled that provides enough hours for unit inclusion. Permanent job openings shall be filled within 40 days from the last day of the job-posting period.

SECTION 10. Job Posting Copies: Copies of all job posting shall be provided to the chief steward(s).

SECTION 11. Reduction in Force: The parties recognize the principle of seniority in the application of this Agreement, within classification, concerning reduction in force, provided the employee is fully qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain his/her seniority and right to recall, within classification, in seniority order for a period of 15 months after the date of layoff. The employee must be fully qualified for the position to be recalled. Fully qualified means the person must meet all current federal and/or state qualifications for the position, even if qualifications for the position have changed since the date of lay off. The School District determines the actual date of recall. No job opening shall exist within the district if someone from that job classification is on layoff.

SECTION 12. Notifying the School District of a Change of Address: An employee on lay off must advise the School District of any change in address which occurs during his/her period of recall.

SECTION 13. Seniority List: A seniority list will be made up by the School District and posted once a year.

When the seniority list is posted, an employee shall have 15 working days to request a correction on the list.

SECTION 14. Loss of Seniority and Related Benefits: Employees who are terminated during their initial probationary period, resign, retire, are discharged for just cause, or fail to return to work following the completion of a leave of absence, or fail to respond to a recall notice within 16 calendar days while on layoff shall lose their seniority rights, longevity pay, and other related benefits.

SECTION 15. Job Classifications: Employees may be reassigned within their classification whenever employee absences create the need for reassignment.

1. Instructional Paraprofessional
    a. Paraprofessional II
        i. Computer Technician Assistant
        ii. High School Library and Online Learning Assistant
2. Clerical Paraprofessional
3. Management Paraprofessional
    i. Paraprofessional/Driver
4. Baker
5. Cooks I & II
6. Kitchen Helper
7. Custodian
8. Secretary
9. Bookkeeper II
10. Mechanic II
11. Bus Driver (including Special Education Bus Driver)
12. Payroll Clerk
13. Grounds Keeper
14. Cleaner
15. Lead Custodian
16. District Computer Tech
17. Indian Education Paraprofessional
18. Health Paraprofessional

ARTICLE XIII: Grievance Procedure

SECTION 1. Grievance Procedure: A "grievance" shall mean an allegation by an employee or group of employees resulting in a dispute or disagreement between the employee or group of employees, as filed by the exclusive representative, and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

SECTION 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

SECTION 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to "days" regarding time periods in this procedure shall refer to all weekdays not designated as holidays by this contract or state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document required by this Agreement shall be timely if it bears a postmark of the United States mail or if it has been faxed or personally served within the time period. The counting of the time line begins the day after the employee, the employee's representative, or School District receives notice.

SECTION 4. Time Limitations: A grievance shall not be valid for consideration unless the grievance is submitted in writing to the principal(s) or building administrator setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within 20 days after the date of the event giving rise to the grievance occurred.

Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

SECTION 5. An Adjustment of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee in the following manner:

Subd. 1. Level I - If the grievance is not resolved through informal discussion, the principal(s) or building administrator shall give a written decision on the grievance to the parties involved within 5 days after receipt of the written grievance.

Subd. 2. Level II - Superintendent: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, provided such appeal is made in writing within 5 days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within 10 days after receipt of the appeal. Within 7 days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III - School Board: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within 5 days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance at the next regular School Board meeting after receipt of the appeal. Within 10 days after the hearing, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level, and report the findings and recommendations to the School Board. The School Board shall then render its decision.

Subd. 4. Grievance Mediation: Either party may request grievance mediation at any time by sending a written request to the BMS and by sending a copy of such requests to the other party.

SECTION 6. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the employee

may appeal it to the next level.

SECTION 7. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as explained in this article.

Subd. 1. Submission to Arbitration: The grievant may submit to arbitration any grievance which has been properly processed through Level III of the grievance procedure. The exclusive representative must file with the Superintendent a written notice of intention to arbitrate not more than 12 days after the written decision of the grievance at Level III. Arbitration proceedings shall be conducted according to labor arbitration rules.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: The School District and employee or employee's representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the School District and the employee or employee's representative are unable to agree on an arbitrator, they may request from the Commissioner of the BMS, a list of 5 names. The list maintained by the Commissioner shall be made up of qualified arbitrators who have submitted an application to the Commissioner. The parties shall alternately strike names from the list of 5 arbitrators until only 1 name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Each party shall be responsible for equally compensating the arbitrator for his/her fee and necessary expenses.

Subd. 4. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited, to such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Subd. 5. Decision: The decision of the arbitrator shall be final and binding on all parties to the dispute. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the BMS.

Subd. 6. Extension of Time Limits: The parties, by mutual written agreement, may waive any step and extend any time limits in this grievance procedure.

Subd. 7. Employee Participation: Employees shall not lose wages due to their necessary participation in grievance hearing held locally during the working hours. No reprisals of any kind will be taken by the School District against any employee because of his/her participation in this grievance procedure.

ARTICLE XIV: Miscellaneous

SECTION 1. Boiler License Fee: The School District shall pay the cost of a boiler license fee when the

School District requires the custodian to maintain a boiler license as a requirement for his or her job. A custodian who is hired without the qualification of possessing a "Special Class Boiler License" will obtain a Special Class boiler license within 30 workdays of employment and will obtain a "Second Class Boiler License" within 28-months. The School District shall pay only the actual cost of the boiler license fee. The district agrees to pay only once for training time, testing materials, testing time, and exam for each license level required.

SECTION 2. Para Pro Test: The School District shall pay the test fee for the Para Pro Test for currently employed paraprofessionals. The district will pay the fee only once for any paraprofessional. If the district becomes a Title I School Wide project, the School District shall pay the test fee for the Para Pro Test.

SECTION 3: Extra Trips

Subd. 1. POSTING: All extra trips sponsored by the School District shall be posted.

Subd. 2. SIGN-Up: Regular drivers who want to drive posted trips can sign up for posted trips.

Subd. 3. ASSIGNMENTS: The senior driver with the least accumulated trip hours shall have the trip. However, the transportation supervisor may reschedule the driver in the event that special circumstances arise. In the event no driver signs up by the deadline, the transportation supervisor has the authority to fill the trip by any means necessary.

ARTICLE XV: Extra Compensation

SECTION 1. 403(b)

Subd. 1. Eligibility. Pursuant to the provisions of M.S. 123B.02, Subd. 15 and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee.

Subd. 2. Amount of School District Contribution:

403(b) – Beginning January 1, 2019 members of the Minnesota Schools Employees Association Northland Community Schools Unit shall be eligible to participate in this plan and receive matching contributions from the District, according to the following schedule:

Credited Years of Service in the District	Maximum Annual Matching Contribution	Minimum Employee Contribution
Less than 1 (one) year	0	0
1-9	$250	$250
10+	$500	$500

ARTICLE XVI: Duration

SECTION 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2018 through June 30, 2020, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent to the other party no later than 60 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 60 days prior to the expiration of this Agreement.

SECTION 2. Effect: This Agreement constitutes the full and complete Agreement between the School

District and the exclusive representative. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior agreements, resolutions, and practices, and School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term of this Agreement.

SECTION 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

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

APPENDIX A
SCHEDULE A
~~2020 – 2021~~2022-2023

Step	Para	Para II	Baker	Cooks I&II	Kitchen Helper	Custodian	Cleaner	Grounds Keeper
1	15.56	17.11	20.36	15.52	13.67	15.52	14.80	14.05
2	15.71	17.26	20.51	15.67	13.82	15.67	14.95	14.20
3	15.71	17.26	20.51	15.67	13.82	15.67	14.95	14.20
4	15.86	17.41	20.66	15.82	13.97	15.82	15.10	14.35
5	15.86	17.41	20.66	15.82	13.97	15.82	15.10	14.35
6	16.01	17.56	20.81	15.97	14.12	15.97	15.25	14.50
7	16.01	17.56	20.81	15.97	14.12	15.97	15.25	14.50
8	16.16	17.71	20.96	16.12	14.27	16.12	15.40	14.65
9	16.16	17.71	20.96	16.12	14.27	16.12	15.40	14.65
10	16.31	17.86	21.11	16.27	14.42	16.27	15.55	14.80
11	16.31	17.86	21.11	16.27	14.42	16.27	15.55	14.80
12	16.46	18.01	21.26	16.42	14.57	16.42	15.70	14.95
13	16.46	18.01	21.26	16.42	14.57	16.42	15.70	14.95
14	16.61	18.16	21.41	16.57	14.72	16.57	15.85	15.10
15	16.61	18.16	21.41	16.57	14.72	16.57	15.85	15.10
16	16.76	18.31	21.56	16.72	14.87	16.72	16.00	15.25
17	16.76	18.31	21.56	16.72	14.87	16.72	16.00	15.25
18	16.91	18.46	21.71	16.87	15.02	16.87	16.15	15.40
19	16.91	18.46	21.71	16.87	15.02	16.87	16.15	15.40
20	17.06	18.76	22.01	17.17	15.32	17.17	16.45	15.70
21	17.06	18.76	22.01	17.17	15.32	17.17	16.45	15.70
22	17.21	19.06	22.31	17.47	15.62	17.47	16.75	16.00
23	17.21	19.06	22.31	17.47	15.62	17.47	16.75	16.00
24	17.36	19.36	22.61	17.77	15.92	17.77	17.05	16.30
25	17.36	19.36	22.61	17.77	15.92	17.77	17.05	16.30
26	17.51	19.66	22.91	18.07	16.22	18.07	17.35	16.60
27	17.51	19.66	22.91	18.07	16.22	18.07	17.35	16.60
28	17.66	19.96	23.21	18.37	16.52	18.37	17.65	16.90
29	17.66	19.96	23.21	18.37	16.52	18.37	17.65	16.90
30	17.81	20.11	23.36	18.52	16.67	18.52	17.80	17.05

2022-23 continued

Step	Mechanic	Mech II	Driver	Secretary	Payroll	Book-keeper	Book-keeper II	Lead Cust	District Comp Tech
1	22.10	0	21.91	17.49	19.26	22.98	26.49	18.39	22.10
2	22.25	0	22.06	17.64	19.41	23.13	26.64	18.54	22.25
3	22.25	0	22.06	17.64	19.41	23.13	26.64	18.54	22.25
4	22.40	0	22.21	17.79	19.56	23.28	26.79	18.69	22.40
5	22.40	0	22.21	17.79	19.56	23.28	26.79	18.69	22.40
6	22.55	0	24.17	17.94	19.71	23.43	26.94	18.84	22.55
7	22.55	0	24.17	17.94	19.71	23.43	26.94	18.84	22.55
8	22.70	0	24.32	18.09	19.86	23.58	27.09	18.99	22.70
9	22.70	0	24.32	18.09	19.86	23.58	27.09	18.99	22.70
10	22.85	0	24.47	18.24	20.01	23.73	27.24	19.14	22.85
11	22.85	0	24.47	18.24	20.01	23.73	27.24	19.14	22.85
12	23.00	0	24.62	18.39	20.16	23.88	27.39	19.29	23.00
13	23.00	0	24.62	18.39	20.16	23.88	27.39	19.29	23.00
14	23.15	0	24.77	18.54	20.31	24.03	27.54	19.44	23.15
15	23.15	25.47	24.77	18.54	20.31	24.03	27.54	19.44	23.15
16	23.30	25.62	24.92	18.69	20.46	24.18	27.69	19.59	23.30
17	23.30	25.62	24.92	18.69	20.46	24.18	27.69	19.59	23.30
18	23.45	25.77	25.07	18.84	20.61	24.33	27.84	19.74	23.45
19	23.45	25.77	25.07	18.84	20.61	24.33	27.84	19.74	23.45
20	23.75	26.07	25.37	19.14	20.91	24.63	28.14	20.04	23.75
21	23.75	26.07	25.97	19.14	20.91	24.63	28.14	20.04	23.75
22	24.05	26.37	26.27	19.44	21.21	24.93	28.44	20.34	24.05
23	24.05	26.37	26.27	19.44	21.21	24.93	28.44	20.34	24.05
24	24.35	26.67	26.57	19.74	21.51	25.23	28.74	20.64	24.35
25	24.35	26.67	26.57	19.74	21.51	25.23	28.74	20.64	24.35
26	24.65	26.97	26.87	20.04	21.81	25.53	29.04	20.94	24.65
27	24.65	26.97	26.87	20.04	21.81	25.53	29.04	20.94	24.65
28	24.95	27.27	27.17	20.34	22.11	25.83	29.34	21.24	24.95
29	24.95	27.27	27.17	20.34	22.11	25.83	29.34	21.24	24.95
30	25.10	27.42	27.32	20.49	22.26	25.98	29.49	21.39	25.10

Upon completion of the probationary period, employees are entitled to step movement on their anniversary date. Step advancement: After the first full year of employment, step eligible employees shall advance on July 1 of the applicable step-year.

APPENDIX A
SCHEDULE B
2023-24

Step	Para	Para II	Baker	Cooks I&II	Kitchen Helper	Custodian	Cleaner	Grounds Keeper
1	15.87	17.45	20.77	15.83	13.94	15.83	15.10	14.33
2	16.02	17.61	20.92	15.98	14.10	15.98	15.25	14.48
3	16.02	17.61	20.92	15.98	14.10	15.98	15.25	14.48
4	16.18	17.76	21.07	16.14	14.25	16.14	15.40	14.64
5	16.18	17.76	21.07	16.14	14.25	16.14	15.40	14.64
6	16.33	17.91	21.23	16.29	14.40	16.29	15.56	14.79
7	16.33	17.91	21.23	16.29	14.40	16.29	15.56	14.79
8	16.48	18.06	21.38	16.44	14.56	16.44	15.71	14.94
9	16.48	18.06	21.38	16.44	14.56	16.44	15.71	14.94
10	16.64	18.22	21.53	16.60	14.71	16.60	15.86	15.10
11	16.64	18.22	21.53	16.60	14.71	16.60	15.86	15.10
12	16.79	18.37	21.69	16.75	14.86	16.75	16.01	15.25
13	16.79	18.37	21.69	16.75	14.86	16.75	16.01	15.25
14	16.94	18.52	21.84	16.90	15.01	16.90	16.17	15.40
15	16.94	18.52	21.84	16.90	15.01	16.90	16.17	15.40
16	17.10	18.68	21.99	17.05	15.17	17.05	16.32	15.56
17	17.10	18.68	21.99	17.05	15.17	17.05	16.32	15.56
18	17.25	18.83	22.14	17.21	15.32	17.21	16.47	15.71
19	17.25	18.83	22.14	17.21	15.32	17.21	16.47	15.71
20	17.40	19.14	22.45	17.51	15.63	17.51	16.78	16.01
21	17.40	19.14	22.45	17.51	15.63	17.51	16.78	16.01
22	17.55	19.44	22.76	17.82	15.93	17.82	17.09	16.32
23	17.55	19.44	22.76	17.82	15.93	17.82	17.09	16.32
24	17.71	19.75	23.06	18.13	16.24	18.13	17.39	16.63
25	17.71	19.75	23.06	18.13	16.24	18.13	17.39	16.63
26	17.86	20.05	23.37	18.43	16.54	18.43	17.70	16.93
27	17.86	20.05	23.37	18.43	16.54	18.43	17.70	16.93
28	18.01	20.36	23.67	18.74	16.85	18.74	18.00	17.24
29	18.01	20.36	23.67	18.74	16.85	18.74	18.00	17.24
30	18.17	20.51	23.83	18.89	17.00	18.89	18.16	17.39

2023-24 continued

Mechanic	Mech II	Driver	Secretary	Payroll	Book-keeper	Book-keeper II	Lead Cust	District Comp Tech
22.54	0.00	22.35	17.84	19.65	23.44	27.02	18.76	22.54
22.70	0.00	22.50	17.99	19.80	23.59	27.17	18.91	22.70
22.70	0.00	22.50	17.99	19.80	23.59	27.17	18.91	22.70
22.85	0.00	22.65	18.15	19.95	23.75	27.33	19.06	22.85
22.85	0.00	22.65	18.15	19.95	23.75	27.33	19.06	22.85
23.00	0.00	24.65	18.30	20.10	23.90	27.48	19.22	23.00
23.00	0.00	24.65	18.30	20.10	23.90	27.48	19.22	23.00
23.15	0.00	24.81	18.45	20.26	24.05	27.63	19.37	23.15
23.15	0.00	24.81	18.45	20.26	24.05	27.63	19.37	23.15
23.31	0.00	24.96	18.60	20.41	24.20	27.78	19.52	23.31
23.31	0.00	24.96	18.60	20.41	24.20	27.78	19.52	23.31
23.46	0.00	25.11	18.76	20.56	24.36	27.94	19.68	23.46
23.46	0.00	25.11	18.76	20.56	24.36	27.94	19.68	23.46
23.61	0.00	25.27	18.91	20.72	24.51	28.09	19.83	23.61
23.61	25.98	25.27	18.91	20.72	24.51	28.09	19.83	23.61
23.77	26.13	25.42	19.06	20.87	24.66	28.24	19.98	23.77
23.77	26.13	25.42	19.06	20.87	24.66	28.24	19.98	23.77
23.92	26.29	25.57	19.22	21.02	24.82	28.40	20.13	23.92
23.92	26.29	25.57	19.22	21.02	24.82	28.40	20.13	23.92
24.23	26.59	25.88	19.52	21.33	25.12	28.70	20.44	24.23
24.23	26.59	26.49	19.52	21.33	25.12	28.70	20.44	24.23
24.53	26.90	26.80	19.83	21.63	25.43	29.01	20.75	24.53
24.53	26.90	26.80	19.83	21.63	25.43	29.01	20.75	24.53
24.84	27.20	27.10	20.13	21.94	25.73	29.31	21.05	24.84
24.84	27.20	27.10	20.13	21.94	25.73	29.31	21.05	24.84
25.14	27.51	27.41	20.44	22.25	26.04	29.62	21.36	25.14
25.14	27.51	27.41	20.44	22.25	26.04	29.62	21.36	25.14
25.45	27.82	27.71	20.75	22.55	26.35	29.93	21.66	25.45
25.45	27.82	27.71	20.75	22.55	26.35	29.93	21.66	25.45
25.60	27.97	27.87	20.90	22.71	26.50	30.08	21.82	25.60

Upon completion of the probationary period, employees are entitled to step movement on their anniversary date. After the first full year of employment, step eligible employees shall advance on July 1 of the applicable step-year.

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

FOR:

MN School Employees' Association Representative

_____
Carla Hopkins, Vice Steward

_____
Lori Sizenbach, Chief Steward

_____
MSEA Negotiator

_____
Date

FOR:

Independent School District #118 Exclusive

_____
Marc Ruyak, School Board Chairperson

_____
Linda Knox, School Board Clerk

_____
Date

Memorandum of Understanding

Between

Northland Community Schools ISD # 118
316 E. Main Street
Remer, Minnesota 56672

Minnesota School Employees Association
10 River Park Plaza Suite 810
St. Paul, Minnesota 55107

It is agreed by both parties that a trial period of the contract language below will cease upon the completion of the 2024-2026 round of contract negotiations. It is the intent of both parties upon the completion of the trial period to add or amend the following language to be included in the next Bargaining Agreement.

Both parties agree that these additions/changes will apply to page 7 of the CBA. ARTICLE VI RATES OF PAY: Add Section 12. Extra Hours, Summer School, or After School Program Employment Opportunities; Seniority & Posting. The agreed upon language is as follows.

Section 12. Extra Hours, Summer School, or After School Program Employment Opportunities; Seniority & Posting.
Extra Hours, Summer School or after school program employment opportunities will first be offered, to qualified employees in order of seniority, to the qualified staff working at the building or work location during the regular school term for Summer School or regular day for after school programs. Positions not filled through this process will be offered first to those qualified staff who worked the Summer School or after school program opportunity the previous school year if that staff member exhibited success in working with the program. Any remaining unfilled positions will be posted and the program/building supervisor may exercise discretion in selection of staff.

If the District, due to a student's IEP and/or medical recommendation, requests the same paraprofessional for the summer school session as the student had for the regular school year, the District shall meet and confer with the Union field representative or local unit leadership. If the paraprofessional is willing to accept the summer assignment, the unit leadership shall have the authority to grant a waiver of the seniority provision for the summer session.

By signing below, each party acknowledges that it has read this agreement and that it voluntarily agrees to all terms of this agreement.

Northland Community School ISD #118

_____
Mary Yakibchuk, Superintendent

Date:_____

_____
Mark Ruyak, Board Chair

Date:_____

Minnesota School Employees Association

_____
Lori Sizenbach, MSEA Chief Steward

Date:_____

_____
Terri Knutson, MSEA Field Representative

Date:_____

Draft

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 ~~employer~~school district. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the ~~employer~~ school district so that the total leave does not exceed 12 weeks, unless agreed to by the ~~employer~~school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the ~~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 assets, 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) (Date)
Received by _____ _____
(Date)

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.

F~~E~~. "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 thrice, 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~~8) 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.

J~~H~~. "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~~I~~. "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~~J~~. "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 yearsinformation 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 maltreatmentthe report. The writtenAny report shall be of sufficient contant to identify the child, any person believed to be responsible for the abuse or neglectmaltreatment of the child if the person is known, the nature and extent of the abuse or neglectmaltreatment 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~~a~~ 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)

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. § 609.341between 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.

F~~A~~. "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~~.

G~~B~~. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

H~~C~~. "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)

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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 o 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 shale 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.

D~~C~~. 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.

E~~D~~. 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.
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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)

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	
Coaches / Advisors ~~Band~~	Pay per Appendix E in the Master Agreement between ISD #118 and NREM (Northland Remer Education MN)
~~Baseball Head Coach~~	
~~Baseball Asst. Coach~~	
~~Baseball JV Coach~~	
~~Baseball Jr. Hi Coach~~	
~~Basketball Head Coach~~	
~~Basketball Asst. Coach~~	
~~Basketball JV Coach~~	
~~Basketball Jr. Hi Coach~~	
~~Cross Country Head~~	
~~Football Head~~	
~~Football Asst. Coach~~	
~~Football JV Coach~~	
~~Football Jr. High Coach~~	
~~Prom Coordinator~~	
~~Knowledge Bowl Advisor~~	
~~SADD /YIA~~	
~~Senior Class Advisor~~	
~~Softball Head Coach~~	
~~Softball Asst. Coach~~	
~~Softball JV Coach~~	
~~Jr. High Softball Coach~~	
~~High School Student Leadership~~	
~~Elementary Track~~	
~~Volleyball Head Coach~~	
~~Volleyball Asst. Coach~~	
~~Volleyball JV Coach~~	
~~Volleyball Junior High~~	
Annual	
Officials for Junior High or Junior Varsity Games	$45.00 ~~18.00~~ per game
Detention	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 an 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 11th 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

* Pay rates will be reviewed annually by the School Board

Northland Community Schools

ISD #118



Extra-Curricular Activities Handbook

2022-2023

ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

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ATTACHED:
–2021-2022 MSHSL Eligibility Brochure
–2022-2023 Sports Qualifying Physical Examination Clearance Form
-Physician's Approval to Resume Participation in Interscholastic Activities Form
-Emergency Contact Information

ISD #118 POLICIES FOR PARTICIPATION
IN ATHLETICS AND ALL EXTRA-CURRICULAR ACTIVITIES INCLUDING
NON-MSHSL ACTIVITIES

Interscholastic/Intramural Athletics:

The Board of Education believes individual students will grow physically and mentally through their experience in self-discipline and their contribution to team effort made possible through competitive inter school and intramural team and individual sports activities.

Participation in interscholastic athletics, as per Minnesota State High School League, shall be limited to students in grades 7-12 with participation of properly supervised teams from grades 7 and 8 also permitted in a limited program within their own grade levels with other schools.

Those teachers having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as established by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, association, or conferences, or rules for student participation, and of annual sports schedules.

All athletic programs shall operate in accordance with state law M.S. 1978, 126.21 as regards sex discrimination in athletics.

Philosophy of the Extracurricular Program:

The primary purpose of the ISD #118 program of athletics and extra-curricular activities will be to provide students with as wide a variety of non-academic educational opportunities as is economically and practically feasible. The program shall select activities that offer students the greatest possible opportunity to develop their physical and intellectual skills, sportsmanship, fair play, and teamwork.

Purpose:

In general, the purpose of activities offered to students in the middle grades (7th and 8th) will be upon the integration of fundamental skills with the concepts of teamwork and performance, and the development of more sophisticated skills. Every effort will be made to maximize participation for all students in grades 7-8. Sixth grade participation is not universal to all sports. Sixth grade participation will be determined by recommendations to the school board by the activities director on an individual sport/activity basis.

The purpose of activities in the upper grades (9th through 12th) will be upon the development of sophisticated skills in individuals, and especially upon the development of groups and teams that are, through their demonstration of teamwork, fair play, and perseverance, capable

representatives and ambassadors of the school. Participation and performance in competitions may be limited to students with appropriated skill levels, as determined by their supervisors and coaches, but will include at least as many students as can be outfitted with available uniforms (where these may be a limiting factor).

Supervision and Direction:

Each activity in the extracurricular program will be supervised and directed by one or more members of the ISD #118 staff or by an adult designed by the principal or by the Activities Director. All practices, meets, competitions, and meetings will require the presence of at least one adult supervisor. Supervisors (coaches) are required to supervise all of their players until all members of their team(s), are picked up after a home or away event. Supervisors (coaches) may not authorize practices, competitions, or other meetings to take place in their absence or in the absence of adult supervision, and may, as required by the Minnesota State High School League, be restricted to specified dates and periods for holding practices for MSHSL sponsored activities. Participating students will not be permitted to practice or compete when no supervisor is present. In general, where not governed by other regulations established in this policy or by MSHSL regulations (where applicable), the supervisors and directors will have the right and responsibility to establish all rules and regulations for participation, conduct, appearance, attendance at practices, and performance in competitions. Students' participation will be contingent upon their willingness to abide by the regulations set forth by their supervisors. There shall be no force of precedence imposed upon supervisors in establishing these regulations excepting those expressly stated in this policy.

Participation and Performance in Competitions:

All students enrolled in ISD #118 schools who meet eligibility standards set forth by this policy, by the Minnesota State High School League (where applicable), and by the coaches and supervisors of the activity are entitled to participate. Every effort will be made, at the elementary and junior high level, to give each student equal opportunity to participate and play. Students are expected to attend all practices, unless valid reasons are given to the coach in advance. Good attendance at all practices will be a major factor in determining how much a student will play. At the varsity level, the right to participate does not guarantee that the student will be permitted to compete or perform. Determination of which participants will compete shall always be the exclusive right of the directors and supervisors of the activity.

Eligibility:

No student will be excluded from participation in any activity on the basis of race, creed, gender, or ethnic, although performance in competitions sponsored by the Minnesota State High School League may be limited to students of a specified gender. ISD #118 subscribes and adheres to all federal regulations governing equality of opportunity to participate in educational activities.

Eligibility standards will include, but are not necessarily limited to:

1. standards set forth by the MSHSL for all MSHSL sponsored activities (as distributed to students prior to the commencement of practices) -- these standards regulate eligibility

on the basis of age, academic standing, and compliance with rules concerning use of tobacco, alcohol, and illegal drugs;
2. academic standards as established by the school;
3. compliance with school regulations concerning physical examinations, parental permission, the payment of activities fees, and the payment of fines assessed for lost or damaged books and materials or other legitimate bills:
4. compliance with regulations established by the activities directors and supervisors (coaches) regarding behavioral conduct (both associated with the activity and elsewhere in school), attendance at practices, timely registration, cooperativeness, and, where applicable, adherence to the conditions of the MSHSL Sportsmanship Code (see Appendix A); and
5. appropriate level of physical or technical skill as determined by the activity directors and supervisors consistent with the focus of the activities program.

Eligibility Policy for Grades 7-12:

Academic Standards

Student-athletes must make progress towards graduation. To do this, they must be receiving credit in every class and passing all classes. The following is the Northland Community School policy for student progress.

Every 3 weeks, student-athletes must turn in their progress reports, with a parent signature, to coaches.

- If the student has an F on this progress report, the student goes into "on watch." They do not have to sit.
- If two consecutive progress reports have an F, then the student must sit for half of the event. The student will still be expected to go to practice during their ineligibility. For football and basketball, it is a half. For baseball and softball, it is 3 innings. For volleyball, it is 2 sets. For cross country, it is missing every other event. This continues the entire 3 weeks. For other events, it will be up to coach and administration discretion.
- If three consecutive progress reports have an F, then the student is out for the entire event. The student will still be expected to go to practice during their ineligibility This continues the entire 3 weeks.
- Once a student has a progress report of no F's, then they reset to the very beginning.
- At the beginning of each season, Activities Directors or Principals will look at the previous quarter grades to determine eligibility for the first 3 weeks of the season.

Behavioral Standards

Student-athletes are role models at Northland Community School and should demonstrate our Eagle Pride every day. The following is the Northland Community School policy for student behaviors.

- 1st Major Discipline Referral = warning
- 2nd Major Discipline Referral = sit for 1/2 of next game

    - Football and basketball = half a game
    - Baseball and softball = 3 innings
    - Volleyball = 2 sets
    - Cross Country and Track = every other event
- 3rd Major Discipline Referral = sit entire next event
- 4th Major Discipline Referral = sit entire next 2 events
- Etc.

- *It will reset at the next sports season.

School Attendance:

Students must be in attendance all day on the day of competition, contest or practice.

Students must be in attendance at the 8:25 am start time for the beginning of the next school day following the event, contest or game.

Any deviation of this rule must be cleared, in advance by the parent through the coach, Activities Director, or Principal's Office. Excused absences will be accepted. Those students not in compliance will not be eligible to participate in the event following the infraction.

However, if trends develop that reflect poor student attendance before or after games, or if it becomes apparent that student activities are having a detrimental effect on school attendance, players will need to take the following actions to remain eligible:

1. **Meet with respective coach and Activities Director to develop attendance improvement plan.**
2. **If attendance concerns persist, a parent meeting with the Activities Director and Principal will be held; consideration will be given to suspending student from respective activity.**

Coaches will utilize student attendance; both activity attendance and school attendance, to determine which students participate in activities and which students do not. **If a coach feels that poor attendance may create a safety issue or may inhibit student academic success, a coach may withhold a student from an activity until school/activity attendance is improved.**

Physical Examination:

The MSHSL requires students in grades 7 through 12, who participate in athletics, to have a physical examination at least once every three years. Standard State of Minnesota examination forms are available at most clinics and should be turned in to the high school office when the examination is completed. Students usually obtain physicals during the summer prior to 7th and

10th grades. The office must have a copy of the physical on file before the student will be permitted to compete.

Although a physical exam is only required every three years by the MSHSL, it is highly recommended by coaches at ISD #118 that all athletes have a physical exam every year.

Parental Permission:

All athletic participants must present a slip signed by a parent or guardian granting them permission to participate in the activity before they will be allowed to compete.

Fees:

ISD #118 assesses a participation fee for all of its MSHSL Activities except band and choir. The fee for each activity for a student who plays varsity or junior varsity is $50. The participation fee for junior high, 7th & 8th grade level activity is $35 per activity. The fee for One Act Play and Visual Arts is $15.

Family max is $200.
Uniform Deposit is $100 for the year and is due at the start of the first sports season played. This will be returned at the end of the last season.

Activity fees must be paid prior to practicing or have worked out a payment plan with the Activities Director or Principal.

If a student discontinues his/her participation in an activity during the first two weeks of the activities season, including practice time, then he/she may receive a refund of the activity fee. The student must notify the coach during the first two weeks that he/she is quitting the activity. No other refunds are possible.

Use of Tobacco, Alcohol, and Controlled Substances:

In keeping with MSHSL regulations student violations will be accumulated, during 7th and 8th grade then again from 9th through 12th grade. Violations accrued prior to the 9th grade will not be considered for students in 9th through 12th grades.

1. First Violation:
    a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next two scheduled interscholastic events or two weeks of scheduled events for each activity in which
    b. The student participates, whichever is greater. This two- week or two-event consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.

2. Second Violation:

a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next six scheduled interscholastic events or six weeks of scheduled events for each activity in which the student participates, whichever is greater. This six week or six event consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.

3. Third Violation:
    a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next twelve scheduled interscholastic events or twelve weeks of scheduled events for each activity in which the student participates, whichever is greater. This twelve week or twelve events consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.
    b. Eligibility may be restored after a minimum of six weeks have elapsed and only when the student presents a certificate signed by the director or a counselor of a chemical dependency treatment center indicating that a treatment program has been satisfactorily completed. Students will enroll in dependency treatment at their own expense.

As required by law, all violations of chemical use will be reported to law enforcement and to the local district Chemical Assessment team for review and evaluation.

Locker Use:

It is the responsibility of the student to ensure that all personal belongings are stored within their sports locker and locked at all times during their absence. Lockers and locks are provided to all students. Personal locks are not allowed.

NON-MSHSL ACTIVITIES

ANISHINAABE QUIZ BOWL
ART CLUB
KNOWLEDGE BOWL
SERVICE LEARNING
STUDENT COUNCIL
STUDENT AIDES

Non-Athletic - Category II Activities:

Teachers, coaches, directors or advisors of MSHSL and non-MSHSL activities may impose consequences such as not allowing students to participate in pep band, tournaments, concerts, performances, etc.

As required by law, all violations of chemical use will be reported to law enforcement and to the local Chemical Assessment team for review and evaluation.

During the investigation of a chemical or any MSHSL or non-MSHSL violation, if the student claims they were not in violation, but at a later date, it is found or facts show that the student was lying, the student will become ineligible for any MSHSL or non-MSHSL activity participation for an additional 9 week period in accordance to MSHSL or non-MSHSL rules.

Northern Lakes Conference Sportsmanship:

The Northern Lakes Conference is a tradition rich conference comprised of seven schools in Northeastern Minnesota: Bigfork, Deer River, Greenway, Hill City, Little Fork/Big Falls, Nashwauk-Keewatin, and Northland Community Schools. The Northern Lakes Conference is committed to developing and practicing good sportsmanship throughout all of their programs.

The Northern Lakes Conference has adopted the following:

- Sportsmanship Creed
    - It is read by the public address announcer prior to every athletic contest and published in the event program.
    - **The creed states:** Sportsmanship and courtesy go hand in hand. Good sportsmanship is strived for in all Northern Lakes Conference events. Good sportsmanship is a responsibility of players, coaches, faculty, cheerleaders, students, adult spectators, officials and the media.

EXPECTATIONS OF STUDENT PARTICIPANTS:

1. Treat opponents with respect - shake hands prior to and after contest.
2. Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
3. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
4. Shake Hands with officials at the conclusion of the contest.

EXPECTATIONS OF COACHES:

1. Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
2. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the no. 1 priority.
3. Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
4. Treat opposing coaches, participants and fans with respect. Shake hands with officials, opposing coach in public.
5. Develop and enforce penalties for participants who do not abide by sportsmanship standards.
6. Shake hands with the officials at the conclusion of the contest.

EXPECTATIONS OF SPIRIT GROUPS:

1. Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
2. Treat opposing spirit groups and fans with respect.
3. Recognize outstanding performances on either side of the playing field or court.
4. Understand rules and strategies of the contest in order to cheer at proper times.
5. Maintain enthusiasm and composure, serving as a role model.
6. Sportsmanship behavior must be practices by the group. The school district will not tolerate unacceptable practices such as taunting, or any other type of negative behavior directed at our opponents. Individuals or groups not abiding by good sportsmanship practices will face disciplinary actions.
7. All signs and location of signs must be approved by game management.
8. Respect the efforts of the cheerleaders.
9. Sing the Sportsmanship song along with the cheerleaders:

SPORTSMANSHIP SONG

Come on let's raise our voices loud and strong'
And give a cheer to boost our team along
Let's urge the teams to fight with all their might,
And win a victory in sportsmanship tonight.
For if we win or lose, we'll never fuss
We'll make our Alma Mater proud of us.
So with a loud and lusty hip hurrah
Our friendly foes we'll play.

EXPECTATIONS OF FANS:

1. Realize that a ticket is a privilege to observe a contest and support High School activities not a license to verbally assault others or be generally obnoxious.
2. Respect decisions made by contest officials.
3. Respect other fans, coaches, and participants.
4. Be a FAN....NOT A FANATIC!!!!
5. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

6. Maintain self control at all times.
7. Parents are asked to maintain control of younger children during an event.

General Rules and Regulations Governing Activities Participation: **(including all extracurricular activities)**

1. Student serving in-school-suspension for any reason, will be ineligible to participate in any competition during the date(s) of suspension. They are still expected to participate in practice during that time.
2. Student serving out-of-school-suspension for any reason, will be ineligible to practice or participate in any competition during the date(s) of suspension.
3. Participants, coaches or advisors shall leave all practice areas and dressing rooms in a neat and orderly condition as well as seeing that all doors are locked and all lights turned off that were used during practices and games. The coach or supervisor is responsible for the supervision of participants until the activity has been completed and is the last one to leave the building.
    a. Coaches or supervisors are also responsible for supervising students while they are in the building waiting for an activity to begin. An area or room should be assigned for students that are waiting for the activity to begin or to load buses for out of town events.
2. **As a rule, for liability purposes, students are to use school transportation to and from school sponsored events and activities. Students are to be released only to their own parents or guardians unless permission was granted by the principal or his designee in advance.**
    a. **Under no circumstances will a student be permitted to provide his(her) own transportation to or from an event held off the school grounds, nor will a student participant be permitted to ride with another parent or person unless approved by the principal or his designee.**
3. **Students that willfully, without permission from the coach, advisor or superintendent or his designee use transportation other than stated above, shall lose eligibility for the next two interscholastic events or two weeks of scheduled events for each activity in which the student participates, whichever is longer.**
4. Students may, on occasion, be asked to contribute to the cost of food, transportation and lodging. This will be done in accordance with district policy.

Procedure for Administering the Code of Conduct and Eligibility Regulations:

All allegations and complaints relative to a student's violation of the Code of Conduct, all inquiries, investigations of complaints, disciplinary actions taken, and appeals of disciplinary decision will be handled according to guidelines established by the Minnesota State High School League as outlined in Appendix B.

Student participants will be expected to provide their own clothing for practices, and their own shoes, socks, underclothing, towels, and toiletries for both practices and competitions. They will also provide any accessories to standard uniforms that are not required equipment (e.g., special eyeglasses and special footwear).

Students who require medication or who have sustained unusual injuries will be required to provide their own medications. Under no circumstances will any activity supervisor administer medication of any sort (including aspirin) to a student participant. The school will not be required to provide meals or food allowances for student participants while students are on activities trips. The school does however, have the option of providing food and lodging to those competing above the district level.

Student participants will be expected to keep their practice clothing clean and may be asked to clean uniforms and equipment issued them by the school.

Injuries and Insurance Coverage:

ISD #118 assumes no liability for illness or injury to any student participating in athletics or extracurricular activities not due directly or indirectly to negligence on the part of activities supervisors.

District employees are expected to take reasonable and accepted precautions against injury and to provide for proper maintenance of equipment and facilities. Students who engage in activities such as football, wrestling, basketball, etc., do so with the knowledge that injuries are not uncommon to these sports. Coaches are strongly encouraged to provide students both with understanding of the risks they are taking by participating, and with a vigorous conditioning program to guard against undue risks of injury.

In the event of injuries and illnesses of which coaches are aware, reasonable accommodations will be made for the student so as not to aggravate the condition or prolong the period of recovery. When a student's health precludes his (her) from practicing and performing as expected, (s)he may be asked to provide written recommendations from a physician indicating the nature of permissible and not permissible activities and indicating a time at which full participation can be resumed. Ill and injured students who do not obtain physician's recommendations may, in some circumstances, be withheld from participation.

The health and well being of our students is a paramount concern. Coaches and supervisors will take every reasonable action to secure adequate and immediate assistance in handling injuries that result from students' participation in practice and competition. In the case of injuries that are serious or life-threatening, however, EMT or professional help will be secured immediately without regard for the students' level of insurance coverage or parents' ability to pay.

ISD #118 does not carry any individual student insurance. However individual insurance is made available as an option to each parent/student at their expense. This insurance information is provided to each student and parent at the beginning of the school year.

ISD 118 Procedures for School Sponsored Trips

1. Each student must have a signed permission slip and signed emergency authorization slip prior to leaving the campus for the trip. This can be completed at the beginning of a season for extra-curricular activities/sports and apply to the entire season. All permission slips and emergency authorization slips are to be taken on each trip.

2. No student is permitted to travel with or leave the school group with someone who is not an assigned coach, advisor, pre-approved trip chaperone, or the student's parent/legal guardian without the written permission of the student's parent/guardian.

3. Fast food or family-style restaurants should be used for school sponsored trips. Examples of such restaurants include: McDonalds, Subway, Perkins, etc. Restaurants that serve alcohol are not approved eating establishments for school sponsored trips **unless** pre-approved by the superintendent and will be considered only when determined to be educationally relevant to students.

4. Absolutely no alcohol consumption is permitted during the duration of the school sponsored trip by any district employee, advisor, student, or chaperone assigned to the trip. Illegal drug use is prohibited.

5. Recreational activities and entertainment options during school sponsored trips should be age-appropriate, respectful, and represent a positive image to our students. Examples of appropriate entertainment are athletic events, museum or zoo visits, movies that are age-appropriate to the students on the trip (i.e.: no "R" rated movies if there are students under the age of 17 on the trip), theater productions that are age-appropriate to the students on the trip, etc. School sponsored trips should not include recreational activities and/or entertainment that include violence, sexual content, drugs/alcohol or any other content that portrays a negative image. Any exceptions are to be pre-approved by the superintendent and will be considered only when educationally relevant to students.

6. The superintendent must pre-approve plans for overnight trips to include student names, emergency contact names/phone numbers, approved chaperone names, district employees participating, trip itinerary, hotel accommodations and a summary of sleeping and supervision assignments. Once initial superintendent approval is obtained, the plan will be presented to the Board for final approval. Final revisions to the plan are to be provided to the superintendent prior to trip departure.

The lead teacher, head coach, and/or advisor have primary responsibility to oversee any school sponsored trips. This includes making all arrangements; ensuring required permission is obtained and taken for each student; assigning and ensuring proper supervision during the trip; ensuring that all district employees, students, and chaperones are aware of the expectations; obtaining any necessary administrative permissions and/or pre-approvals; handling of funds; and communicating effectively with everyone in regard to the trip. Any concerns that occur in regard to any trip are to be immediately reported to school administration.

EMERGENCY INFORMATION

Student Name: _____Grade: ____

Parent's/Guardian's Name: _____Cell#: _____

Employed At: _____Work#: _____

Parent's/Guardian's Name: _____Cell#: _____

Employed At: _____Work#: _____

Physical Address: _____ Home#: _____

_____ Fire#: _____

Mailing Address (If different from above):

_____

_____

Township: _____ Email Address:

_____

Emergency Contact List

Person(s) authorized to care for student when parent/guardian cannot be reached:

Name: _____Relationship: _____Phone#: _____

Name: _____Relationship: _____Phone#: _____

Name: _____Relationship: _____Phone#: _____

Name: _____Relationship: _____Phone#: _____

Physician: _____Phone#: _____

Dentist: _____Phone#: _____

We would appreciate knowing if your child has any medical or physical conditions of which we should be aware of. For example: *allergies, heart murmur, diabetes, migraines, epilepsy, asthma, etc.* Please list all such conditions:

_____

_____

_____

Allergic to:

_____

Can attend physical education classes: ___without any restrictions

___with some restrictions (please specify):

_____

_____

___Under no conditions can student participate. It is required a doctor's note be provided to the school.

The following procedures need to be followed if the condition is aggravated:

_____

In case of an emergency and a parent/guardian/designated person cannot be reached, your child will be transported to the nearest medical facility at the discretion of the emergency responders.
Please transport to

_____

List all medications your child is taking on a regular basis whether at home or at school. We need to have a copy of the possible side effects paper which comes from your doctor or pharmacy, the exact dosage and the times your child takes the meds. The more detailed you provide, the better we can administer to your child in case of an emergency.

Medication Name: _____Dosage: _____Time Given: _____

Medication Name: _____Dosage: _____Time Given: _____

Medication Name: _____Dosage: _____Time Given: _____

Please list any other information you feel is important for the School District to know about your child:

_____

_____

_____

Guidelines

Please read the following guidelines to be sure you are providing us with the necessary documentation for the safety of your child and you are following these steps.

A. Prescription Medication

- You must provide the school with a written authorization (Administrating Prescription Medications Form) completed by a licensed physician when requesting medication be administered during the school hours. The office has this form.
- A new Administrating Prescription Medications Form needs to be filled out annually by a licensed physician or when a change in the prescription or requirements for administration occurs.
- Prescription medication must come to school **by the parent** in the **original container appropriately labeled for the student by the pharmacy** and left with the appropriate school personnel. Medications must not be transported on the bus. (Exception – inhalers. Need Letter for Self-Administering Inhalers form completed by a parent. This form is available in the school office.)

B. Non Prescription Medications

- Non prescription medications must come in the original container.
- Parents must submit a written authorization which includes directions for administering and an ending date of administration. This includes aspirin and Tylenol.

Parent/Guardian Signature Date: _____

_____

Adam Johnson

Date: 10-31-2022

To: Northland and Hill City School Boards

Dear School Boards of ISD #118 and ISD #2,

Please accept this letter of resignation for Adam Johnson from the position of head football coach for the Hill City/Northland football program. This has been a difficult decision, but with many new things happening for myself and my family, this is the best decision for myself and the program. I am proud of what we have accomplished. Also, the assistant coaches I have had in Charles Holm, Arlan Jensen, Harold Wagenbach, and Max Torgerson have been tremendous in the support and enthusiasm when working with the players. I could not ask for better assistants to work with. Also, the multiple AD's from Janessa Green to Max Torgerson to John Loney have all been outstanding.

If I can help with any transition, I would be glad to help out the new head coach in anyway possible. Thank you for this opportunity and support over the past 7 years as a part of the HCN co-op, with 4 years prior to that with Hill City.

Sincerely,



Adam Johnson

To: Janessa Green
Northland Athletic Director

Dear Janessa,

I am formally submitting this letter of retirement as assistant varsity football coach.

I have enjoyed my 40 years as a football coach first for Northland and the last several years with the Storm.

Sincerely,

Arden Jensen