

Regular Meeting

Wednesday, March 12, 2025 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 the minutes from the February 12, 2025, Regular Meeting
Approve the minutes from the February 26, 2025 Work Session

7.2. Approve Treasurer's Report and bills

7.3. Policies with revisions that do not affect the substance of the policy

7.3.1. 318-Relations with Education Research and Service Centers

7.3.2. 320-Student Teaching and Internships

7.3.3. 321 Professional Visitors and Observers

7.3.4. 401-Equal Employment Opportunity, 401A - Employee Sex Nondiscrimination, 401B - Nondiscrimination Notice, 401C-Vocational Programs Nondiscrimination

7.3.5. 402-Disability Nondiscrimination

7.3.6. 403- Discipline, Suspension and Dismissal of School District Employees

7.3.7. 404-Employment Background Checks

7.3.8. 405-Veterans Preference Hiring

7.3.9. Policy 425 - Staff Development and Mentoring

7.3.10. 516 - Student Medication and Telehealth

7.3.11. 621 - Literacy and the Read Act

7.4. Approve 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 the State of Minnesota as follows: The Northland Community Schools - District 118 School Board does hereby accept the following gifts/donations;

- Boy River HOBO Club - \$300 for Prom
- First National Bank - \$100 for Prom

8. Reports

8.1. Early Education Report

8.2. Business Manager Report

8.3. Elementary Principal

8.4. Athletics/Activities Report

8.5. Facilities Report

8.6. Indian Education Report

8.7. CE Report

8.8. Dean of Students/ Behavioral Interventionist Report

9. Superintendent Report

10. New Business

10.1. Approve the agreement between Northland Community Schools and IASC for Early Childhood Administrative Support Services

10.2. First reading of revised Policy 413 - Harrassment and Violence

10.3. First Reading of Policy 512 - School-Sponsored Student Publications

10.4. First reading of revised Policy 704 - Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

10.5. First reading of revised Policy 906 - Community Notifications of Predatory Offenders

10.6. Northland Remer Education Minnesota (NREM) Letter of Intent to Negotiate

11. Personnel

11.1. Accept the resignation of Wanda Schear as Food Service Cook, effective immediately

11.2. Accept the resignation of Lori Sizenbach as High School Leadership Co- Advisor, effective June 4, 2025

11.3. Accept the resignation of Denise Stefan as High School Leadership Co-Advisor, effective June 4, 2025

11.4. Accept the resignation of Preschool Teacher Cheri Parkinson, effective June 4, 2025

11.5. Approve the hire of Larry Williamson as Bus Driver, effective March 4, 2025

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

13. Next Meeting Dates:

Regular Meeting: April 9, 2025 at 5:30 p.m.

~~Work Session: April 23, 2025 at 5:30~~

~~p.m.~~— Correction: Work Session to be held May 21, 2025 at 5:30 p.m.

Policy Meeting: May 5, 2025 at 10:00 a.m.

14. Adjournment

Northland Community Schools - ISD #118
Regular Meeting Minutes Summary
Wednesday, February 12, 2025
Northland High School Room C113
316 Main St E
Remer, MN 56672

Aaron Ammerman: Present, Linda Knox: Present, Terri Nystrom: Present, Jason Perkins: Present, Marc Ruyak: Present, Tyler Seifert: Present, Bill Wake: Absent. Present: 6, Absent: 1.

1. Call to Order

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

2. Pledge of Allegiance

3. Mission Statement "Educate and inspire all learners to reach their full potential."

4. Adoption of Agenda

Motion to approve the agenda. This motion, made by Aaron Ammerman and seconded by Terri Nystrom, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

5. Recognitions

6. Audience Recognition

7. Consent items

Motion to approve Consent items. This motion, made by Aaron Ammerman and seconded by Terri Nystrom, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

7.1. Approve the minutes from the Regular Meeting held on January 22, 2025

7.2. Approve the Treasurer's Report and bills

7.3. Approve an overnight field trip for Quiz Bowl to Walker - March 6, 2025

7.4. Approve an overnight field trip to Prior Lake for the Minnesota Indian Education Conference - March 17th-20th, 2025

7.5. Approve an overnight field trip for Robotics to St. Cloud - April 3rd-5th, 2025

7.6. Approve an overnight field trip for Quiz Bowl to Cloquet- May 15, 2025

8. Reports

8.1. Early Education Report

8.2. Business Manager Report

8.3. Elementary Principal

8.4. Athletics/Activities Report

8.5. Facilities Report

8.6. Indian Education Report

8.7. CE Report

8.8. Dean of Students/ Behavioral Interventionist Report

9. Superintendent Report

10. New Business

10.1. Second reading and approval of revised Policy 202 - School Board Officers

Approve revised Policy 202 - School Board Officers. This motion, made by Tyler Seifert and seconded by Terri Nystrom, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

10.2. Second reading and approval of revised Policy 210 - Conflict of Interest

Approve revised Policy 210 - Conflict of Interest. This motion, made by Terri Nystrom and seconded by Aaron Ammerman, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

10.3. Second reading and approval of revised Policy 722 - Public Data Requests

Approve revised Policy 722 - Public Data Requests. This motion, made by Aaron Ammerman and seconded by Tyler Seifert, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

10.4. Discussion regarding reading and math scores

Board members requested math and reading scores be included in the Principals' Board Reports.

10.5. Approve the 2025-2026 District Calendar

Motion to approve the 2025-2026 District Calendar. This motion, made by Terri Nystrom and seconded by Aaron Ammerman, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

10.6. Approve the 2025-2027 Master Agreement between ISD #118 and the Principals' Association

Motion to approve the 2025-2027 Master Agreement between ISD #118 and the Principals' Association. This motion, made by Aaron Ammerman and seconded by Terri Nystrom,

Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

10.7. Approve the Memorandum of Understanding between ISD #118 and NREM regarding ECFE Compensation

Approve the Memorandum of Understanding between ISD #118 and NREM regarding ECFE Compensation. This motion, made by Aaron Ammerman and seconded by Terri Nystrom, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

10.8. Terminate the Agreement for Services between Northland Community Schools and Hill City Public Schools for shared services of Early Childhood Coordinator Brandon Otway, effective June 30, 2025

Motion to approve Agreement for Services between Northland Community Schools and Hill City Public Schools for shared services of Early Childhood Coordinator Brandon Otway, effective June 30, 2025. This motion, made by Aaron Ammerman and seconded by Tyler Seifert, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

10.9. Approve the Agreement for Services between Northland Community Schools and Hill City Public Schools for shared services of Social Worker Karissa Benoit, effective the 2025-2026 school year

Motion to approve the Agreement for Services between Northland Community Schools and Hill City Public Schools for shared services of Social Worker Karissa Benoit, effective the 2025-2026 school year. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 5, Nay: 0, Absent: 2

10.10. Accept the Resolution of Concurrence from the American Indian Parent Advisory Committee (AIPAC):

Whereas the following; therefore BE IT RESOLVED, the AIPAC concurs that the Northland Community Schools school board and district #118 are compliant with MN Statutes, Sect. 124D.78, and that the school board and district are meeting the needs of American Indian students at the elementary and secondary level

Motion to accept the Resolution of Concurrence from the American Indian Parent Advisory Committee (AIPAC): Whereas the following; therefore BE IT RESOLVED, the AIPAC concurs that the Northland Community Schools school board and district #118 are compliant with MN Statutes, Sect. 124D.78, and that the school board and district are meeting the needs of American Indian students at the elementary and secondary level. This motion, made by Aaron Ammerman and seconded by Terri Nystrom, Passed.

Jason Perkins: Absent, Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 5, Nay: 0, Absent: 2

11. Personnel

11.1. Accept the resignation of Bus Driver, Chris Stoppelman, effective February 7, 2025
Motion to accept the resignation of Bus Driver, Chris Stoppelman, effective February 7, 2025.
This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.
Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

11.2. Approve the hire of Chrissy Nihart as Prom Advisor for the 2025-2026 school year.
Motion to approve the hire of Chrissy Nihart as Prom Advisor for the 2025-2026 school year.
This motion, made by Tyler Seifert and seconded by Terri Nystrom, Passed.
Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

11.3. Approve closing the 9-Month Custodian open position
Motion to approve closing the 9-Month Custodian open position. This motion, made by Tyler Seifert and seconded by Terri Nystrom, Passed.
Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

11.4. Accept the Intent to Retire from Social Studies Teacher, Shem Daugherty, effective June 4, 2025
Motion to accept the Letter of Intent to Retire from Social Studies Teacher, Shem Daugherty, effective June 4, 2025. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.
Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

11.5. Approve the request from Shem Daugherty to grant him participation in the Post-Retirement Healthcare Savings Plan. Mr. Daugherty understands that the deadline to apply for the Post-Retirement Healthcare Savings Plan was January 15, 2025
The plan as per the NREM Master Agreement includes the following:

- \$10,000 Health Savings Account
- Single Coverage Dental annually
- Single Coverage Medical until Mr. Daugherty becomes eligible for Medicare

Motion to approve the request from Shem Daugherty to grant him participation in the Post-Retirement Healthcare Savings Plan. This motion, made by Aaron Ammerman and seconded by Tyler Seifert, Passed.
Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason

Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

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

13. Next Meeting Dates:

- Work Session, February 26, 2025, 5:30 p.m.
- Policy Committee, March 3, 2025, 10:00 a.m.
- Regular Meeting, March 12, 2025, 5:30 p.m.

14. Adjournment

Board Chair Ruyak called for a motion to adjourn the meeting at 6:03 p.m. This motion, made by Aaron Ammerman and seconded by Tyler Seifert, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason

Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 6, Nay: 0, Absent: 1

Visitors: Kyndra Johnson, Raina Boucher, Lori Sizenbach, Carol Procopio, Leah Monroe, Tammy Rogers, Terri Shepard, Scott Peterson, Stephaney Williamson, Brandon Otway, Janessa Green, Kathryn Fredrickson, Elaine Nelson, Michelle Barnett, N. Barnett, Hailee Hinsz, Carl White

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Northland Community Schools - ISD #118
Work Session Minutes Summary
Wednesday, February 26, 2025
Northland High School Room C113
316 Main St E
Remer, MN 56672

Aaron Ammerman: Present, Linda Knox: Absent, Terri Nystrom: Present, Jason Perkins: Absent, Marc Ruyak: Present, Tyler Seifert: Present, Bill Wake: Present. Present: 5, Absent: 2.

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

1. Greetings, Pledge of Allegiance, Mission Statement

Mission Statement: *Educate and inspire all learners to reach their full potential*

2. Discussion Items

2.1. Attracting and retaining students

Discussion regarding new enrollment and retention of students

2.2. Adding Committee Reports to the meeting agenda

Board Committees Reports will be added to Regular Meeting Agendas

3. Next Meeting:

- Policy Committee March 3, 2025, 10:00 a.m.
- Regular Meeting March 12, 2025, 5:30 p.m.

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Northland Community Schools

Finance Report 2/28/2025

First National Bank

General Checking	\$458,946.64
Money Market Account	\$37,235.77
CD/Scholarship Carpenter Matures 6/17/24	\$8,330.54
CD/Scholarship Carpenter Matures 6/17/24	\$15,044.08
CD/Scholarship Felton Matures 12/10/24	\$7,433.85
CD/Scholarship Sepin Matures 8/25/26	\$3,529.79
Total Investments	\$71,574.03
Total of all deposits at First National Bank	\$530,520.67
 MN Trust Account at PMA total Value	 \$1,508,111.53

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P Checks
01	General Fund	\$648,658.98	\$284,648.42
02	Food Service Fund	\$35,584.16	\$11,553.32
03	Transportation Fund	\$380.00	\$164,637.05
04	Community Ed Fund	\$22,178.90	\$11,804.53
05	Capital Fund	\$0.00	\$3,179.38
06	Construction Fund	\$0.00	\$0.00
07	Debt Redemption Fund	\$0.00	\$0.00
18	Scholarship Fund	\$13.74	\$0.00
Total		\$706,815.78	\$475,822.70

February 2025 Payroll

	Monthly Total
Gross Payroll	\$430,223.29
Employer Benefits	\$88,432.73
Employer Taxes	\$30,816.82
Total Cost of Payroll	\$549,472.84

Includes Payrolls:

S202515 2/15/2025
S202516 2/28/2025

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16389	0118	chec														
1/27-GBB			22673	Credit	A	02/03/25	10817	Cash	1	GATE RECEIPTS						
						0118	R 01 310 292	110 000	060	Activity Admissions					159.00	0.00
														Receipt Total:	\$159.00	\$0.00
1/27-GBB			22674	Credit	A	02/03/25	10818	Cash	1	CONCESSIONS - FOOD S						
						0118	R 01 310 292	125 000	096	CONCESSIONS DISTRICT					538.00	0.00
														Receipt Total:	\$538.00	\$0.00
1/23-GBB			22675	Credit	A	02/03/25	10819	Cash	1	CONCESSIONS - FOOD S						
						0118	R 01 310 292	125 000	096	CONCESSIONS DISTRICT					659.50	0.00
														Receipt Total:	\$659.50	\$0.00
1/24-BBB			22676	Credit	A	02/03/25	10820	Cash	1	CONCESSIONS - FOOD S						
						0118	R 01 310 292	125 000	096	CONCESSIONS DISTRICT					799.50	0.00
														Receipt Total:	\$799.50	\$0.00
1/29-DEPOSIT			22677	Credit	A	02/03/25	10822	Check	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					103.75	0.00
														Receipt Total:	\$103.75	\$0.00
			22678	Credit	A	02/03/25	10823	Check	1	COMMUNITY EDUATION						
						0118	R 04 500 505	305 321	040	Tuition fm Patrons					554.00	0.00
														Receipt Total:	\$554.00	\$0.00
1/28-BBB			22679	Credit	A	02/03/25	10824	Cash	1	CONCESSIONS - FOOD S						
						0118	R 01 310 292	125 000	096	CONCESSIONS DISTRICT					589.70	0.00
														Receipt Total:	\$589.70	\$0.00
1/28-BBB			22680	Credit	A	02/03/25	10825	Cash	1	GATE RECEIPTS						
						0118	R 01 310 292	110 000	060	Activity Admissions					288.00	0.00
														Receipt Total:	\$288.00	\$0.00
1/30-DEPOSIT			22681	Credit	A	02/03/25	10826	Cash	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					21.00	0.00
														Receipt Total:	\$21.00	\$0.00
1/24-1/28 DEPOSIT			22682	Credit	A	02/03/25	10821	Check	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					111.00	0.00
														Receipt Total:	\$111.00	\$0.00
														Deposit Total:	\$3,823.45	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16396	0118	chec														
Wrestling fees - LLBO			22691	Credit	A	02/07/25	10827	Check	1	COMMUNITY EDUATION						
						0118	R 04 500 505	305 321	040	Tuition fm Patrons					70.00	0.00
														Receipt Total:	\$70.00	\$0.00
Wright Specialty-2015 Int'l St			22692	Credit	A	02/07/25	10829	Check	1	Miscellaneous Customer						
						0118	R 03 005 000	000 720	625	Insurance Recovery					380.00	0.00
														Receipt Total:	\$380.00	\$0.00
2/3-Deposit			22693	Credit	A	02/07/25	10830	Check	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					40.00	0.00
														Receipt Total:	\$40.00	\$0.00
1/31-Deposit			22694	Credit	A	02/07/25	10831	Cash	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					25.00	0.00
														Receipt Total:	\$25.00	\$0.00
Sno Daze Dance			22695	Credit	A	02/07/25	10832	Cash	1	Northland Senior Class						
						0118	R 01 310 298	093 301	096	Senior Class Activity					380.00	0.00
														Receipt Total:	\$380.00	\$0.00
2/4-Deposit			22696	Credit	A	02/07/25	10833	Cash	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					11.75	0.00
														Receipt Total:	\$11.75	\$0.00
			22697	Credit	A	02/07/25	10834	Check	1	COMMUNITY EDUATION						
						0118	R 04 500 505	305 321	040	Tuition fm Patrons					232.00	0.00
														Receipt Total:	\$232.00	\$0.00
J.Losh Fitness Center			22698	Credit	A	02/07/25	10835	Cash	1	COMMUNITY EDUATION						
						0118	R 04 500 505	305 321	040	Tuition fm Patrons					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
MSHSL Grant			22699	Credit	A	02/07/25	10828	Check	1	MSHSL						
						0118	R 01 310 292	110 000	096	ACTIVITY					708.00	0.00
														Receipt Total:	\$708.00	\$0.00
														Deposit Total:	\$1,866.75	\$0.00
16397	0118	chec														
			22700	Credit	A	02/13/25	10837	Check	1	TRUE NORTH STARS PEI						
						0118	B 01 115 000				2101	12/12/24	Invoice	1,190.57	1,190.57	0.00
														Receipt Total:	\$1,190.57	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16397	0118	chec														
2/10-Deposit			22701	Credit	A	02/13/25	10838	Cash	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					13.00	0.00
														Receipt Total:	\$13.00	\$0.00
2/7-Dep			22702	Credit	A	02/13/25	10839	Check	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					53.00	0.00
														Receipt Total:	\$53.00	\$0.00
2/7-BBB			22703	Credit	A	02/13/25	10840	Cash	1	CONCESSIONS - FOOD S						
						0118	R 01 310 292 125 000 096			CONCESSIONS DISTRICT					707.75	0.00
														Receipt Total:	\$707.75	\$0.00
2/7-BBB			22704	Credit	A	02/13/25	10841	Cash	1	GATE RECEIPTS						
						0118	R 01 310 292 110 000 060			Activity Admissions					237.00	0.00
														Receipt Total:	\$237.00	\$0.00
50/50 raffle			22705	Credit	A	02/13/25	10842	Cash	1	Northland Senior Class						
						0118	R 01 310 298 093 301 096			Senior Class Activity					164.00	0.00
														Receipt Total:	\$164.00	\$0.00
2/11-Deposit			22706	Credit	A	02/13/25	10843	Cash	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					27.00	0.00
														Receipt Total:	\$27.00	\$0.00
														Deposit Total:	\$2,392.32	\$0.00
16398	0118	chec														
ISD#704 LSLC Tuition			22707	Credit	A	02/21/25	10845	Check	1	Miscellaneous Customer						
						0118	R 01 040 000 000 000 021			Tuition from MN Schools to L					30,651.71	0.00
														Receipt Total:	\$30,651.71	\$0.00
2/12-2/14 Deposit			22708	Credit	A	02/21/25	10846	Check	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					132.75	0.00
														Receipt Total:	\$132.75	\$0.00
Lost Library Book L.Golden			22709	Credit	A	02/21/25	10847	Check	1	Miscellaneous Customer						
						0118	E 01 005 620 000 343 470			Library Books - Library Aid					40.00	0.00
														Receipt Total:	\$40.00	\$0.00
Elem. leadership - hat day			22710	Credit	A	02/21/25	10849	Cash	1	NORTHLAND STUDENT C						
						0118	R 01 310 298 114 301 096			Elem Student Activity					61.00	0.00
														Receipt Total:	\$61.00	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16398	0118	chec														
2/18-deposit			22711	Credit	A	02/21/25	10850	Cash	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					40.00	0.00
														Receipt Total:	\$40.00	\$0.00
Pepsi Machine			22712	Credit	A	02/21/25	10853	Cash	1	NORTHLAND STUDENT L						
						0118	R 01 310 298 069 301 096			Student PBIS Leadership Act					182.30	0.00
														Receipt Total:	\$182.30	\$0.00
Valentine Fundraiser			22713	Credit	A	02/21/25	10854	Cash	1	NORTHLAND STUDENT L						
						0118	R 01 310 298 069 301 096			Student PBIS Leadership Act					32.00	0.00
														Receipt Total:	\$32.00	\$0.00
2/19-Deposit			22714	Credit	A	02/21/25	10855	Check	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					78.00	0.00
														Receipt Total:	\$78.00	\$0.00
Boiler Settlement Check			22715	Credit	A	02/21/25	10851	Check	1	Miscellaneous Customer						
						0118	R 01 005 000 000 000 099			Misc Revenue					13,151.40	0.00
														Receipt Total:	\$13,151.40	\$0.00
Marie Simek-March			22716	Credit	A	02/21/25	10844	Check	1	RETIRE/DEDUCT:						
						0118	E 01 020 211 000 000 291			Retired Emp Benefit					295.77	0.00
														Receipt Total:	\$295.77	\$0.00
Boy River HOB0 club donation			22717	Credit	A	02/21/25	10848	Check	1	EAGLES NEST						
						0118	R 01 310 298 192 301 096			Eagles Nest Activity					300.00	0.00
														Receipt Total:	\$300.00	\$0.00
FNB donation			22718	Credit	A	02/21/25	10852	Check	1	EAGLES NEST						
						0118	R 01 310 298 192 301 096			Eagles Nest Activity					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
														Deposit Total:	\$45,064.93	\$0.00
16399	0118	chec														
Online Food Svc Payments			22719	Credit	A	02/28/25	2282025	Wire	1	Food Service						
						0118	B 02 230 001			Deferred Revenue					126.18	0.00
														Receipt Total:	\$126.18	\$0.00
														Deposit Total:	\$126.18	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16400	0118	chec														
Greater Twin City	Pathways Pay		22720	Credit	A	02/20/25	02202025	Wire	1	Miscellaneous Customer						
						0118	R 04 500 582	000 338	040	Tuition fm Patrons-Pathways					14,358.50	0.00
														Receipt Total:	\$14,358.50	\$0.00
														Deposit Total:	\$14,358.50	\$0.00
16401	0118	2														
Title I reim & ELSA			22721	Credit	A	02/12/25	02122025	Wire	1	Minn Dept of ED						
						0118	R 04 500 582	000 337	300	Pathways II					3,472.20	0.00
						0118	R 04 500 582	000 337	300	Pathways II					3,472.20	0.00
						0118	R 01 005 000	000 401	400	TITLE I					18,377.07	0.00
														Receipt Total:	\$25,321.47	\$0.00
														Deposit Total:	\$25,321.47	\$0.00
16402	0118	2														
Ideas & Adj 2/15/25			22722	Credit	A	02/15/25	IDEAS	Wire	1	Minn Dept of ED						
						0118	R 01 005 000	000 374	300	State Aids					(38,800.00)	0.00
						0118	R 01 005 000	000 373	300	Student Support State Aid					1,200.00	0.00
						0118	R 01 005 000	000 000	370	Other Aid from MDE					1,402.85	0.00
						0118	R 01 005 000	000 373	300	Student Support State Aid					1,200.00	0.00
						0118	R 01 005 000	000 000	211	Gen Ed/Spar/Pen Adj Aid					253,570.81	0.00
														Receipt Total:	\$218,573.66	\$0.00
														Deposit Total:	\$218,573.66	\$0.00
16403	0118	2														
St Milk			22723	Credit	A	02/20/25	02202025	Wire	1	Minn Dept of ED						
						0118	R 02 005 770	000 703	300	STATE SPECIAL MILK					57.20	0.00
														Receipt Total:	\$57.20	\$0.00
														Deposit Total:	\$57.20	\$0.00
16404	0118	2														
Food Svc Reim			22724	Credit	A	02/26/25	02262025	Wire	1	Minn Dept of ED						
						0118	R 02 005 770	000 706	300	FRESH FRUIT/VEG GRANT					1,955.76	0.00
						0118	R 02 005 770	000 705	476	Federal Breakfast					10,042.24	0.00
						0118	R 02 005 770	000 701	471	Federal Lunch Aid					2,145.44	0.00
						0118	R 02 005 770	000 701	471	Federal Lunch Aid					438.84	0.00
						0118	R 02 005 770	000 701	472	Spec Asst-Need Ch					19,552.76	0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16404	0118	2														
Food Svc Reim																
			22724	Credit	A	02/26/25	02262025	Wire	1	Minn Dept of ED						
						0118	R 02 005 770	000 701 300		STATE SCH LUNCH					609.49	0.00
														Receipt Total:	\$34,744.53	\$0.00
														Deposit Total:	\$34,744.53	\$0.00
16405	0118	2														
Title Reimbursements																
			22725	Credit	A	02/27/25	02272025	Wire	1	Minn Dept of ED						
						0118	R 01 005 000	000 401 400		TITLE I					36,894.77	0.00
						0118	R 01 005 000	011 433 400		Title IV part A, Prior Year					674.50	0.00
														Receipt Total:	\$37,569.27	\$0.00
														Deposit Total:	\$37,569.27	\$0.00
16406	0118	2														
IDEAS payment																
			22726	Credit	A	02/28/25	02282025	Wire	1	Minn Dept of ED						
						0118	R 01 005 000	000 740 360		Special Ed Aid					22.35	0.00
						0118	R 01 005 000	000 000 211		Gen Ed/Spar/Pen Adj Aid					320,591.51	0.00
														Receipt Total:	\$320,613.86	\$0.00
														Deposit Total:	\$320,613.86	\$0.00
														Report Total:	\$704,512.12	\$0.00

Northland Community Schools ISD# 118
FY 2025 Through February 2025

2024-2025
 EXP/REV Report
 Feb FY25

EXPENDITURES	Actual 2023-24 Expenses	Adopted Budget 2024-25 Expenses	YTD Feb 2023-24 Expenses	YTD Feb 2024-2025 Expenses	% of 2023-24 Budget	Feb FY '24 vs Feb FY '25 Difference	% of 2024-25 Budget
Fund							
General Fund (01)	7,784,459	7,577,194	4,470,295	4,308,415	57.4%	(161,880)	56.9%
Administrative & Support Svc	723,904	703,072	502,430	523,971	69.4%	21,541	74.5%
Regular Instruction	3,417,282	3,509,184	1,746,050	1,865,682	51.1%	119,632	53.2%
Vocational Instruction	105,244	106,645	49,893	55,531	47.4%	5,638	52.1%
Special Education Inst	1,307,624	1,313,768	656,198	827,820	50.2%	171,622	63.0%
Instructional Support	371,697	378,440	202,351	266,847	54.4%	64,496	70.5%
Pupil Support	516,020	536,883	282,612	174,650	54.8%	(107,962)	32.5%
Sites & Buildings	1,287,830	1,279,602	972,410	522,487	75.5%	(449,923)	40.8%
Fiscal & Other Fixed Costs	54,858	55,000	58,352	71,428	106.4%	13,076	129.9%
Food Service (02)	348,989	377,146	220,766	213,432	63.3%	(7,334)	56.6%
Transportation (03)	640,314	732,216	452,477	630,499	70.7%	178,022	86.1%
Community Service (04)	271,552	270,255	157,861	139,974	58.1%	(17,887)	51.8%
Capital Outlay (05)	168,053	172,850	111,186	83,110	66.2%	(28,076)	48.1%
Construction (06)	392,281	80,000	336,572	69,779	85.8%	(266,793)	87.2%
Debt Service (07)	1,756,659	1,762,549	1,756,659	1,760,024	100.0%	3,365	99.9%
Total	11,362,305	10,972,210	7,505,815	7,205,232	66.1%	(300,583)	65.7%
Total Funds 01, 03 & 05	8,592,825	8,482,260	5,033,958	5,022,024	58.6%	(11,934)	59.2%
REVENUE	Actual 2023-24 Revenue	Budgeted 2024-25 Revenue	YTD Feb 2023-24 Revenue	YTD Feb 2024-2025 Revenue	% of 2023-24 Budget	Feb FY '24 vs Feb FY '25 Difference	% of 2024-25 Budget
Fund							
General Fund (01)	7,881,383	7,639,802	4,749,263	5,032,634	60.3%	283,371	65.9%
Food Service (02)	309,780	299,520	158,940	176,562	51.3%	17,622	58.9%
Transportation (03)	318,239	365,470	4,064	(4,921)	1.3%	(8,985)	-1.3%
Community Service (04)	259,454	257,971	116,244	167,575	44.8%	51,330	65.0%
Capital Outlay (05)	233,129	264,448	-	-	0.0%	-	0.0%
Construction (06)	-	-	-	-	#DIV/0!	-	#DIV/0!
Debt Service (07) & (47)	1,783,892	1,762,731	627,450	65,909	35.2%	(561,540)	3.7%
Trust (08) & (25) & (10) & (18)	54	60	40	41	75.3%	1	68.4%
Total	10,785,930	10,590,002	5,656,002	5,437,800	52.4%	(218,202)	51.3%
Total Funds 01, 03 & 05	8,432,751	8,269,720	4,753,328	5,027,713	56.4%	274,385	60.8%

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107380	03349		NORTH CENTRAL INTERNATIONAL LLC		Check
			E 03	005 760 000 000 548	1HA3GRB73RN013375	\$10,000.00
			E 01	005 420 000 372 548	1HA3GRB73RN013375	\$96,909.41
PO#:	Voucher #:	75546	Invoice	Invoice No: M226000312	2/7/2025	Paid Amt: \$106,909.41
						Check Amount: \$106,909.41
chec	107381	5241		ACME TOOLS		Check
			E 01	005 810 000 000 420	quote 25400999 12-19-24 N891478 plate	\$32.15
			E 01	005 810 000 000 420	shipping est	\$0.00
PO#: 20519	Voucher #:	75563	Invoice	Invoice No: 13835761	2/11/2025	Paid Amt: \$32.15
						Check Amount: \$32.15
chec	107382	6516		ALEXANDER WAKE		Check
			E 01	310 294 220 000 184	GAME WORKER	\$45.00
PO#:	Voucher #:	75503	Invoice	Invoice No: 1/7-BBB	2/11/2025	Paid Amt: \$45.00
						Check Amount: \$45.00
chec	107383	3869		ALL STAR TROPHY AND AWARDS INC		Check
			E 01	310 292 110 000 401	All District Plaque	\$28.00
			E 01	310 292 110 000 401	Honorable Mention Plaque	\$52.00
			E 01	310 292 110 000 401	Shipping	\$12.00
PO#: 20518	Voucher #:	75531	Invoice	Invoice No: 10191	2/11/2025	Paid Amt: \$92.00
						Check Amount: \$92.00
chec	107384	6025		AMANO MCGANN		Check
			E 01	005 810 000 000 420	Magnetic Gate Safety arm per quote Simon12.	\$3,685.76
PO#: 20545	Voucher #:	75608	Invoice	Invoice No: INV196173	2/11/2025	Paid Amt: \$3,685.76
						Check Amount: \$3,685.76
chec	107385	3296		AMAZON.COM		Check
			E 01	310 298 128 301 402	0394800303 Dr. Seuss's ABC (Beginner Book:	\$309.24
			E 01	310 298 128 301 402	Amazon Shipping Charge	\$0.00
PO#: 20603	Voucher #:	75515	Invoice	Invoice No: 11LK-7LD3-CDDK	2/11/2025	Paid Amt: \$309.24
			E 01	020 255 000 000 430	TUFFIOM AV Presentation Cart	\$188.99
			E 01	020 255 000 000 430	GE 6-Outlet Surge Protector	\$13.99
			E 01	020 255 000 000 430	Freight	\$26.98
PO#: 20575	Voucher #:	75478	Invoice	Invoice No: 1KKT-4JM7-6PJV	2/11/2025	Paid Amt: \$229.96
			E 01	020 256 000 000 430	B07LGJH4X7 JUNPOWER CR2032 3V Lithiur	\$8.49
			E 01	020 256 000 000 430	B0855FD9P2 Duracell 2032 Lithium Battery. 6	\$7.92
			E 01	020 256 000 000 430	Amazon Shipping Charge	\$6.79
PO#: 20597	Voucher #:	75516	Invoice	Invoice No: 1M7R-DRV3-C7MG	2/11/2025	Paid Amt: \$23.20

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107385	3296		AMAZON.COM		Check
			E 04	500 505 000 321 401	https://www.amazon.com/hz/wishlist/ls/35D7C	\$15.98
			E 04	500 505 000 321 401	240 Pcs Glitter Heart Stickers Valentines Day	\$13.98
			E 04	500 505 000 321 401	TOMNK 150pcs Bakery Boxes 4x4x2.5 Inch V	\$26.49
			E 04	500 505 000 321 401	UPINS Valentine's Day Pom Poms Balls, 600	\$14.99
			E 04	500 505 000 321 401	CLUEWR Valentine's Day Heart Silicone Mold	\$23.97
PO#: 20563	Voucher #:	75476	Invoice	Invoice No: 1N6X-MM6J-7N6K	2/11/2025	Paid Amt: \$95.41
			E 01	005 810 000 000 410	B000JKCG76 HOSPECO MT4 Maxithins Venc	\$57.68
			E 01	010 720 000 000 401	B00KOSP454 CURAD Alcohol Prep Pads (Pa	\$11.18
			E 01	010 720 000 000 401	B06XCB7SF3 EZY DOSE Crush Pill, Vitamins	\$4.79
			E 01	010 720 000 000 401	B06Y96HDJM American White Cross Adhesiv	\$28.88
			E 01	005 810 000 000 410	B077PTRWBH Tampax 10073010025001 Orig	\$69.67
			E 01	010 720 000 000 401	B07GSNSPK5 Ezy Dose Pill Packs Pill and \	\$2.96
PO#: 20587	Voucher #:	75536	Invoice	Invoice No: 1GQW-RVL6-HMPW	2/11/2025	Paid Amt: \$175.16
			E 01	005 010 000 000 401	B0B6R5F2DZ Veltec Premium Pre-Inked Mes:	\$7.42
			E 01	005 010 000 000 401	B0BRGKQD8T Veltec Premium Pre-Inked Me:	\$7.87
			E 01	005 010 000 000 401	Amazon Shipping Charge	\$4.00
PO#: 20573	Voucher #:	75534	Invoice	Invoice No: 1PPR-TVYH-T9P7	2/11/2025	Paid Amt: \$19.29
			E 01	010 212 000 000 430	B085F4JH1H KEFF 24-Pack Bulk Canvas for	\$25.49
			E 01	010 212 000 000 430	B0B5WGR62G Epakh 36 Pack Blank Spiral N	\$43.99
			E 01	010 212 000 000 430	B0BNDN87NX Muchcute Micro Fineliner Draw	\$48.40
			E 01	010 212 000 000 430	BOCT7SG63F ESRICH Acrylic Paint Brushes :	\$14.99
			E 01	010 212 000 000 430	B0D8FSXK39 Bluebird Heavy Gesso Primer f	\$11.99
PO#: 20564	Voucher #:	75537	Invoice	Invoice No: 1VRK-WKDD-9L11	2/11/2025	Paid Amt: \$144.86
						Check Amount: \$997.12
chec	107386	04084		AMERICAN DISPOSAL		Check
			E 01	005 810 000 000 331	January	\$2,222.97
PO#:	Voucher #:	75548	Invoice	Invoice No: 540510392	2/11/2025	Paid Amt: \$2,222.97
						Check Amount: \$2,222.97
chec	107387	06415		ANDERSON GLASS		Check
			E 03	005 760 000 720 350	chip repair for bus 18 and bus 88	\$420.00
PO#: 20542	Voucher #:	75475	Invoice	Invoice No: 1057326	2/11/2025	Paid Amt: \$420.00
						Check Amount: \$420.00
chec	107388	6283		ANDREW FORBORT		Check
			E 01	310 294 220 000 305	OFFICIAL	\$180.00
PO#:	Voucher #:	75550	Invoice	Invoice No: 2/6-BBB	2/11/2025	Paid Amt: \$180.00
						Check Amount: \$180.00

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107389	6173		ANDYMARK INC		Check
			E 01 020 399 000 313 430	Robotics supplies add'tl order		\$70.00
PO#: 20586	Voucher #: 75539	Invoice	Invoice No: EYPPDYP		2/11/2025	Paid Amt: \$70.00
						Check Amount: \$70.00
chec	107390	5693		BILL BRINK		Check
			E 01 310 294 220 000 305	OFFICIAL		\$180.00
PO#:	Voucher #: 75480	Invoice	Invoice No: 1/21-BBB		2/11/2025	Paid Amt: \$180.00
						Check Amount: \$180.00
chec	107391	3892	R	BLICK ART MATERIALS		Check
			E 01 010 212 000 000 430	Mayco Designer Liners - Set of 6, Assorted Cc		\$25.85
			E 01 010 212 000 000 430	Ritual Glaze Bead Glaze - Black, 16 oz		\$21.99
			E 01 010 212 000 000 430	Blick Essentials Gloss Glaze - Class Pack #3,		\$17.30
			E 01 010 212 000 000 430	Mayco Stoneware Classic Glaze - Oyster, Pint		\$10.24
			E 01 010 212 000 000 430	Mayco Stoneware Crystal Glaze - Night Moth,		\$16.45
			E 01 010 212 000 000 430	Coyote High Fire Underglaze - Black, 4 oz		\$5.97
			E 01 010 212 000 000 430	Gamblin Oil Mediums - Set of 6		\$126.00
			E 01 010 212 000 000 430	Prang Semi-Moist Watercolor Paint - Oval Par		\$46.20
PO#: 20562	Voucher #: 75547	Invoice	Invoice No: 4820119		2/11/2025	Paid Amt: \$270.00
						Check Amount: \$270.00
chec	107392	6394		BRIAN BAUGHMAN		Check
			E 01 310 294 220 000 305	OFFICIAL		\$180.00
PO#:	Voucher #: 75479	Invoice	Invoice No: 1/24/25-BBB		2/11/2025	Paid Amt: \$180.00
						Check Amount: \$180.00
chec	107393	05062	R	CAPITAL ONE		Check
			E 01 010 206 011 433 401	PBIS Incentives K-12		\$548.80
PO#: 20480	Voucher #: 75528	Invoice	Invoice No: 955016519313855		2/11/2025	Paid Amt: \$548.80
			E 01 010 206 011 433 401	General Supplies		\$47.20
PO#:	Voucher #: 75529	Invoice	Invoice No: 955022835163795		2/11/2025	Paid Amt: \$47.20
						Check Amount: \$596.00
chec	107394	6700		CENTRAL MCGOWAN, INC		Check
			E 01 020 255 000 000 430	Instructional Supp		\$47.51
PO#: 20571	Voucher #: 75544	Invoice	Invoice No: 0000356095		2/11/2025	Paid Amt: \$47.51
						Check Amount: \$47.51

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
chec	107395	01151		CITY OF REMER		Check			
			E 01	005 810 000 000 330	Water and Sewer		\$2,180.05		
PO#:	Voucher #:	75481	Invoice	Invoice No:	1/1/25 - 3/31/25	2/11/2025	Paid Amt:	\$2,180.05	
							Check Amount:	\$2,180.05	
chec	107396	6612		CONRAD ENGSTROM		Check			
			E 01	310 294 220 000 305	OFFICIAL		\$180.00		
PO#:	Voucher #:	75482	Invoice	Invoice No:	1/24-BBB	2/11/2025	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
chec	107397	6481		DALE MARLEAU		Check			
			E 01	310 296 320 000 305	OFFICIAL		\$215.00		
PO#:	Voucher #:	75484	Invoice	Invoice No:	1/27-GBB	2/11/2025	Paid Amt:	\$215.00	
							Check Amount:	\$215.00	
chec	107398	6499		DARA MICHELS		Check			
			E 01	310 294 220 000 305	OFFICIAL		\$180.00		
PO#:	Voucher #:	75483	Invoice	Invoice No:	1/21-BBB	2/11/2025	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
chec	107399	5612		REMIT DEPT OF EMPLOYMENT & ECONOMIC DEVELOPMENT		Check			
			E 01	005 810 000 000 280	Unemploy Insurance		\$3,801.00		
PO#:	Voucher #:	75566	Invoice	Invoice No:	2025-Qtr 4	2/11/2025	Paid Amt:	\$3,801.00	
							Check Amount:	\$3,801.00	
chec	107400	5419		DSC		Check			
			E 03	005 760 000 720 465	Program 2 miles and 1 portable		\$475.00		
PO#:	Voucher #:	75565	Invoice	Invoice No:	2501003	2/11/2025	Paid Amt:	\$475.00	
							Check Amount:	\$475.00	
chec	107401	6671		EDWARDS OIL, INC		Check			
			E 01	005 810 000 000 442	PROPANE		\$183.44		
PO#:	Voucher #:	75555	Invoice	Invoice No:	IN768477	2/11/2025	Paid Amt:	\$183.44	
			E 01	005 810 000 000 442	PROPANE		\$294.11		
PO#:	Voucher #:	75556	Invoice	Invoice No:	IN768476	2/11/2025	Paid Amt:	\$294.11	
			E 01	005 810 000 000 442	PROPANE		\$507.75		
PO#:	Voucher #:	75557	Invoice	Invoice No:	IN768478	2/11/2025	Paid Amt:	\$507.75	
			E 01	005 810 000 000 442	PROPANE		\$309.87		
PO#:	Voucher #:	75554	Invoice	Invoice No:	IN768479	2/11/2025	Paid Amt:	\$309.87	
							Check Amount:	\$1,295.17	

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
chec	107402	5295		FOND DU LAC TRIBAL COMM COLLEGE		Check		
			E 01 020 211 000 320 366	Quiz Bowl Team Fees-2 Teams		\$200.00		
PO#:	20581	Voucher #:	75523	Invoice	Invoice No: QUIZ BOWL TEAM FEE	2/11/2025	Paid Amt:	\$200.00
							Check Amount:	\$200.00
chec	107403	5684		FRANKLIN E BOWSTRING SR		Check		
			E 01 310 294 220 000 305	OFFICIAL		\$229.00		
PO#:		Voucher #:	75549	Invoice	Invoice No: 2/6-BBB	2/11/2025	Paid Amt:	\$229.00
			E 01 310 296 320 000 305	OFFICIAL		\$180.00		
PO#:		Voucher #:	75485	Invoice	Invoice No: 1/27-GBB	2/11/2025	Paid Amt:	\$180.00
							Check Amount:	\$409.00
chec	107404	5392	REMIT	GOODIN COMPANY		Check		
			E 01 005 810 000 000 420	repair parts per quote 3930462-00 12162024		\$557.08		
			E 01 005 810 000 000 420	shipping est		\$11.38		
PO#:	20508	Voucher #:	75535	Invoice	Invoice No: 3931653-00	2/11/2025	Paid Amt:	\$568.46
							Check Amount:	\$568.46
chec	107405	03788	R	HILLYARD/HUTCHINSON		Check		
			E 01 005 810 000 000 420	Pad Driver for i26 recover and drain hoses qty.		\$913.11		
PO#:	20528	Voucher #:	75606	Invoice	Invoice No: 700629876	2/11/2025	Paid Amt:	\$913.11
			E 01 005 810 000 000 410	Detergent d+Paper TP, Roll, Kitchen, Foaming		\$4,908.46		
PO#:	20557	Voucher #:	75603	Invoice	Invoice No: 605720080	2/11/2025	Paid Amt:	\$4,908.46
			E 01 005 810 000 000 420	Pad Driver for i26 recover and drain hoses qty.		\$764.59		
PO#:	20528	Voucher #:	75605	Invoice	Invoice No: 700628489	2/11/2025	Paid Amt:	\$764.59
			E 02 005 770 000 701 401	Detergent dis 4, Presoak 9, Wavebrake Down		\$296.76		
PO#:	20557	Voucher #:	75604	Invoice	Invoice No: 605726998	2/11/2025	Paid Amt:	\$296.76
							Check Amount:	\$6,882.92
chec	107406	01052		HOLKERS DO IT BEST LUMBER		Check		
			E 01 020 255 058 000 530	ALI/GIS OTHER EQUIP		\$53.15		
PO#:		Voucher #:	75487	Invoice	Invoice No: 2501-084800	2/11/2025	Paid Amt:	\$53.15
			E 01 020 255 058 000 430	MISC HARDWARE		\$4.59		
PO#:		Voucher #:	75538	Invoice	Invoice No: 2502-085079	2/11/2025	Paid Amt:	\$4.59
			E 01 020 255 058 000 530	ALI/GIS OTHER EQUIP		\$28.36		
PO#:		Voucher #:	75486	Invoice	Invoice No: 2501-084540	2/11/2025	Paid Amt:	\$28.36
							Check Amount:	\$86.10

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Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107407	6398		INDUSTRIAL LUBRICANT COMPANY		Check
			E 03 005 760 000 720 442	4 55 gallon barrels of def fluid		\$750.20
PO#: 20589	Voucher #:	75607	Invoice	Invoice No: M24737-IN	2/11/2025	Paid Amt: \$750.20
						Check Amount: \$750.20
chec	107408	5140		INSTITUTE FOR ENVIRONMENTAL ASSESSMENT		Check
			E 05 005 865 000 347 305	Transportation Respiratory Protection		\$102.55
PO#: 20612	Voucher #:	75562	Invoice	Invoice No: 00056322	2/11/2025	Paid Amt: \$102.55
						Check Amount: \$102.55
chec	107409	6666		IRON RANGE TOWING AND AUTOMOTIVE LLC		Check
			E 03 005 760 000 720 305	tow 3 van g from deer damage		\$325.00
PO#: 20616	Voucher #:	75564	Invoice	Invoice No: 25-15857	2/11/2025	Paid Amt: \$325.00
						Check Amount: \$325.00
chec	107410	3727		JENNIFER MULLIGAN		Check
			E 01 310 296 320 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75506	Invoice	Invoice No: 1/27-gbb	2/11/2025	Paid Amt: \$55.00
			E 01 310 294 220 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75508	Invoice	Invoice No: 1/24-BBB	2/11/2025	Paid Amt: \$55.00
			E 01 310 294 220 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75560	Invoice	Invoice No: 2/6-BBB	2/11/2025	Paid Amt: \$55.00
						Check Amount: \$165.00
chec	107411	01098		JOHNSON TELEPHONE CO		Check
			E 01 005 010 000 000 320	R0520		\$611.59
PO#:	Voucher #:	75585	Invoice	Invoice No: R0520-2/2025	2/11/2025	Paid Amt: \$611.59
			E 01 040 810 000 000 320	R0520;896;2394;877;3022;4513		\$31.93
PO#:	Voucher #:	75586	Invoice	Invoice No: R4513-2/2025	2/11/2025	Paid Amt: \$31.93
						Check Amount: \$643.52
chec	107412	6709		JORDAN BALOW		Check
			E 01 310 294 220 000 305	OFFICIAL		\$180.00
PO#:	Voucher #:	75489	Invoice	Invoice No: 1/28-BBB	2/11/2025	Paid Amt: \$180.00
						Check Amount: \$180.00
chec	107413	6157		JOSH OJA		Check
			E 01 310 294 220 000 305	OFFICIAL		\$180.00
PO#:	Voucher #:	75488	Invoice	Invoice No: 1/28-BBB	2/11/2025	Paid Amt: \$180.00
						Check Amount: \$180.00

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107414	5889		JOSHUA PARISE		Check
			E 01 310 294 220 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75507	Invoice	Invoice No: 1/24-BBB	2/11/2025	Paid Amt: \$55.00
			E 01 310 296 320 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75509	Invoice	Invoice No: 1/27-GBB	2/11/2025	Paid Amt: \$55.00
			E 01 310 294 220 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75510	Invoice	Invoice No: 1/21-BBB	2/11/2025	Paid Amt: \$55.00
			E 01 310 294 220 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75511	Invoice	Invoice No: 1/7-BBB	2/11/2025	Paid Amt: \$55.00
			E 01 310 294 220 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75512	Invoice	Invoice No: 1/28-BBB	2/11/2025	Paid Amt: \$55.00
			E 01 310 294 220 000 184	GAME WORKER		\$55.00
PO#:	Voucher #:	75559	Invoice	Invoice No: 2/6-BBB	2/11/2025	Paid Amt: \$55.00
						Check Amount: \$330.00
chec	107415	6710		KEVIN WHITE		Check
			E 01 310 294 220 000 305	OFFICIAL		\$292.00
PO#:	Voucher #:	75490	Invoice	Invoice No: 1/28-BBB	2/11/2025	Paid Amt: \$292.00
						Check Amount: \$292.00
chec	107416	4726		LANCE NELSON		Check
			E 01 310 294 220 000 305	OFFICIAL		\$261.20
PO#:	Voucher #:	75491	Invoice	Invoice No: 1/24-BBB	2/11/2025	Paid Amt: \$261.20
						Check Amount: \$261.20
chec	107417	6515		LIAM WAKE		Check
			E 01 310 296 320 000 184	GAME WORKER		\$45.00
PO#:	Voucher #:	75513	Invoice	Invoice No: 1/27-GBB	2/11/2025	Paid Amt: \$45.00
			E 01 310 294 220 000 184	GAME WORKER		\$45.00
PO#:	Voucher #:	75514	Invoice	Invoice No: 1/28-BBB	2/11/2025	Paid Amt: \$45.00
			E 01 310 294 220 000 184	JH REF		\$45.00
PO#:	Voucher #:	75558	Invoice	Invoice No: 2/6-BBB	2/11/2025	Paid Amt: \$45.00
						Check Amount: \$135.00
chec	107418	5965		LOGAN MONROE		Check
			E 01 020 605 000 320 305	Consulting Fees		\$400.00
PO#:	Voucher #:	75492	Invoice	Invoice No: 1/21 & 1/28	2/11/2025	Paid Amt: \$400.00
						Check Amount: \$400.00

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107419	5211		MARY HOLSMAN		Check
			E 01	310 296 320 000 184	GAME WORKER	\$55.00
PO#:	Voucher #:	75502	Invoice	Invoice No: 1/27-GBB	2/11/2025	Paid Amt: \$55.00
						Check Amount: \$55.00
chec	107420	1877	R	MDE/MCIS		Check
			E 01	020 255 000 000 430	Instructional Supp	\$459.60
PO#:	Voucher #:	75540	Invoice	Invoice No: MN25-23616	2/11/2025	Paid Amt: \$459.60
						Check Amount: \$459.60
chec	107421	6613		MEDSURETY		Check
			E 01	005 110 000 000 299	HSA	\$129.00
			E 01	005 110 000 000 299	FSA-ANNUAL RENEWAL FEE	\$250.00
			E 01	005 110 000 000 299	MFSA	\$7.00
PO#:	Voucher #:	75541	Invoice	Invoice No: 38222	2/11/2025	Paid Amt: \$386.00
			E 01	005 110 000 000 299	HSA	\$129.00
			E 01	005 110 000 000 299	FSA	\$25.00
PO#:	Voucher #:	75530	Invoice	Invoice No: 38738	2/11/2025	Paid Amt: \$154.00
						Check Amount: \$540.00
chec	107422	4225		MIDWEST BUS PARTS		Check
			E 03	005 760 000 720 420	invoice #210965	\$1,023.08
PO#: 20580	Voucher #:	75542	Invoice	Invoice No: 210965	2/11/2025	Paid Amt: \$1,023.08
			E 03	005 760 000 720 420	BrakeWorks New Caliper	\$239.25
PO#:	Voucher #:	75561	Invoice	Invoice No: 206633	2/11/2025	Paid Amt: \$239.25
			E 03	005 760 000 720 420	invoice # 210972	\$1,014.96
PO#: 20580	Voucher #:	75543	Invoice	Invoice No: 210972	2/11/2025	Paid Amt: \$1,014.96
						Check Amount: \$2,277.29
chec	107423	4955		MIEA		Check
			E 01	020 211 000 320 369	MIEA Registration & Quiz Bowl Registration-2	\$775.00
PO#: 20579	Voucher #:	75522	Invoice	Invoice No: 0002	2/11/2025	Paid Amt: \$775.00
			E 01	020 211 000 320 369	MIEA Registration & Quiz Bowl Registration-2	\$400.00
PO#: 20579	Voucher #:	75521	Invoice	Invoice No: QUIZ BOWL 2025	2/11/2025	Paid Amt: \$400.00
						Check Amount: \$1,175.00
chec	107424	5867		MINER'S INCORPORATED		Check
			E 01	310 298 069 301 402	Flowers for Snow Daze	\$45.00
PO#: 20292	Voucher #:	75493	Invoice	Invoice No: 00262096	2/11/2025	Paid Amt: \$45.00
						Check Amount: \$45.00

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
chec	107425	6354		MINNEAPOLIS PRE-SCHOOL SCREENING INSTRUMENTS		Check	
			E 01	010 219 000 339 430	Spanish screening tool	\$160.00	
			E 01	010 219 000 339 430	shipping	\$16.00	
PO#:	20539	Voucher #:	75494	Invoice	Invoice No: 1825000294/2025	2/11/2025	Paid Amt: \$176.00
							Check Amount: \$176.00
chec	107426	6307		MN DEPT OF PUBIC SAFETY		Check	
			E 05	005 865 000 349 305	Hazmat response fee	\$25.00	
PO#:	20572	Voucher #:	75533	Invoice	Invoice No: 1122400022024 M-1415	2/11/2025	Paid Amt: \$25.00
							Check Amount: \$25.00
chec	107427	5222		MRI Software LLC		Check	
			E 01	005 110 000 000 305	LARRY WILLIAMSON	\$20.00	
			E 01	005 110 000 000 305	LEVI WILLIAMSON	\$10.00	
			E 01	005 110 000 000 305	ALONZO COLLINS	\$10.00	
PO#:		Voucher #:	75552	Invoice	Invoice No: MRIUS2255007	2/11/2025	Paid Amt: \$40.00
							Check Amount: \$40.00
chec	107428	01415		MSBA		Check	
			E 01	005 010 000 000 366	Leadership Conference Lunch Ruyak	\$40.00	
			E 01	005 010 000 000 366	Leadership Conference Lunch Yakibchuk	\$40.00	
PO#:	20538	Voucher #:	75545	Invoice	Invoice No: INV-12452-Y5B2V1	2/11/2025	Paid Amt: \$80.00
							Check Amount: \$80.00
chec	107429	5881		NATHAN LYONS		Check	
			E 01	310 294 220 000 305	OFFICIAL	\$230.40	
PO#:		Voucher #:	75495	Invoice	Invoice No: 1/21-BBB	2/11/2025	Paid Amt: \$230.40
							Check Amount: \$230.40
chec	107430	6097		NORTHERN DRUG SCREENING INC		Check	
			E 03	005 760 000 720 290	FLO CICHY-DOT	\$75.00	
			E 03	005 760 000 720 290	MARK TRIMBLE-DOT	\$70.00	
PO#:		Voucher #:	75553	Invoice	Invoice No: 15170	2/11/2025	Paid Amt: \$145.00
							Check Amount: \$145.00
chec	107431	6436		OPPORTUNITIES IN SCIENCE, INC		Check	
			E 04	500 580 000 325 369	fees to attend Headwaters Science Center	\$307.52	
PO#:	20577	Voucher #:	75500	Invoice	Invoice No: 4072	2/11/2025	Paid Amt: \$307.52
							Check Amount: \$307.52

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107432	3306	REMIT	PEPSI BEVERAGES CO		Check
			E 01	310 298 069 301 402 LEADERSHIP		\$186.75
PO#:	Voucher #:	75525	Invoice	Invoice No: 59345008	2/11/2025	Paid Amt: \$186.75
						Check Amount: \$186.75
chec	107433	5871		PHILLIP JOHNSON		Check
			E 01	310 296 320 000 305 OFFICIAL		\$180.00
PO#:	Voucher #:	75497	Invoice	Invoice No: 1/27-GBB	2/11/2025	Paid Amt: \$180.00
						Check Amount: \$180.00
chec	107434	04532		POPPLERS MUSIC INC		Check
			E 01	020 258 105 000 430 LP208, LP Vibra-Slap - Standard (auxiliary per		\$49.99
			E 01	020 258 105 000 430 04005179, You're Welcome (from Moana) - Cc		\$65.00
			E 01	020 258 105 000 430 RSMC044, (not) Alone - Concert Band (sheet i		\$75.00
PO#: 20601	Voucher #:	75532	Invoice	Invoice No: 2996726	2/11/2025	Paid Amt: \$189.99
						Check Amount: \$189.99
chec	107435	5594		PQL		Check
			E 01	005 810 000 000 420 91143 bulb for elem gym		\$164.30
PO#: 20537	Voucher #:	75496	Invoice	Invoice No: 664329	2/11/2025	Paid Amt: \$164.30
						Check Amount: \$164.30
chec	107436	03125		REMER MOTEL		Check
			E 04	500 580 000 325 401 Bounce House Rental		\$150.00
PO#:	Voucher #:	75477	Invoice	Invoice No: Bounce House	2/11/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
chec	107437	05862		RUYAK ENTERPRISES INC		Check
			E 03	005 760 000 720 363 12/9,12/20,1/12,1/26		\$1,358.00
PO#:	Voucher #:	75498	Invoice	Invoice No: 7536	2/11/2025	Paid Amt: \$1,358.00
			E 03	005 760 000 720 363 2/2/2025		\$339.50
PO#:	Voucher #:	75524	Invoice	Invoice No: 7558	2/11/2025	Paid Amt: \$339.50
						Check Amount: \$1,697.50
chec	107438	6713		SAMUEL GEBHART		Check
			E 01	310 294 220 000 305 OFFICIAL		\$180.00
PO#:	Voucher #:	75551	Invoice	Invoice No: 26-BBB	2/11/2025	Paid Amt: \$180.00
						Check Amount: \$180.00
chec	107439	3810		SCHOLASTIC BOOK CLUBS INC		Check
			E 01	310 298 128 301 402 Pleasure Reading Grade 5 (50 Books) Item #:		\$290.00
			E 01	310 298 128 301 402 Pleasure Reading Grade 4 (50 Books) Item #:		\$290.00
			E 01	310 298 128 301 402 Pleasure Reading Grade 3 (50 Books) Item #:		\$145.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
chec	107439	3810		SCHOLASTIC BOOK CLUBS INC		Check		
			E 01	310 298 114 301 402	Pleasure Reading Grade 2 (50 Books) Item #:		\$145.00	
			E 01	310 298 114 301 402	Pleasure Reading Grades K-1 (50 Books)		\$290.00	
			E 01	310 298 128 301 402	Shipping		\$0.00	
PO#:	20566	Voucher #:	75499	Invoice	Invoice No: 67566729	2/11/2025	Paid Amt:	\$1,160.00
							Check Amount:	\$1,160.00
chec	107440	6514		SYSCO WESTERN MINNESOTA, INC		Check		
			E 02	005 770 000 705 490	BREAKFAST		\$442.14	
			E 02	005 770 000 701 490	LUNCH		\$617.28	
PO#:		Voucher #:	75517	Invoice	Invoice No: 253805835	2/11/2025	Paid Amt:	\$1,059.42
			E 02	005 770 000 706 490	FRUIT & VEGGIE		\$30.44	
PO#:		Voucher #:	75518	Invoice	Invoice No: 253805836	2/11/2025	Paid Amt:	\$30.44
			E 02	005 770 000 701 490	Lunch		\$50.60	
PO#:		Voucher #:	75567	Invoice	Invoice No: 253796810	2/11/2025	Paid Amt:	\$50.60
			E 02	005 770 000 701 490	LUNCH		\$17.30	
PO#:		Voucher #:	75519	Invoice	Invoice No: 253805837	2/11/2025	Paid Amt:	\$17.30
			E 02	005 770 000 701 401	FINANCE CHARGE		\$1.09	
PO#:		Voucher #:	75520	Invoice	Invoice No: 15316934S	2/11/2025	Paid Amt:	\$1.09
			E 02	005 770 000 705 490	BREAKFAST		\$796.51	
			E 02	005 770 000 701 490	LUNCH		\$1,439.12	
PO#:		Voucher #:	75580	Invoice	Invoice No: 253827160	2/11/2025	Paid Amt:	\$2,235.63
			E 02	005 770 000 706 490	FRUIT & VEGGIE		\$28.05	
PO#:		Voucher #:	75581	Invoice	Invoice No: 253827161	2/11/2025	Paid Amt:	\$28.05
			E 02	005 770 000 701 490	LUNCH COMMODITIES		\$49.79	
PO#:		Voucher #:	75582	Invoice	Invoice No: 253827162	2/11/2025	Paid Amt:	\$49.79
			E 02	005 770 000 701 490	LUNCH		\$1,200.51	
			E 02	005 770 000 705 490	BREAKFAST		\$554.77	
PO#:		Voucher #:	75583	Invoice	Invoice No: 253833853	2/11/2025	Paid Amt:	\$1,755.28
			E 02	005 770 000 701 490	LUNCH COMMODITIES		\$49.07	
PO#:		Voucher #:	75584	Invoice	Invoice No: 253833854	2/11/2025	Paid Amt:	\$49.07
							Check Amount:	\$5,276.67
chec	107441	6146		TC's FOODS INC		Check		
			E 01	310 292 125 000 490	CONCESSIONS		\$28.69	
PO#:		Voucher #:	75591	Invoice	Invoice No: 261298	2/11/2025	Paid Amt:	\$28.69
			E 02	005 770 000 701 490	LUNCH		\$12.40	
PO#:		Voucher #:	75593	Invoice	Invoice No: 261502	2/11/2025	Paid Amt:	\$12.40

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107441	6146		TC's FOODS INC		Check
			E 02	005 770 000 701 490 LUNCH		\$11.51
PO#:	Voucher #:	75587	Invoice	Invoice No: 262235	2/11/2025	Paid Amt: \$11.51
			E 02	005 770 000 701 490 LUNCH		\$7.47
PO#:	Voucher #:	75588	Invoice	Invoice No: 262314	2/11/2025	Paid Amt: \$7.47
			E 02	005 770 000 701 490 LUNCH		\$13.80
			E 02	005 770 000 701 401 SUPPLIES		\$8.15
PO#:	Voucher #:	75589	Invoice	Invoice No: 262438	2/11/2025	Paid Amt: \$21.95
			E 02	005 770 000 701 490 LUNCH		\$4.88
PO#:	Voucher #:	75590	Invoice	Invoice No: 261297	2/11/2025	Paid Amt: \$4.88
			E 01	310 292 125 000 490 CONCESSIONS		\$13.45
PO#:	Voucher #:	75595	Invoice	Invoice No: 263331	2/11/2025	Paid Amt: \$13.45
			E 02	005 770 000 701 490 LUNCH		\$18.29
PO#:	Voucher #:	75592	Invoice	Invoice No: 261498	2/11/2025	Paid Amt: \$18.29
			E 02	005 770 000 701 490 LUNCH		\$10.10
PO#:	Voucher #:	75594	Invoice	Invoice No: 262615	2/11/2025	Paid Amt: \$10.10
			E 01	020 605 000 320 490 Consumables		\$30.98
PO#: 20592	Voucher #:	75599	Invoice	Invoice No: 263127	2/11/2025	Paid Amt: \$30.98
			E 01	310 292 125 000 490 CONCESSIONS		\$8.38
PO#:	Voucher #:	75596	Invoice	Invoice No: 263370	2/11/2025	Paid Amt: \$8.38
			E 02	005 770 000 701 490 LUNCH		\$7.59
PO#:	Voucher #:	75597	Invoice	Invoice No: 263789	2/11/2025	Paid Amt: \$7.59
			E 01	310 292 125 000 490 CONCESSIONS		\$2.95
PO#:	Voucher #:	75598	Invoice	Invoice No: 263920	2/11/2025	Paid Amt: \$2.95
						Check Amount: \$178.64
chec	107442	01099		UPPER LAKES FOODS, INC		Check
			E 02	005 770 000 706 490 FRUIT & VEGGIE		\$639.83
PO#:	Voucher #:	75578	Invoice	Invoice No: 579359-00	2/11/2025	Paid Amt: \$639.83
			E 02	005 770 000 706 490 FRUIT & VEGGIE		\$488.58
PO#:	Voucher #:	75576	Invoice	Invoice No: 575954-00	2/11/2025	Paid Amt: \$488.58
			E 02	005 770 000 705 490 BREAKFAST		\$472.90
			E 02	005 770 000 701 490 LUNCH		\$821.79
PO#:	Voucher #:	75579	Invoice	Invoice No: 575953-00	2/11/2025	Paid Amt: \$1,294.69
			E 02	005 770 000 705 490 BREAKFAST		\$56.18
			E 02	005 770 000 701 490 LUNCH		\$833.50
PO#:	Voucher #:	75577	Invoice	Invoice No: 579358-00	2/11/2025	Paid Amt: \$889.68
						Check Amount: \$3,312.78

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107443	5581		US FOODS INC		Check
			E 02	005 770 000 706 490 Fruit & Veggie		\$32.96
PO#:	Voucher #:	75572	Invoice	Invoice No: 5649042	2/11/2025	Paid Amt: \$32.96
			E 01	310 292 125 000 490 Concession Stand		\$156.05
PO#:	Voucher #:	75573	Invoice	Invoice No: 5649041	2/11/2025	Paid Amt: \$156.05
			E 02	005 770 000 705 490 BREAKFAST		\$565.66
			E 02	005 770 000 701 490 LUNCH		\$862.20
PO#:	Voucher #:	75574	Invoice	Invoice No: 5649040	2/11/2025	Paid Amt: \$1,427.86
			E 02	005 770 000 705 490 BREAKFAST		\$132.75
			E 02	005 770 000 701 490 LUNCH		\$548.92
			E 02	005 770 000 701 401 SUPPLIES		\$408.13
PO#:	Voucher #:	75575	Invoice	Invoice No: 5833729	2/11/2025	Paid Amt: \$1,089.80
						Check Amount: \$2,706.67
chec	107444	6660		REMIT VESTIS GROUP INC		Check
			E 01	005 810 000 000 350 3x10 and 3x5 matt in door 5 entry way thru Jur		\$8.61
PO#: 20252	Voucher #:	75569	Invoice	Invoice No: 2630387451	2/11/2025	Paid Amt: \$8.61
			E 03	005 760 000 720 401 Uniforms and shop towels		\$17.56
PO#: 20206	Voucher #:	75570	Invoice	Invoice No: 2630387452	2/11/2025	Paid Amt: \$17.56
			E 03	005 760 000 720 401 nitrile gloves & rags		\$30.00
PO#:	Voucher #:	75571	Invoice	Invoice No: 2630387455	2/11/2025	Paid Amt: \$30.00
			E 01	005 810 000 000 350 3x10 and 3x5 matt in door 5 entry way thru Jur		\$8.61
PO#: 20252	Voucher #:	75600	Invoice	Invoice No: 2630385276	2/11/2025	Paid Amt: \$8.61
			E 02	005 770 000 701 401 Uniforms and linens		\$6.15
			E 02	005 770 000 701 401 Uniforms and linens		\$1.00
			E 02	005 770 000 701 401 Uniforms and linens		\$1.00
			E 02	005 770 000 701 401 Uniforms and linens		\$1.00
			E 02	005 770 000 701 401 Uniforms and linens		\$1.00
			E 02	005 770 000 701 401 Uniforms and linens		\$1.00
PO#: 20327	Voucher #:	75601	Invoice	Invoice No: 2630385274	2/11/2025	Paid Amt: \$11.15
			E 02	005 770 000 701 401 Uniforms and linens		\$11.15
PO#: 20327	Voucher #:	75568	Invoice	Invoice No: 2630387450	2/11/2025	Paid Amt: \$11.15
			E 03	005 760 000 720 401 uniforms and shop towels floor mat		\$1.00
			E 03	005 760 000 720 401 Uniforms and shop towels		\$16.56
PO#: 20206	Voucher #:	75602	Invoice	Invoice No: 2630385280	2/11/2025	Paid Amt: \$17.56
						Check Amount: \$104.64

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107445	5157		WOODSMAN CAFE		Check
			E 01	310 298 069 301 402	Snow Daze lunch for Candidates	\$127.19
PO#: 20293	Voucher #:	75501	Invoice	Invoice No: 61768	2/11/2025	Paid Amt: \$127.19
						Check Amount: \$127.19
chec	107446	03349		NORTH CENTRAL INTERNATIONAL LLC		Check
			E 03	005 760 000 733 548	2026 IC CE Bus	\$136,500.38
PO#:	Voucher #:	75609	Invoice	Invoice No: M226000318	2/13/2025	Paid Amt: \$136,500.38
						Check Amount: \$136,500.38
chec	107447	3117		CHANHASSEN DINNER THEATRES, LLC		Check
			E 01	310 298 410 301 402	\$200.00 deposit to hold seats for 4/23/25 field	\$200.00
PO#: 20650	Voucher #:	75665	Invoice	Invoice No: 1257618 Deposit	2/19/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
chec	107448	3296		AMAZON.COM		Check
			E 01	005 810 000 000 420	xacto ks pencil sharpener	\$80.88
PO#: 20609	Voucher #:	75614	Invoice	Invoice No: 1XCT-NRPG-WC4T	2/25/2025	Paid Amt: \$80.88
			E 01	040 216 636 401 430	B08HQ8DHKN Secura 60-Minute Visual Coun	\$15.99
			E 01	040 216 636 401 430	B08L5PB8N6 Mr. Pen- Washi Tape Set, 21 Rc	\$6.98
			E 01	040 216 636 401 430	B08NV56PH2 UNOKA Label Tape Replace for	\$13.99
			E 01	040 216 636 401 430	B0982ZVLJF Infinitee Xclusives 100% Cotton	\$15.29
			E 01	040 216 636 401 430	B09V2VZWXC 24-Piece Dinner Spoons Set (6	\$13.99
			E 01	040 216 636 401 430	B0BZRNSCGV Knaid Pressed Flower Themex	\$13.99
			E 01	040 216 636 401 430	B0CDGR34KM Dynta Hardcover Journal Note	\$24.99
			E 01	040 216 636 401 430	B0CJNSWKHT Rolett Laminating Sheets, 100	\$19.49
			E 01	040 216 636 401 430	B0DCZLPW6L Mauproy 36Pcs Adhesive 3" x :	\$5.99
			E 01	040 216 636 401 430	B0DMWC33JX YGPHO 30Pack Lined Kraft N	\$26.99
PO#: 20624	Voucher #:	75650	Invoice	Invoice No: 1FWP-749R-J779	2/25/2025	Paid Amt: \$157.69
			E 01	005 620 000 343 470	Diary of a Wimpy Kid #16 Big Shot	\$11.50
			E 01	005 620 000 343 470	Splat the Cat: I scream for Ice Cream	\$4.79
			E 01	005 620 000 343 470	Cat Kid Comic Club Graphic Novel	\$7.20
			E 01	005 620 000 343 470	Freight	\$6.99
PO#: 20641	Voucher #:	75687	Invoice	Invoice No: 1Y1H-K1VD-K7WM	2/25/2025	Paid Amt: \$30.48
			E 01	310 292 082 301 402	JH Student Leadership Activity	\$0.99
PO#:	Voucher #:	75611	Credit	Invoice No: 1XCT-NRPG-R6LP	2/25/2025	Paid Amt: (\$0.99)
			E 04	500 505 000 321 401	Dip Pen	\$66.90
			E 04	500 505 000 321 401	paper	\$5.99
			E 04	500 505 000 321 401	Ridged wrap	\$11.09
			E 04	500 505 000 321 401	vasaline	\$3.74

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
chec	107448	3296		AMAZON.COM				Check	
			E 04	500 505 000 321 401	Wooden Base			\$33.39	
			E 04	500 505 000 321 401	Paint set 1			\$45.60	
			E 04	500 505 000 321 401	paint set 2			\$44.84	
			E 04	500 505 000 321 401	Canvas			\$23.99	
			E 04	500 505 000 321 401	Dish soap			\$6.29	
			E 04	500 505 000 321 401	Trays			\$27.99	
			E 04	500 505 000 321 401	Canvas			\$37.79	
			E 04	500 505 000 321 401	Black Paint			\$11.86	
			E 04	500 505 000 321 401	Neon Paint			\$22.90	
			E 04	500 505 000 321 401	Glow in the dark paint			\$16.99	
			E 04	500 505 000 321 401	Tooth Brushes			\$21.99	
			E 04	500 505 000 321 401	Splatter Paint			\$33.32	
			E 04	500 505 000 321 401	Sponge			\$8.99	
			E 04	500 505 000 321 401	Air Dry Clay			\$51.27	
			E 04	500 505 000 321 401	Wooden Base			\$35.98	
			E 04	500 505 000 321 401	Metallic Paint			\$22.90	
PO#: 20610	Voucher #:	75668	Invoice	Invoice No:	14DQ-6TN3-FJ9Q	2/25/2025		Paid Amt:	\$533.81
			E 01	020 255 000 000 430	GotHobby Air Brush			\$16.79	
			E 01	020 255 000 000 430	Air Brush Paints			\$19.95	
			E 01	020 255 000 000 430	Fishing Lure Eyes			\$16.99	
			E 01	020 255 000 000 430	22 gauge copper sheets, 6 pack			\$29.54	
			E 01	020 255 000 000 430	Anezus Small paint brush set			\$13.98	
			E 01	020 255 000 000 430	Freight			(\$0.59)	
PO#: 20588	Voucher #:	75670	Invoice	Invoice No:	1K7M-CCDQ-VF3H	2/25/2025		Paid Amt:	\$96.66
			E 01	005 010 000 000 401	B004H2NUEK ExcelMark Self Inking Stamp R			\$11.78	
PO#: 20573	Voucher #:	75610	Invoice	Invoice No:	1C46-7MG7-CPRX	2/25/2025		Paid Amt:	\$11.78
			E 04	500 580 000 325 430	B07HZ1HYYL J-hong Matching Eggs 12 pcs \$			\$12.99	
			E 04	500 580 000 325 430	B081P4CZQ9 Learning Resources Peekaboo			\$10.96	
			E 04	500 580 000 325 430	B0BFGQSPXX DOMNIU Farm Animals Figure			\$20.59	
			E 04	500 580 000 325 430	B0C33WH5M4 KMUYSL Toys for 1 2 3 Years			\$24.99	
			E 04	500 580 000 325 430	B0CP99DZ7Q Motionchic 80 Pcs Finger Pupp			\$17.99	
			E 04	500 580 000 325 430	B0D4PV68TY Talking Flash Cards,Kids Toddle			\$15.99	
			E 04	500 580 000 325 430	B0DCBKL94N URMWYO Busy Board - Monte			\$22.99	
			E 04	500 580 000 325 430	B0DLBKK79Y LIORQUE 60 Minute Visual Tirr			\$16.99	
			E 04	500 580 000 325 430	Amazon Shipping Charge			\$0.00	
PO#: 20633	Voucher #:	75653	Invoice	Invoice No:	1C3H-H6F1-JTX3	2/25/2025		Paid Amt:	\$143.49

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107448	3296		AMAZON.COM		Check
			E 01	020 270 000 000 430	B07RPYH9C8 4 Pakcs Wired Earbuds with Mi	\$64.90
PO#: 20617	Voucher #:	75615	Invoice	Invoice No: 1JND-HHRC-9LDG	2/25/2025	Paid Amt: \$64.90
			E 01	310 292 082 301 402	B00MTF6ZVC EMART Backdrop Stand 10x7ft	\$37.99
			E 01	310 292 082 301 402	B07B8NJ2D6 Glow Fever Glow Sticks Bulk 10	\$35.99
			E 01	310 292 082 301 402	B07YCDBWC8 30 Pieces Heart Stress Balls,	\$15.99
			E 01	310 292 082 301 402	B083BXT8QS KatchOn, Valentines Day Ballo	\$12.96
			E 01	310 292 082 301 402	B0BKK8ZX2M We Moment Pink and Hot Pink	\$29.97
			E 01	310 292 082 301 402	B0CDH1V1RK 2 Pack Pink Backdrop Party D	\$12.98
			E 01	310 292 082 301 402	B0CJ4XD3M1 48 Pcs 2.76" Valentine's Day H	\$29.99
			E 01	310 292 082 301 402	B0CKR1QKH9 5 Pack Pink Backdrop Party D	\$14.98
			E 01	310 292 082 301 402	B0CMC9P2W5 Pink White Balloons 100pcs 1.	\$6.99
			E 01	310 292 082 301 402	B0CMQVM74T Dudaacvt 7x5ft Valentine's Da	\$10.36
			E 01	310 292 082 301 402	B0DCNHN4R4 YOFOBU 30 PCS Pink Fiber C	\$24.59
			E 01	310 292 082 301 402	B0DGTRNF5N My Class is Full of Sweetheart	\$9.99
			E 01	310 292 082 301 402	B0DN4XHH6P Sanixin 12 Pcs Valentines Day	\$22.99
			E 01	310 292 082 301 402	Amazon Shipping Charge	\$6.99
PO#: 20598	Voucher #:	75612	Invoice	Invoice No: 19RK-JK93-CDFH	2/25/2025	Paid Amt: \$272.76
			E 01	010 050 000 000 401	194953927X 180 Days of Self-Care for Busy E	\$17.27
			E 01	010 050 000 000 401	1960574906 180 Days of Physical Wellness fc	\$33.65
			E 01	010 050 000 000 401	B0CQFTP33G upsimples Certificate Frame wi	\$6.79
			E 01	010 050 000 000 401	Amazon Shipping Charge	\$0.00
PO#: 20608	Voucher #:	75613	Invoice	Invoice No: 17NG-HWQY-XD1W	2/25/2025	Paid Amt: \$57.71
			E 04	500 505 000 321 401	Ink	\$16.84
PO#: 20610	Voucher #:	75667	Invoice	Invoice No: 1K7M-CCDQ-L7DP	2/25/2025	Paid Amt: \$16.84
			E 01	005 620 000 343 470	0060825456 Coraline: The Graphic Novel	\$51.95
			E 01	005 620 000 343 470	Amazon Shipping Charge	\$0.00
			E 01	005 620 000 343 470	Freight	(\$10.39)
PO#: 20621	Voucher #:	75649	Invoice	Invoice No: 191R-XVCT-FP9D	2/25/2025	Paid Amt: \$41.56
						Check Amount: \$1,507.57
chec	107449	6697		BLUE CROSS BLUE SHIELD OF MINNESOTA		Check
			E 01	010 203 000 000 291	Elem Retiree	\$962.91
			E 01	020 211 000 000 291	Secondary Retiree	\$1,778.63
			B 01	215 031	District Contribution	\$42,347.23
PO#:	Voucher #:	75685	Invoice	Invoice No: 250131411289	2/25/2025	Paid Amt: \$45,088.77
						Check Amount: \$45,088.77

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
chec	107450	3294		CASS CO HIGHWAY DEPT		Check	
			E 01	005 810 000 000 363	Salt Sand Mix 10yd Chris Leighton	\$360.50	
PO#:	20470	Voucher #:	75616	Invoice	Invoice No: SALT/SAND 2025	2/25/2025	Paid Amt: \$360.50
							Check Amount: \$360.50
chec	107451	1353	R	CDW GOVERNMENT INC		Check	
			E 01	020 630 000 000 401	Epson T5965 - light cyan - original - ink cartrid	\$155.53	
			E 01	020 630 000 000 401	Epson Ink Maintenance Tank MFG #:C12C89C	\$82.54	
PO#:	20585	Voucher #:	75617	Invoice	Invoice No: AC5PH8D	2/25/2025	Paid Amt: \$238.07
							Check Amount: \$238.07
chec	107452	6700		CENTRAL MCGOWAN, INC		Check	
			E 01	020 255 000 000 430	Acetylene Regulator	\$85.60	
			E 01	020 255 000 000 430	Acetylene Cylinder	\$126.08	
			E 01	020 255 000 000 430	Hazmat Fee	\$3.00	
PO#:	20625	Voucher #:	75663	Invoice	Invoice No: 0000949712	2/25/2025	Paid Amt: \$214.68
							Check Amount: \$214.68
chec	107453	6513		COLONIAL LIFE		Check	
			B 01	215 032	E5854377;E5886486;E5886478;E5886460	\$1,542.90	
PO#:		Voucher #:	75688	Invoice	Invoice No: Feb 2025	2/25/2025	Paid Amt: \$1,542.90
							Check Amount: \$1,542.90
chec	107454	4930		CRAZY CROW TRADING POST		Check	
			E 01	020 605 000 320 401	supplies	\$631.35	
PO#:	20596	Voucher #:	75683	Invoice	Invoice No: 075208-1	2/25/2025	Paid Amt: \$631.35
							Check Amount: \$631.35
chec	107455	4163		IASC		Check	
			E 01	010 403 000 740 396	L.BRINK	\$76.79	
			E 01	010 411 000 740 396	L.BRINK	\$76.79	
			E 01	010 412 000 740 396	L.BRINK	\$2,406.12	
			E 01	010 407 000 740 396	K.WENHO	\$518.82	
			E 01	010 411 000 740 396	K.WENHO	\$23.58	
			E 01	010 412 000 740 396	K.WENHO	\$243.68	
			E 01	010 411 000 740 396	C.WORLIE	\$78.73	
			E 01	010 412 000 740 396	C.WORLIE	\$813.59	
			E 01	010 407 000 740 396	C.WORLIE	\$1,732.16	
			E 01	020 404 000 740 396	M.REICHERT	\$1,385.21	
			E 01	020 405 000 372 396	M.KING	\$1,492.69	
			E 01	020 411 000 372 396	T.HUTCHINSON	\$1,484.31	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor					Pmt/Void Date		Pmt Type
chec	107455	4163		IASC							Check
			E 01	020 405 000 372 396				M.BRUXVORT			\$609.43
			E 01	020 406 000 740 396				K.FISCHER			\$434.50
			E 01	020 420 000 740 396				C.HANSEN			\$2,659.87
			E 01	005 400 000 372 305				S.GRZYBOWSKI			\$2,586.11
			E 01	005 400 000 372 305				S.HAMBLY			\$4,569.76
			E 01	010 403 000 740 397				BENEFITS			\$33.67
			E 01	020 404 000 740 397				BENEFITS			\$731.51
			E 01	020 405 000 740 397				BENEFITS			\$507.49
			E 01	020 406 000 740 397				BENEFITS			\$73.11
			E 01	020 407 000 740 397				BENEFITS			\$819.34
			E 01	020 411 000 740 397				BENEFITS			\$722.77
			E 01	010 412 000 740 397				BENEFITS			\$1,439.89
			E 01	010 420 000 740 397				BENEFITS			\$425.44
			E 01	005 420 000 740 366				TRAVEL			\$231.91
			E 01	005 420 000 740 401				COOP SUPPLIES			\$4,474.12
			E 01	005 420 000 740 396				PAES LAB			\$632.94
			E 01	005 420 000 740 401				PAES SUPPLIES			\$117.98
PO#:	Voucher #:	75677	Invoice	Invoice No: 3827					2/25/2025		Paid Amt: \$31,402.31
											Check Amount: \$31,402.31
chec	107456	4422		INFINITY ONLINE							Check
			E 01	020 211 000 000 390				FY 25			\$5,525.00
PO#:	Voucher #:	75640	Invoice	Invoice No: 311844					2/25/2025		Paid Amt: \$5,525.00
											Check Amount: \$5,525.00
chec	107457	5140		INSTITUTE FOR ENVIRONMENTAL ASSESSMENT							Check
			E 05	005 865 000 349 305				Band Acoustic Noise Dosimetry validation per			\$1,375.00
PO#: 20432	Voucher #:	75680	Invoice	Invoice No: 00056764					2/25/2025		Paid Amt: \$1,375.00
			E 05	005 865 000 352 305				7 normal site visits per std schedule			\$825.00
PO#: 20093	Voucher #:	75682	Invoice	Invoice No: 00056752A					2/25/2025		Paid Amt: \$825.00
			E 05	005 865 000 347 305				IEA RTK training safety site visit new staff			\$825.00
PO#: 20233	Voucher #:	75681	Invoice	Invoice No: 00056752					2/25/2025		Paid Amt: \$825.00
											Check Amount: \$3,025.00
chec	107458	02406		ISD #0002							Check
			E 04	500 580 000 325 391				Q2 Salary & Benefits			\$3,376.88
			E 04	500 582 000 337 391				Q2 Salary & Benefits			\$3,376.88

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107458	02406		ISD #0002		Check
			E 04	500 582 000 338 391	Q2 Salary & Benefits	\$3,376.88
PO#:	Voucher #:	75678	Invoice	Invoice No: 3836	2/25/2025	Paid Amt: \$10,130.64
						Check Amount: \$10,130.64
chec	107459	5358		L&M SUPPLY INC		Check
			E 01	020 255 056 000 430	Open PO for supplies	\$54.44
PO#: 20243	Voucher #:	75669	Invoice	Invoice No: GRR-06-10002959	2/25/2025	Paid Amt: \$54.44
			E 01	020 255 056 000 430	Open PO for SUPplies	\$247.11
PO#: 20243	Voucher #:	75619	Invoice	Invoice No: GRR-01-10000579	2/25/2025	Paid Amt: \$247.11
						Check Amount: \$301.55
chec	107460	01095		LAKE COUNTRY POWER		Check
			E 01	005 810 000 000 332	FOOTBALL LIGHTS	\$56.00
PO#:	Voucher #:	75660	Invoice	Invoice No: 10000175-2/2025	2/25/2025	Paid Amt: \$56.00
			E 01	005 810 000 000 332	BOILER HOUSE	\$28,799.00
PO#:	Voucher #:	75661	Invoice	Invoice No: 90000204/205-2/2025	2/25/2025	Paid Amt: \$28,799.00
			E 01	005 810 000 000 332	MAIN SCHOOL	\$10,363.00
PO#:	Voucher #:	75658	Invoice	Invoice No: 90000203-2/2025	2/25/2025	Paid Amt: \$10,363.00
			E 01	005 810 000 000 332	ECFE BUILDING	\$845.00
PO#:	Voucher #:	75657	Invoice	Invoice No: 90000206-2/2025	2/25/2025	Paid Amt: \$845.00
			E 01	005 810 000 000 332	FOOTBALL LIGHTS	\$112.00
PO#:	Voucher #:	75659	Invoice	Invoice No: 10000176-2/2025	2/25/2025	Paid Amt: \$112.00
						Check Amount: \$40,175.00
chec	107461	6702		LANGMUIR SYSTEMS LLC		Check
			E 01	020 255 000 000 430	Crossfire XR CNC Plasma Table CROSSFIRE	\$6,170.25
			E 01	020 255 000 000 430	Crossfire XR Remote Emergency Stop XR-RE	\$19.95
			E 01	020 255 000 000 430	Hypertherm CPC Cable HYP-CABLE-XR	\$74.95
			E 01	020 255 000 000 430	Hypertherm powermax45 SYNC HYPERTHEF	\$3,200.00
			E 01	020 255 000 000 430	Shipping	\$786.49
PO#: 20565	Voucher #:	75671	Invoice	Invoice No: 89465	2/25/2025	Paid Amt: \$10,251.64
						Check Amount: \$10,251.64
chec	107462	6717		LINDA WAGENBACH		Check
			E 04	500 585 000 332 185	Other Salary	\$55.88
PO#:	Voucher #:	75673	Invoice	Invoice No: 2/18 Baking Class	2/25/2025	Paid Amt: \$55.88
						Check Amount: \$55.88

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107463	5965		LOGAN MONROE		Check
			E 01 020 605 000 320 305	Consulting Fees		\$800.00
PO#:	Voucher #:	75618	Invoice	Invoice No: 2/4-2/13	2/25/2025	Paid Amt: \$800.00
						Check Amount: \$800.00
chec	107464	5223		MADISON NATIONAL LIFE		Check
			B 01 215 036	District Contribution		\$1,026.19
PO#:	Voucher #:	75686	Invoice	Invoice No: 02/2025	2/25/2025	Paid Amt: \$1,026.19
						Check Amount: \$1,026.19
chec	107465	1095		MARCO TECHNOLOGIES LLC		Check
			E 01 010 203 202 000 580	ELEM.		\$559.78
			E 01 020 211 000 000 580	SECONDARY		\$559.78
			E 01 005 110 371 000 580	DISTRICT		\$559.78
PO#:	Voucher #:	75620	Invoice	Invoice No: 548696350	2/25/2025	Paid Amt: \$1,679.34
						Check Amount: \$1,679.34
chec	107466	4225		MIDWEST BUS PARTS		Check
			E 03 005 760 000 720 420	#210511		\$646.69
PO#: 20627	Voucher #:	75642	Invoice	Invoice No: INV3547	2/25/2025	Paid Amt: \$646.69
			E 03 005 760 000 720 420	#so4234		\$64.01
PO#: 20627	Voucher #:	75643	Invoice	Invoice No: INV3897	2/25/2025	Paid Amt: \$64.01
			E 01 010 420 000 372 530	booster seats with harness #210966		\$569.85
PO#: 20630	Voucher #:	75644	Invoice	Invoice No: INV3865	2/25/2025	Paid Amt: \$569.85
			E 03 005 760 000 720 420	#211401		\$331.75
PO#: 20627	Voucher #:	75674	Invoice	Invoice No: 211401	2/25/2025	Paid Amt: \$331.75
			E 03 005 760 000 720 420	HD Seat Shock Magnum		\$64.01
			E 03 005 760 000 720 420	Shipping		\$17.70
PO#:	Voucher #:	75679	Invoice	Invoice No: INV3852	2/25/2025	Paid Amt: \$81.71
						Check Amount: \$1,694.01
chec	107467	6219		REMIT MN DEPT OF LABOR AND INDUSTRY		Check
			E 01 005 810 000 000 820	Irving V. MNDLI application		\$55.00
PO#: 20505	Voucher #:	75639	Invoice	Invoice No: ABI0040970X	2/25/2025	Paid Amt: \$55.00
						Check Amount: \$55.00
chec	107468	6097		NORTHERN DRUG SCREENING INC		Check
			E 03 005 760 000 720 290	Physicals		\$75.00
PO#:	Voucher #:	75652	Invoice	Invoice No: 15248	2/25/2025	Paid Amt: \$75.00
						Check Amount: \$75.00

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107469	4065		NORTHERN STAR COOPERATIVE		Check
			E 03	005 760 000 720 441 Gasoline		\$2,248.36
			E 03	005 760 000 720 444 Diesel		\$6,054.74
PO#:	Voucher #:	75623	Invoice	Invoice No: stmt 1/31/2025	2/25/2025	Paid Amt: \$8,303.10
						Check Amount: \$8,303.10
chec	107470	5651		OFFICE OF MNIT SERVICES		Check
			E 01	005 810 000 000 320 Telephone		\$156.54
PO#:	Voucher #:	75656	Invoice	Invoice No: W25010748	2/25/2025	Paid Amt: \$156.54
						Check Amount: \$156.54
chec	107471	5796		O'REILLY AUTO PARTS		Check
			E 03	005 760 000 720 420 invoice #250489		\$30.52
PO#: 20629	Voucher #:	75645	Invoice	Invoice No: 1533-250489	2/25/2025	Paid Amt: \$30.52
			E 03	005 760 000 720 420 invoice #249458		\$298.98
PO#: 20629	Voucher #:	75646	Invoice	Invoice No: 1533-249458	2/25/2025	Paid Amt: \$298.98
			E 03	005 760 000 720 401 invoice #250304		\$224.76
PO#: 20622	Voucher #:	75647	Invoice	Invoice No: 1533-250304	2/25/2025	Paid Amt: \$224.76
			E 03	005 760 000 720 401 invoice #250293		\$86.29
			E 03	005 760 000 720 401 MISC		\$0.00
PO#: 20622	Voucher #:	75648	Invoice	Invoice No: 1533-250293	2/25/2025	Paid Amt: \$86.29
						Check Amount: \$640.55
chec	107472	4632		PEMBERTON SORLIE RUFER &		Check
			E 01	005 110 000 000 305 Consulting Fees		\$2,294.50
PO#:	Voucher #:	75672	Invoice	Invoice No: STMT 181	2/25/2025	Paid Amt: \$2,294.50
						Check Amount: \$2,294.50
chec	107473	1915		PITNEY BOWES BANK IN RESERVE ACCOUNT		Check
			E 01	005 110 000 000 329 Postage 2/17/25		\$1,000.00
PO#: 20643	Voucher #:	75664	Invoice	Invoice No: FEB 2025	2/25/2025	Paid Amt: \$1,000.00
						Check Amount: \$1,000.00
chec	107474	2035	REMIT	PITNEY BOWES INC		Check
			E 01	005 110 000 000 329 Postage		\$450.00
PO#:	Voucher #:	75641	Invoice	Invoice No: 3107080853	2/25/2025	Paid Amt: \$450.00
						Check Amount: \$450.00
chec	107475	04532		POPPLERS MUSIC INC		Check
			E 01	020 258 105 000 430 00-459965 - Terracotta Warriors (Full Score) -		\$27.00
PO#: 20626	Voucher #:	75662	Invoice	Invoice No: 3004976	2/25/2025	Paid Amt: \$27.00
						Check Amount: \$27.00

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
chec	107476	2148		REIF CENTER		Check			
			E 01	310 298 114 301 402	Ticket for Don't Let The Pigeon Drive the Bus!		\$168.00		
			E 01	010 206 011 433 369	Ticket for Don't Let The Pigeon Drive the Bus!		\$168.00		
PO#:	20642	Voucher #:	75676	Invoice	Invoice No: 3/13/2025	2/25/2025		Paid Amt:	\$336.00
								Check Amount:	\$336.00
chec	107477	6038		RHYME UNIVERSITY		Check			
			E 04	500 582 000 338 430	graduation tassels - gold & white #GTGW		\$210.00		
			E 04	500 582 000 338 430	shipping		\$40.94		
PO#:	20593	Voucher #:	75621	Invoice	Invoice No: 4584389	2/25/2025		Paid Amt:	\$250.94
								Check Amount:	\$250.94
chec	107478	05862		RUYAK ENTERPRISES INC		Check			
			E 03	005 760 000 720 363	PLOW 2/6 & 2/8		\$679.00		
PO#:		Voucher #:	75654	Invoice	Invoice No: 7572	2/25/2025		Paid Amt:	\$679.00
								Check Amount:	\$679.00
chec	107479	6314		SFM		Check			
			E 01	005 110 000 000 270	Workers Compens		\$3,685.00		
PO#:		Voucher #:	75622	Invoice	Invoice No: 3513925	2/25/2025		Paid Amt:	\$3,685.00
								Check Amount:	\$3,685.00
chec	107480	6718		SUE BETTENBERG		Check			
			E 04	500 505 000 321 305	Consulting Fees		\$60.00		
PO#:		Voucher #:	75638	Invoice	Invoice No: YOGA REFUND	2/25/2025		Paid Amt:	\$60.00
								Check Amount:	\$60.00
chec	107481	6690		TAMI SAUER		Check			
			E 04	500 505 000 321 305	YOGA REFUND		\$60.00		
PO#:		Voucher #:	75655	Invoice	Invoice No: YOGA REFUND	2/25/2025		Paid Amt:	\$60.00
								Check Amount:	\$60.00
chec	107482	06131		TREASURE BAY PRINTING		Check			
			E 01	020 605 000 320 401	Ojibwe Quiz Bowl supplies		\$242.00		
PO#:	20619	Voucher #:	75675	Invoice	Invoice No: 280148	2/25/2025		Paid Amt:	\$242.00
								Check Amount:	\$242.00
chec	107483	6489		VSP INSURANCE CO. (CT)		Check			
			B 01	215 032	ER Cafe Plan Payroll Deductions		\$100.94		
PO#:		Voucher #:	75684	Invoice	Invoice No: 822300361	2/25/2025		Paid Amt:	\$100.94
								Check Amount:	\$100.94

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025 Period: 202508-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107484	6315		WRIGHT SPECIALTY PREMIUM TRUST		Check
			E 03	005 760 000 720 340 Vehicle Insurance		\$203.00
PO#:	Voucher #:	75651	Invoice	Invoice No: 498538	2/25/2025	Paid Amt: \$203.00
						Check Amount: \$203.00
chec	107485	4397		DELTA DENTAL OF MN		Check
			E 01	010 203 000 000 291 Elem Retiree		\$201.76
			E 01	020 211 000 000 291 Secondary Retiree		\$148.82
			E 01	010 050 000 000 291 Admin Retiree		\$148.82
			E 01	010 050 000 000 291 District Contribution		\$2,905.33
PO#:	Voucher #:	75689	Invoice	Invoice No: RIS0006230593	2/28/2025	Paid Amt: \$3,404.73
						Check Amount: \$3,404.73
chec	107486	01058		REMER TRADING POST		Check
			E 03	005 760 000 720 420 Tires		\$956.75
PO#:	Voucher #:	75690	Invoice	Invoice No: 441	2/28/2025	Paid Amt: \$956.75
						Check Amount: \$956.75
						Report Total: \$472,666.86

Adopted: 7/17/97

Independent School District #118 Policy 318

Rescinds: ME

Issued: 5/20/82

Revised: 06/20/02, 1/23/2020

Reviewed: 3/3/25

Approved:

318 RELATIONS WITH EDUCATION RESEARCH AND SERVICE CENTERS

The district shall cooperate as much as possible with the colleges, universities, and education cooperative service units in promoting potentially useful research. Because of the large number of requests for studies in the schools, it is necessary to establish limitations and guidelines for the approval of such studies.

Research requests shall address the following:

1. the objectives of the research should be clearly stated and the design such as to produce valid and reliable results to be made available to the district;
2. the project should contribute something of value for the improvement of education;
3. instructional activities will not be interrupted unless there is a clear significant value for the district's educational program.
4. Final approval for such requests shall be made by the Superintendent.

Adopted: 7/17/97

Independent School District #118 Policy 320

Rescinds: MFB

Issued: 5/20/82

Revised: 2/27/20, 3/3/25

Approved:

320 STUDENT TEACHING AND INTERNSHIPS

The Board may, by agreements with institutions, arrange for classroom experience in the district for practice or student teachers who have completed not less than two years of an approved teacher education program. Such practice teachers shall be provided with appropriate supervision by a fully qualified teacher under rules promulgated by the Board.

Legal References: MINNESOTA STATUTES ~~1978, 123.35, Subd. 13~~ 2024, 122A.092

Adopted: 7/17/97

Independent School District #118 Policy 321

Rescinds: ML

Issued: 5/20/82

Revised: _____

Reviewed: 3/5/20

321 PROFESSIONAL VISITORS AND OBSERVERS

One of the ways that Board members and staff members can improve their effectiveness and the quality of the education of the students is through visitation of school systems with novel, experimental, or innovative programs. As a consequence, Board members visit other school systems occasionally and encourage the staff to do so. Recognizing the value of professional visiting, the Board also welcomes professional visitors to its own schools.

To ensure the continuity of the educational program and guard against classroom interruption, delegations desiring to visit our system, or any particular part of it should make arrangements through the superintendent. The superintendent then can make the necessary arrangements to have someone knowledgeable in the area they wish to see assist them in their visit. This will also ensure that the part of the program they wish to visit will be operational on their arrival and will guard against undesirable interruptions in the scheduled programs of students and staff members.

Professional visitors arriving at schools unannounced should be directed to the superintendent's office. They will be accommodated only if this does not interfere with scheduled plans of staff members.

Orig. 1995
Adopted:
Revised: ~~2022~~17
Approved:

401 EQUAL EMPLOYMENT OPPORTUNITY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with _____ (specify, e.g., the Personnel Manager).

- Legal References:**
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 - 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 - 29 U.S.C. § 2615 (Family and Medical Leave Act)
 - 38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
 - 38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
 - 42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
 - 42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

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

Reviewed: 02/08, 10/16, 3/2020

Revised 6/17/10, 10/10, 9/15/11, 11/21/12, 11/13/18, 03/03/25

Approved:

401A. EMPLOYEE SEX NONDISCRIMINATION

I. PURPOSE

Employees are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal employment opportunity for all employees and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal employment opportunity for all employees, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any employment program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates the Principal as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any employee having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any employee who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward an employee should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward an employee directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building administrator is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward an employee at the building level.

- C. Upon receipt of a report or grievance, 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 report or complaint of unlawful sex discrimination toward an employee 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.
- D. The school board hereby designates the Assistant Principal as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- E. The school district shall conspicuously post the name of the Title IX Coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward an employee will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. 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.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward an employee shall promptly 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 complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward an employee.
- E. 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 Title IX Coordinator. 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.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward an employee or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. 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, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all employees, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; sex discrimination)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References:MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 413 (Harassment and Violence)
MSBA Model Policy 528 (Student, Parental, Family and Marital Status
Nondiscrimination.)

INDEPENDENT SCHOOL DISTRICT NO. 118
UNLAWFUL SEX DISCRIMINATION TOWARD AN EMPLOYEE/ STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward An Employee/ Student

Independent School District No. 118 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All employees/students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

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

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex:

If the alleged unlawful sex discrimination 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 unlawfully discriminated against me or an employee/student on the basis of sex. 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: _____

Adopted: 12/21/06
Revised: 10/27/16
Reviewed: 3/5/2020, 3/3/25
Approved:

401 B. NON-DISCRIMINATION NOTICE

The following notice shall be printed in all parent-student handbooks, registration guides, master agreements, coaches' handbook and interscholastic handbook:

“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”

Adopted: 12/21/06, 6/17/10

Revised: 10/10, 10/27/16, 11/13/18, 2/27/2020, 3/3/25

Approved:

401.C VOCATIONAL PROGRAMS NON-DISCRIMINATION

All vocational opportunities will be open to all students regardless of race, color, national origin, sex or disability.

Anyone believing that their vocational opportunities were diminished due to discrimination need to report such violations to the Title IX Coordinator:

~~Assistant~~ Principal
Northland High School
218-566-2351

This policy will be published in the District's legal newspaper prior to the beginning of each school year and placed on the District's website.

All vocational opportunities at ISD #118 are offered to all students regardless of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance. The vocational opportunities offered at ISD #118 include Carpentry Product Development, ~~Northland Monogramming~~, , Welding, and Small Engines.

Orig. 1995
Adopted:
Revised: ~~2015~~2022
Adopted:

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (~~Section 504 of the~~ Rehabilitation Act of 1973, ~~§ 504~~)
42 U.S.C., ~~Ch. 126~~ § 1211201 (Americans with Disabilities Act)
29 C.F.R. Part 32 (~~Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance~~)
~~34 C.F.R. Part 35~~
34 C.F.R. Part 104 (~~Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance~~)

Cross References: [MSBA/MASA Model Policy 413 \(Harassment and Violence\)](#)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Orig. 1995
Adopted:
Revised: ~~2022~~1999
Approved:

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DISCIPLINE

A. Violation of School Laws and Rules

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

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

B. Substandard Performance

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

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is

not limited to:

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

IV. FORMS OF DISCIPLINE

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

discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. ~~In an instance where~~ When any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements ~~where~~ when applicable.

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

Cross References: None MSBA Service Manual, Chapter 3, Employees

Orig. 1995
Adopted:
Revised: 2018-2022

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

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

criminal history background checks conducted by other organizations or agencies.

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

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

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the [Minnesota Commissioner of Education](#) within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

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

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

Cross References: None

Orig. 1995

Adopted:

Revised: ~~2012~~ 2016

Approved:

405 VETERAN'S PREFERENCE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes section 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

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

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

Orig. 2001

Adopted

Rev. 2025

Approved:

425 STAFF DEVELOPMENT AND MENTORING

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

I. PURPOSE

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

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

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

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the school administrationboard. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school administrationboard shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

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

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

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that

* This time period may be changed to accommodate individual school district needs.

will be reviewed and subject to approval by the school board twice a year.*

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

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

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

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

- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.

8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

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

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

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

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve

* This time period may be changed to accommodate individual school district needs.

basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is

* This time period may be changed to accommodate individual school district needs.

not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:

1. additional stipends as incentives to mentors of color or who are American Indian;
2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

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

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

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

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

VIII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's comprehensive achievement and civic readiness report.
1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.
- The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).
3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

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

Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References: None.

Orig. 1995
Adopted:
Revised:2025

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions include insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that

contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a.(1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - b.(2) the inhaler is properly labeled for that student; and
 - c.(3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services,

the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - ~~a.~~(1) the pupil may possess the epinephrine or
 - ~~b.~~(2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

- 1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- 2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- 3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- 4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- 5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication

administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and

transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors;
Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of
Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic
Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers
by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Orig. 2023
Adopted:
Revised: 2025

621 LITERACY AND THE READ ACT

[NOTE: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.118~~17~~ to 120B.124.]

[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.

- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by ~~the Minnesota Department of Education~~ (MDE).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
1. the student's reading proficiency as measured by a screener approved by MDE;
 2. reading-related services currently being provided to the student and the student's progress; and
 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In

such limited cases, the student must continue to receive progress monitoring and literacy interventions.

- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the ~~MDE~~ Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.11~~9~~18, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.11~~9~~18.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in

evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level;
 7. a statement of whether the school district has adopted an MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;

- b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level; and
- 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner ~~of MDE~~ using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner ~~of MDE~~ may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness,

phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.119~~18~~;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and

costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.11~~9~~¹⁸ (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Northland Community Schools

Independent School District #118

School Board Report

Date: 03/12/25



Report Submitted by: Janessa Green (Elementary Principal)

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

(HRS Level 2 & 3) **Annual District Improvement Goal:** 100% of students will show a minimum of 1 year's growth in reading and math, as measured by FastBridge assessments.

Celebrations:

- **Highlighting Grades - 1st Grade (from Mrs. Osterhoudt)**
 - We have been working super hard with adding and subtracting in first grade. We are finding our way through the new math curriculum and enjoying the games and the activities that go along with it. We've done lots of learning with the new concepts.
 - We are growing as readers! We have learned so many new spelling/sound patterns and have been practicing with finding those sounds in other words that we read. Some of those sound patterns are digraphs and blends and they don't come easily, so it is so much fun to finally recognize those words and see them in other things that we are reading together.
 - We are talking about goods and services in social studies. We have been brainstorming our own businesses and what kinds of goods and services we could incorporate into our made-up business. As we continue learning about them, we will create our business and share it with our friends in class.
 - We celebrated the 100th day of school in February with some stations revolving around the number 100! Each day we count a new day of learning and we show that number on ten frames, 100s charts, and place value boards. We spent the day doing activities including putting numbered Hershey Kisses on a 100s chart, building structures with 100 cups, and building designs with 100 pattern blocks. We had a great time!
 - We loved engaging in I Love to Read month with Stop, Drop, and Read, book draws, and various activities throughout the month! It's always a highlight and a core memory of first grade!

Updates:

- **LETRS training pacing - Unit 3, Session 8**
- **PLD Planning for 3/24**

(HRS Level 1) PBIS:

- Our PBIS team inputs the data and then processes the information to create action plans for specific grade levels and students.

- February PBIS Report (not entered by the time this board report was submitted).
- I will present February and March data at the April board meeting.

Proposals:

Northland Community Schools

Independent School District #118



School Board Report

Date: March 11, 2025

Report Submitted by: L. Monroe-Indian Education

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

- Ojibwe Language Quiz Bowl season is underway throughout the northern region of MN schools. Congratulations to the quiz bowl team on winning 2nd place at the Fond du Lac Ojibwe school competition and 3rd place at the Detroit Lakes Competition and 1st place in the Northland competition! We have 3 more competitions scheduled for this year.
- The UNITY (United National Indian Tribal Youth) program of Northland Community Schools will be attending the online Midwest spring meeting this month 3/20/25. UNITY is a national network organization promoting personal development, citizenship, and leadership among Native American youth. UNITY has a long (40+ years) and impressive track record of empowering and serving American Indian and Alaska Native youth. UNITY is well regarded among the nation's Native American organizations, tribal leaders, and government officials.
- The Northland Eagles drum group were invited to sing for this year's Leech Lake career fair this month and have been invited, along with our dance troupe to attend school's powwows in the next few months. This month is the Detroit Lakes school powwow, the Bugonaygeshig round dance and the MN Indian Education Association Powwow.
- Outfit making classes after school were a big success this year for students to work on their regalia for spring and summer round dances and powwows! Many students had outfits to wear for the school powwow.
- Our Indigenous Education Department would like to say Miigwech to everyone who came to the powwow, participated, and contributed their time or assistance during this day! Miigwech to our invited powwow staff/dancers/drum groups/surrounding schools for attending! Our students to recognize for their planning, hardwork and management for this year's powwow are our Ogichidaa club in planning, our drummers & dancers, Alexis Anderson-student arena director, Marissa LaRose, Gauge Lego, and Erica Johnson-student dance coordinators, Landon Monroe- student MC/Announcer, Adrienne Fenning, Eli Fenning, Brody Johnson, Willow True, Trey Flowers -vendors, Sierra Anderson, Lanaiya Cichy-Giveaway procession coordinators. Miigwech to our families attending, American Indian Parent Advisory Committee representative; Barbara Schwochert for spot dances, the Leech Lake Tribal College for spot dances, Ivy Swankier and family for donations for the potato dance contest!
- March 14th is Pi Day. An annual celebration of the mathematical sign Pi. As a way to celebrate, students, all are challenged to say the Ojibwe word for blueberry pie to Mrs. Monroe at any time on March 14th. This word is the longest Ojibwe word in the language.
Pi 3.141592653589793238462643383279502884197...continues
Miinibaashkiminisijiganibiitoosiganibadakingwesijiganibiitooyingwesijiganibakwezhigan!

- Thank you to Leech Lake District II Representative Steven White for his donations for the meals and venue costs for our annual Ojibwe quiz Bowl and the donation for Indian Education Meals for the senior graduation banquet.
Miigwech. Thank you.

NCS School Board Meeting

Dean of Students Report

Stephaney Williamson

February 12, 2025

- The new cell phone policy has been presented to nearly all students in class. A phone locker was displayed at parent conferences and information was provided to parents. The phone lockers are ready for deployment and most of the processes have been figured out for management of the system.
- I am working on projects to assist administration for my practicum.
- Behavior referral data:
 - JH Behavior referrals in February decreased to 53 compared to 68 January referrals. The most frequent behaviors were Tardy/Skip, Defiance/Disrespect, Technology, and Disruption/Disorderly.
 - HS Behavior referrals in February increased to 31 compared to 19 January referrals. The most frequent behaviors were Tardy/Skip, Technology, and Tobacco/Vape.

IASC EARLY CHILDHOOD ADMINISTRATIVE SUPPORT SERVICE AGREEMENT
(IASC Selling Early Childhood Administrative Support Services to Northland Community Schools)

THIS AGREEMENT entered into between **INDEPENDENT SCHOOL DISTRICT NO. 6070, ITASCA AREA SCHOOLS COLLABORATIVE**, hereinafter referred to as "**ISD 6070**", and **INDEPENDENT SCHOOL DISTRICTS NO. 118 - NORTHLAND COMMUNITY SCHOOLS**, hereinafter referred to as "**DISTRICT**".

RECITALS

The parties hereto recite and declare:

- A. **ISD 6070** is a public educational entity operating under the laws of the State of Minnesota.
- B. **DISTRICT** is a public educational entity operating under the laws of the State of Minnesota.
- C. **DISTRICT** desires and agrees to purchase and obtain Early Childhood Administrative Support services from **ISD 6070**. **ISD 6070** desires and agrees to provide the Early Childhood Administrative Support services to **DISTRICT**, as set forth herein.

FOR THE REASONS SET FORTH ABOVE, AND IN CONSIDERATION OF THE MUTUAL PROMISES OF THE PARTIES HERETO, THE PARTIES COVENANT AND AGREE AS FOLLOWS:

DURATION OF AGREEMENT. The initial term of this Agreement shall commence on the 1st day of July, 2025 and shall continue in full force and effect until the 30th day of June, 2028 unless terminated, extended, or modified by mutual agreement.

TERMINATION. Any party to this agreement may withdraw from it by giving an advance one-year written notice of the party's intent to withdraw. One year notice is defined as an entire fiscal year, thus July 1 through June 30.

EARLY CHILDHOOD ADMINISTRATIVE SUPPORT SERVICES PROVIDED. **ISD 6070** shall provide **DISTRICT** with the Early Childhood Administrative Support services based on the information outlined in the Proposal for Early Childhood Administrative Support Services (attached).

PERSONNEL PERFORMING SERVICES.

- A. **ISD 6070** agrees and represents that it shall have subjected any personnel assigned to perform services under this contract to both a criminal history and background check, and shall not assign anyone to perform services under this contract who has any record or history which would have a negative bearing on that individual's ability to properly and safely perform services under this contract or who might pose even the slightest risk to employees or students with whom he/she may come into contact.
- B. **ISD 6070** agrees and represents that all employees performing services as part of this agreement possess the credentials required by the State of Minnesota to provide said services.
- C. **ISD 6070** assumes full responsibility for its employee/personnel providing services hereunder, and will make all deductions required of employers by state, federal and

local laws, including deductions for social security and withholding taxes; and shall maintain workers' compensation and liability insurance coverage for each.

CONSIDERATION FOR PROVIDING SERVICES. In consideration for providing the services, **DISTRICT** shall compensate **ISD 6070** \$18,000 for FY26, \$15,000 for FY27 and \$15,300 for FY28 for Early Childhood Administrative Support services. **DISTRICT** will be billed quarterly for Early Childhood Administrative Support services provided by **ISD 6070**.

RELATIONSHIP OF THE PARTIES.

- D. The overall conduct and control of the services performed under this agreement will lie with **ISD 6070**. However, **ISD 6070** agrees and represents that its employees/personnel shall perform said services in accordance with approved methods and procedures for such services and in conformity to federal and state law, rule and policy.
- E. Employees of **ISD 6070** are not to be considered as employees of **DISTRICT** for any purpose, and **ISD 6070** personnel/employees will not be entitled to any rights or benefits from **DISTRICT**.

COMPLIANCE WITH POLICIES AND PROCEDURES.

- F. **ISD 6070** agrees that its personnel/employees assigned to perform services under this contract shall fully comply with all policies and procedures of **DISTRICT**. Any deficiency, failure, or refusal on the part of any employee/personnel of **ISD 6070** with regard to compliance with the policies and procedures of **DISTRICT** shall be brought to the attention of **ISD 6070** both orally and in written form.
- G. **ISD 6070** agrees that its personnel/employees assigned to perform services under this contract shall conform to, and comply with, all federal and state laws dealing with the release and dissemination of data.
- H. **ISD 6070** agrees and represents that its employees will not perform any of the services contemplated and intended by this agreement after having used or consumed any alcoholic beverages, illegal drugs, or after misusing prescription drugs.
- I. The parties agree that any violation or non-compliance by personnel assigned by **ISD 6070** to perform services under this agreement shall be dealt with by **ISD 6070**. However, **DISTRICT** shall have the right to request removal of any such personnel/employee from performing services under this contract, and reassignment of services shall be determined by the Superintendents of **DISTRICT** and **ISD 6070** leadership.
- J. All written information, data, student records, personnel records and other data compiled or kept in conjunction with the services performed under this contract, or related thereto, will be subject to state and federal data practice laws and rules to the extent that each party to this contract complies with and safeguards its own data. Each party shall be responsible for its own wrongful acts with regard to the inappropriate or unlawful release of protected data, but shall be allowed and authorized to have access to each other's data to the extent necessary to perform services under this agreement.

LIABILITIES AND INDEMNIFICATION.

- A. **ISD 6070** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees assigned to perform services

under this agreement and arising directly or indirectly from the performance of those services.

- B. **DISTRICT** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees.

DISPUTE RESOLUTION. The parties agree that any and all disputes arising out of this Agreement shall be subject to binding arbitration through the Minnesota Bureau of Mediation Services. The parties agree that an arbitrator shall be selected from a list provided by the Minnesota Bureau of Mediation Service, and shall be conducted in accordance with its procedures. Under no circumstances shall the arbitrator render a decision that is outside the parameters and the specific terms and provisions of this Agreement, and the scope of the arbitration shall be limited to the specific dispute presented.

TERMS TO BE EXCLUSIVE. The entire agreement between the parties with respect to the services provided hereunder is contained in this Agreement. The provisions of this Agreement are for the benefit of the parties hereto and not for the benefit of any other person or legal entity.

WAIVER OR MODIFICATION OF TERMS. No waiver, alteration or modification of any of the terms and provisions of this Agreement shall be binding unless in written form and signed and executed by the authorized representatives of the parties hereto.

REPRESENTATION OF AUTHORITY TO SIGN. Each party represents and warrants that the person(s) signing and executing this agreement on its behalf has been properly authorized to do so by the governing board of each entity, and that such action taken is consistent with its own by-laws, rules, procedures, and in accordance with the laws of the state of Minnesota.

IASC NEXT Early Childhood Administrative Support PROGRAMMING AGREEMENT
SIGNATURE PAGE

DISTRICT: 118 - Northland Community Schools

By _____

By _____

Its _____

Its _____

Date _____

Date _____

ISD #6070, Itasca Area Schools Collaborative:

By _____

By _____

Its _____

Its _____

Date _____

Date _____



Itasca Area Schools Collaborative

Proposal for Early Childhood Administrative Support Services

Submitted to: Northland Community Schools

Prepared by: Itasca Area Schools Collaborative (IASC) Early EDge Program

Commitment Period: 3 Years (July 1, 2025 - June 30, 2028)

Overview

To support early childhood education programs in ISD 118 Northland Community Schools, the Itasca Area Schools Collaborative (IASC) proposes a plan for administrative support services. This plan focuses on data input and organization, funding management, data tracking, and program reporting. By providing support in these key areas, we aim to help the district run programs smoothly, stay in compliance with requirements, and make the most of available resources.

3 Year Commitment

Year 1: Set-Up and Implementation: \$18,000

- Put systems in place for administration, tracking, reporting, and managing resources.
- Train staff on key roles.
- Create clear processes for managing funds, collecting data, and ensuring compliance.

Year 2: Implementation: \$15,000

- Improve processes based on Year 1 analysis.
- Expand data collection and systems based on analysis.
- Work with the district to update current available funding resources and funding management systems.

Year 3: Sustained Implementation: \$15,300 (2% Increase)

- Improve processes based on Year 2 analysis.
- Expand data collection and systems based on analysis.
- Work with the district to update current available funding resources and funding management systems.



Itasca Area Schools Collaborative

Service Areas

The following support services are proposed to help meet the needs of early childhood programs:

Funding Support for Families and Programs

A. Family Financial Assistance

- Assist families with applications for scholarships and other funding sources to ensure all families have access to resources available to them.

B. Funding Management

- Manage state funding sources and requirements, such as VPK, Pathways and ECFE, to ensure awards are allocated and resources are used effectively and meet program needs.

C. Compliance

- Ensure programs follow all rules and regulations, and programs are implemented as intended by funding.

D. Data Collection and Reporting

- Track and report on all funding, ensuring programs stay compliant and all understand how resources are being used.
- Collect and analyze program data to help the districts make informed decisions and keep stakeholders updated.

E. Revenue Planning

- Identify new funding opportunities, and work with the district to secure funding.

F. Audit and Record Keeping

- Collect and provide information needed for program and district audits accuracy, and compliance with funding requirements.



Itasca Area Schools Collaborative

MARSS Support

- A. MCCC for EC/ECSE/ECFE Courses
- B. Enrollment Support
- C. Technical Assistance for MARSS Coordinator
- D. Transportation Coding
- E. Screening Enrollment

Current Services Included in IASC Special Education Services

A. Special Education Tracking and Reporting

Ensure programs meet special education requirements by keeping track of services provided and submitting reports as needed. Membership Attendance and Service Support:

- Monthly ECSE Meeting (Full Day)
- ECSE Change of Enrollment Forms:
- COSF Reporting
- HMG Referral Management and Communication to ECSE Teachers
-

Current Model already has this additional cost billed out with IASC Special Education billing

Conclusion

This three-year plan will give Northland Community Schools the support they need to successfully run early childhood education programs. By improving organization, tracking funding, collecting data, and ensuring compliance, the Early EDge program can help these district programs thrive while meeting the needs of children, families, and the community.

We look forward to working together to build a strong and sustainable future for early childhood education.

Prepared by:
Itasca Area Schools Collaborative (IASC) Early EDge Program
Jackie Skelly, Darla Rahne
1/8/2025



218.327.5711



iascmn.org



601 7th St. SW Grand Rapids, MN 55744

Orig. 1995
Adopted:
Revised: 2025

413 HARASSMENT AND VIOLENCE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
1. "Disability" means, with respect to an individual who
 - a. ~~has~~ a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; ~~or~~
 - c. is regarded as having such an impairment; ~~or~~
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more

individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

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

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

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

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially

interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

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

H. Violence

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building
- The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District

The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

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

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

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy,

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

shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

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

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Independent School District #118 Policy 512
Orig. 1995
Adopted:
Revised: 2024
Approved:

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored media and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

~~[NOTE: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]~~

~~A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities~~

A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.

B. Students who believe their right to free expression has been unreasonably restricted in school-sponsored media or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.

2. School-sponsored media may be distributed at reasonable times and locations.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.

B. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- C. "Minor" means any person under the age of eighteen (18).
- D. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- F. "School-sponsored media" means material that is:
1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;
 2. distributed or generally made available to students in the school; and
 3. prepared by a student journalist under the supervision of a student media adviser.
- School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.
- G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.

- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

~~[NOTE: The 2024 Minnesota legislature enacted the new definitions above and the new language in Article IV, below.]~~

IV. GUIDELINES

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.
- B. Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is defamatory;
 3. is profane, harassing, threatening, or intimidating;
 4. constitutes an unwarranted invasion of privacy;
 5. violates federal or state law;
 6. causes a material and substantial disruption of school activities;
 7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
 8. advertises or promotes any product or service not permitted for minors by law;
 9. ~~expresses or~~ advocates sexual, racial, or religious harassment or violence or prejudice; or
 10. is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

[NOTE: This model policy is crafted to fulfill the obligation stated above.]

Legal References:

U. S. Const., amend. I
Morse v. Frederick, 551 U.S. 393 (2007)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Orig. 1995
Adopted:
Revised: 20252
Approved:

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). with a capitalization level that equals or exceeds \$5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. – In addition, ~~t~~The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)
[GASB Implementation Guide 2021-1](#)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Orig. 1997
Adopted:
Revised: 2025
Approved:

906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

[NOTE: School board adoption of a policy regarding a predatory offender notification is discretionary. Minnesota Statutes, section 244.052 imposes duties on law enforcement agencies but does not impose mandatory notification duties on school districts except as set forth in Paragraph IV.B.6., below.]

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.
- D. Minnesota Statutes, section 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

[NOTE: Paragraph D had appeared in the Definitions article below.]

III. DEFINITIONS

[NOTE: MSBA rearranged the definitions to place them in alphabetical order. The definitions themselves were not altered.]

- A. "Criminal history conviction data" is public data on a convicted criminal which is

compiled by the State Bureau of Criminal Apprehension (BCA).

- B. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.
- C. "Notification or Disclosure by Law Enforcement Agency"
 - 1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
 - 2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
 - 3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.
- D. "Offender Fact Sheet" is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender's residence.
 - 1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
 - 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- E. "Risk Level Assessment" is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.
- F. "Risk Levels"
 - 1. "Level I" – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
 - 2. "Level II" – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
 - 3. "Level III" – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be

used by staff members to secure the school and protect individuals in the school district's care while they are on or near the school district's premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

[NOTE: The Minnesota Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However, it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.

2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Predatory Offenders; Notice)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 U.S.C. 20901 *et seq.* (Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program)
Dept. of Admin. Advisory Op. No. 98-004

Cross References: 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 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

March 4, 2025

Mr. Marc Ruyak
Chairperson Board of Education ISD118

Mrs. Mary Yakibchuk
Interim Superintendent ISD118

Independent School District No.118
Northland Community Schools
316 Main St.
Remer, MN 56672

Dear Mr. Ruyak and Mrs. Yakibchuk:

The attached BMS form of "Notice of Desire to Negotiate" serves as a written notice pursuant to M.S. 179A.14, subd. 1 of the Public Employment Labor Relations Act and Article XV of the Master Agreement that Northland Remer Education Minnesota desires to commence negotiations with Independent School District No. 118 for a successor agreement to cover the 2025-2027 school years.

We suggest that our respective committees meet on one of the following dates, March 25th, April 10th, or April 14th, at 4:30 pm, at the Northland Community School Conference room for the purpose of discussing negotiation ground rules, procedures, and establish an initial schedule for future negotiations meetings.

If the suggested dates, time, or place for the meeting is not convenient, please advise us, and the Local shall consider any alternate suggestion that the School Board may have.

Sincerely,

Carol Procopio

Raina Boucher

Carol Procopio, President
Raina Boucher, Lead Negotiator
Northland Remer Education Minnesota

cc: Education Minnesota Field Office

Notice of Desire to Negotiate

Sector: Public
Name of Employer: Northland Community Schools isd #118
Address: 325 main street, Remer, MN, 56672

Name of Employer Representative or Counsel: Mary Yakibchuk or Mark Ruyak
Address: 325 main street, Remer, MN, 56672
Phone Number: (218) 838-1862
Email: mruyak@isd118.org
Address: 325 main street, room 201, Remer, MN, 56672

Name of Union Representative or Counsel: Carol Procopio
Address: 7300 State 6 NE, Remer, MN, 56672
Phone Number: (218) 398-0352
Email: carol.procopio.cp@gmail.com

Type of Employer: School District
Bargaining Unit Type: Teachers K-12

Status of Employees Involved? (Minn. Stat. 179A.03, subd. 7): Essential
Number of Employees in Unit: 43
Expiration Date of Current Contract: 06-30-2025
Date Petitioner Will Send Copy to Other Party(s): 01-31-2025

Name of Person Filing this Notice: Carol Procopio
E-Mail Address of Person Filing this Notice: carol.procopio.cp@gmail.com

Signature:

Carol Procopio