ROCK RIDGE PUBLIC SCHOOLS
1405 PROGRESS PARKWAY
VIRGINIA MN 55792

Regular Meeting
Monday, October 12, 2020 at 6:00 PM
Rock Ridge Administration Building, 1405 Wolverine Way, Virginia, MN 55792

AGENDA

Due to the declared health pandemic, the Stay Safe Order, the COVID-19 Peacetime Emergency, and pursuant to Minnesota Statute 13D.021, the public is encouraged to watch the meeting live at rrps.org or contact the Superintendent's Office (742-3900) to get a Zoom link emailed to you. Public comment regarding the agenda can be made in person, via Zoom, or emailed to stacie.lamppa@rrps.org before 3:30 P.M. on October 12, 2020 and they will be read aloud into the record.

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input.
4. Consent Agenda:
    1. Approval of September 28, 2020 working session minutes. 4
    2. Approval of September 28, 2020 regular meeting minutes. 5
    3. Payment of the bills. 10
    4. Approval of Memorandum of Understanding between Education Minnesota-Rock Ridge and Rock Ridge School District regarding the 4-period block schedule for the 2020-2021 school year. 46
    5. Approval of Memorandum of Understanding between American Federation of State, County and Municipal Employees, Local #3 and Rock Ridge School District regarding bumping process effective through December 31, 2020. 48
    6. Approval of lane change for Rebekah Deedrick - MA to MA+10.

7. Acceptance of resignation of Donna Walls from the Secondary Teacher position effective September 22, 2020.

8. Acceptance of resignation of Carrie Klakoski from the Junior High Volleyball Coach position for the 2020-21 school year.

9. Acceptance of resignation of Dan Berry from the Junior High Football position for the 2020-21 school year.

10. Acceptance of resignation of Jeanne Prittinen from the Title I Aide position effective September 28, 2020.

11. Approval of hire of Mikaela Schelde for the Pre-K Para Educator position effective October 5, 2020.

12. Approval of hire of Dusty Schechinger for the Para Educator position effective October 12, 2020.

13. Approval of hire of Roberta Hietala for the Early Childhood Teacher's Aide and Early Childhood Special Education Para Educator positions effective October 13, 2020.

14. Approval of hire of Marie Johnson for the Early Childhood Parent Educator position effective October 19, 2020.

15. Approval of hire of Lori Perushek for the Junior High Volleyball Coach position for the 2020-2021 school year.

16. Approval of hire of Ben Louhi for the 8th Grade Football Coach position for the 2020-2021 school year.

17. Approval of hire of Sara Matuszak for the Assistant Volleyball position for the 2020-2021 school year.

18. Approval of hire of Madisen Overbye for the the 8th Grade Volleyball Coach position for the 2020-2021 school year.

19. Approval of 2020-2021 extra-curricular positions at the Eveleth-Gilbert campus. 49

20. Approve Zach Lindseth as a volunteer baseball coach for Eveleth-Gilbert for the 2020-2021 school year.

21. Approval of requested leave of absence for Maxine Perko effective October 15, 2020 through the remainder of the 2020-2021 school year.

22. Approval of leave of absence of Title I Aide Nancy Pickett for the 2020-2021 school year.

23. Approval of contract for Pam Frazee, Registered Nurse, effective July 1, 2019 through June 30, 2021. 50

24. Approval of contract for Laura Johnson, Registered Nurse, effective July 1, 2019 through June 30, 2021. 51

5. Reports:

1. Virginia High School Principal's Report.

2. Construction Update

1. Kraus-Anderson Presentation 52

2. Contract Award Recommendation Letter (Part I) - High School BP#02 69

3. Covid-19: Employee Rights under the Families First Coronavirus Response Act 75

4. Update on moving scenarios to allow Virginia elementary construction to begin ahead of schedule. 76

5. Superintendent.
    1. Process for determining names for new elementary schools. 91
    2. Process for determining attendance boundaries for new elementary schools. 93
6. Administration Items:
    1. Consider proposal for indoor playground structure in the new Eveleth-Gilbert Elementary School. 95
    2. Consider approving the resignation of Derek Malner as Rock Ridge Public Schools school board member.
    3. Consider Resolution Declaring a Vacancy on the School Board. 108
    4. Consider Rock Ridge Public Schools - School District General Records Retention Schedule 110
    5. Consider contract between Rock Ridge Public Schools and Mesabi Range College for Postsecondary Enrollment Options (PSEO). 150
    6. Consider Resolution #20-009 for school supplies donated by Walmart to the Franklin Elementary. 155
7. Policies:
    1. 104 School District Mission Statement 156
    2. 203.2 Order of the Regular School Board Meeting 158
    3. 206 Public Participation in School Board Meetings/Complaints About Persons At School Board Meeting and Data Privacy Considerations 160
    4. 409 Employee Publications, Instructional Materials, Inventions, And Creations 166
    5. 416 Drug and Alcohol Testing 167
    6. 516 Student Medication 190
8. Board Member Topics.
9. Unfinished Business.
10. Meeting Announcements:
    1. There will be a regular meeting of the Rock Ridge School Board on Monday, October 26, 2020 at 6:00 P.M. at the Spectrum Health Building.
11. Adjournment.

OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, SEPTEMBER 28, 2020, 5:00 P.M.
SPECTRUM HEALTH BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN
MINUTES OF THE WORKING SESSION

Members Present:		**Others Present:**
Billy Addy	Tim Riordan	Dr. Noel Schmidt, Superintendent
Murray Anderson	Kelly Sather	
Mark Forte	Matt Sjoberg	
	John Uhan	

Members Absent:	
Gail Baribeau	Pollyann Sorcan
Brandi Lautigar	Stacey Sundquist
Greg Manninen	Tom Tammaro

VICE CHAIR ADDY called the working session to order at 5:10 P.M.

Board members took a walking site tour of the construction progress of the new high school and Eveleth-Gilbert elementary guided by Paul Noll and Pete Auvinen, Project Managers – Kraus-Anderson.

Working session adjourned at 5:45 P.M.

OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, SEPTEMBER 28, 2020, 6:00 P.M.
SPECTRUM HEALTH BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN
MINUTES OF THE REGULAR SCHOOL BOARD MEETING

Members Present:		**Others Present:**
Billy Addy	Tim Riordan	Dr. Noel Schmidt, Superintendent
Murray Anderson	Kelly Sather	Jeff Carey, Buildings & Grounds
Gail Baribeau	Matt Sjoberg	Spencer Aune, Business Manager
Mark Forte	Polly Sorcan (arrived at 6:02 P.M)	Willie Spelts, Fundraising Director
Brandi Lautigar	John Uhan	Dan Johnson, Roosevelt Principal
Greg Manninen		Josh Lamppa, Virginia Activties Director
		JoJo Scott, Eveleth-Gilbert Activities Director
Members Absent:		
Stacey Sundquist	Tom Tammaro	

VICE CHAIR ADDY called the regular meeting to order at 6:00 P.M. and the Pledge of Allegiance was recited and roll call was taken.

ADDITIONS/DELETIONS TO THE AGENDA: None.

APPROVE AGENDA:
Moved by RIORDAN, seconded by SJOBERG to **approve agenda as presented**.
Roll call vote – Addy (Aye), Anderson (Aye), Baribeau (Aye), Forte (Aye), Lautigar (Aye), Manninen (Aye), Riordan (Aye), Sather (Aye), Sjoberg (Aye), Sorcan (Abstained), Uhan (Aye). Motion carried 10-0, 1 abstention.

CONSENT AGENDA:
MANNINEN motioned to **approve Consent Agenda as presented**, seconded SATHER.
Roll call vote – Addy (Aye), Anderson (Abstained), Baribeau (Aye), Forte (Aye), Lautigar (Aye), Manninen (Aye), Riordan (Aye), Sather (Aye), Sjoberg (Aye), Sorcan (No), Uhan (Aye). Motion carried 9-1, 1 abstention.

- Approval of September 14, 2020 regular meeting minutes.
- Approval of the payment of the bills.
- Approval of hire of Amanda Murfin for the School Readiness/Friday Wrap Around Care position effective September 15, 2020.
- Acceptance of resignation of Sarah Finley from the PreK Para/Teacher's Aide position effective September 16, 2020.
- Approval of hire of Glenn Harju for the Part-time School Bus Driver position effective September 21, 2020.
- Approval of hire of Amanda Wenneson for the Para Educator position effective September 28, 2020.
- Approval of hire of Cindy Kujala for the Title I Aide position effective September 28, 2020.
- Approval of hire of Terese Stubbs for the Title I Aide position effective September 28, 2020.
- Approval of hire of Julie Schelde for the Early Childhood Special Education Para Educator position effective September 29, 2020.
- Approval of hire of Pia Starkovich for the Early Childhood Aide position effective September 29, 2020.
- Approval of hire of Amy Kvaternik for the Junior High Volleyball Coach position for the 2020-21 school year.
- Approval of hire of Michael Williams for the 7th Grade Football Coach position for the 2020-21 school year.
- Approval of hire of Ed Cremers for the 7th Grade Football Coach position for the 2020-21 school year.
- Approval of leave of absence for Para Educator Jessica Higgins for the 2020-21 school year.
- Approval of volunteer Eveleth-Gilbert football coaches for 2020-21: Nick Beaudette, Cooper Dosan, Gavin Strle, and Emilio Strle.

- Approval of 0.2 FTE increase for Matthew Anderson, Health/Physical Education Teacher, from 0.7 FTE to 0.9 FTE effective August 31, 2020.

REPORTS:

- Spencer Aune discussed the investment report provided by Ehlers.
- Spencer Aune provided a report on the construction budget and funds.
- Willie Spelts gave an update on the fundraising process #rockridgerising.
- Josh Lamppa and JoJo Scott provided input on the fall sports and the recent decisions of the MSHSL to begin football and volleyball.
- Roosevelt Principal Dan Johnson gave his report.
- Supt. Schmidt provided several process options for determining the names of the new elementary schools and for determining attendance boundaries for the new elementary schools. The board needs to choose a process for each of these in the next 1-2 meetings.
- Scott Krenner and Kristen Nelson, Cuningham Group, showed the board some preliminary sketches and pictures of the new Virginia elementary.
- Jeff Carey provided the board with several options of relocating students so construction on the new Virginia elementary can begin earlier than originally determined. Discussion will continue at future board meetings.

ADMINISTRATION:

Moved by SJOBERG, seconded by RIORDAN, to **approve the Work Authorization Form #11 (Cuningham).**
Roll call vote – Addy (Aye), Anderson (Aye), Baribeau (Aye), Forte (Aye), Lautigar (Aye), Manninen (Aye), Riordan (Aye), Sather (Aye), Sjoberg (Aye), Sorcan (No), Uhan (Aye). Motion carried 10-1.

Email from Amy Hendrickson, ERATS Director, was read into the record as public comment.

Moved by BARIBEUA, seconded by FORTE, to **approve the Preliminary 2020 Payable 2021 Levy at maximum.**
Roll call vote – Addy (Aye), Anderson (Aye), Baribeau (Aye), Forte (Aye), Lautigar (Aye), Manninen (Aye), Riordan (Aye), Sather (Aye), Sjoberg (Aye), Sorcan (Aye), Uhan (Aye). Motion carried 11-0.

The **Truth in Taxation meeting** was set for December 14, 2020 at 6:00 P.M.

Moved by SJOBERG, seconded by LAUTIGAR, to **table the approval of the resignation of Derek Malner as Rock Ridge school board director.**
Roll call vote – Addy (Aye), Anderson (Aye), Baribeau (Aye), Forte (Aye), Lautigar (Aye), Manninen (Aye), Riordan (Aye), Sather (Aye), Sjoberg (Aye), Sorcan (No), Uhan (Abstained). Motion carried 9-1, 1 abstention.

Moved by RIORDAN, seconded by LAUTIGAR, to **approve the amended 2020-2021 Virginia school calendar.**
Roll call vote – Addy (Aye), Anderson (Aye), Baribeau (Aye), Forte (Aye), Lautigar (Aye), Manninen (Aye), Riordan (Aye), Sather (Aye), Sjoberg (Aye), Sorcan (Aye), Uhan (Aye). Motion carried 11-0.

Moved by ANDERSON, seconded by UHAN to **approve the third and final reading of the following school board policies:**
Roll call vote – Addy (Aye), Anderson (Aye), Baribeau (Aye), Forte (Aye), Lautigar (Aye), Manninen (Aye), Riordan (Aye), Sather (Aye), Sjoberg (No), Sorcan (No), Uhan (Aye). Motion carried 9-2.

00	**SCHOOL DISTRICT**
101	Legal Status of the School District
101.1	Name of the School District
103	Complaints – Students, Employees, Parents, Other Persons
104	School District Mission Statement

200 SCHOOL BOARD
201 Legal Status of the School Board
202 School Board Officers
203 Operation of the School Board – Governing Rules
203.1 School Board Procedures; Rules of Order
203.2 Order of the Regular School Board Meeting
203.5 School Board Meeting Agenda
203.6 Consent Agendas
204 School Board Meeting Minutes
205 Open Meetings and Closed Meetings
206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
207 Public Hearings
208 Development, Adoption, and Implementation of Policies
210 Conflict of Interest – School Board Members
211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
212 School Board Member Development
213 School Board Committees

300 ADMINISTRATION
301 School District Administration
302 Superintendent
303 Superintendent Selection
304 Superintendent Contract, Duties, and Evaluation
305 Policy Implementation
306 Administrator Code of Ethics

400 EMPLOYEES/PERSONNEL
403 Discipline, Suspension, and Dismissal of School District Employees
404 Employment Background Checks
405 Veteran's Preference
407 Employee Right to Know – Exposure to Hazardous Substances
408 Subpoena of a School District Employee
409 Employee Publications, Instructional Materials, Inventions, and Creations
414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
415 Mandated Reporting of Maltreatment of Vulnerable Adults
416 Drug and Alcohol Testing
420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
421 Gifts to Employees and School Board Members
422 Policies Incorporated by Reference
423 Employee-Student Relationships
424 License Status
425 Staff Development

500 STUDENTS
503 Student Attendance
504 Student Dress and Appearance
505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
507 Corporal Punishment
508 Extended School Year for Certain Students with Individualized Education Programs
509 Enrollment of Nonresident Students
510 School Activities

511 Student Fundraising
512 School-Sponsored Student Publications and Activities
513 Student Promotion, Retention, and Program Design
517 Student Recruiting
518 DNR-DNI Orders
519 Interviews of Students by Outside Agencies
522 Title IX Sex Nondiscrimination, Grievance Procedure and Process
523 Policies Incorporated by Reference
525 Violence Prevention [Applicable to Students and Staff]
527 Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches
528 Student Parental, Family, and Marital Status Nondiscrimination
529 Staff Notification of Violent Behavior by Students
530 Immunization Requirements
531 The Pledge of Allegiance
535 Service Animals in Schools

600 EDUCATION PROGRAMS
602 Organization of School Calendar and School Day
604 Instructional Curriculum
605 Alternative Programs
606 Textbooks and Instructional Materials
607 Organization of Grade Levels
608 Instructional Services – Special Education
609 Religion
610 Field Trips
611 Home Schooling
612.1 Development of Parent and Family Engagement Policies for Title I Programs
613 Graduation Requirements
614 School District Testing Plan and Procedure
615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
618 Assessment of Student Achievement
619 Staff Development for Standards
623 Mandatory Summer School Instruction
624 Online Learning Options

700 NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES
701 Establishment and Adoption of School District Budget
701.1 Modification of School District Budget
702 Accounting
703 Annual Audit
704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
705 Investments
706 Acceptance of Gifts
707 Transportation of Public School Students
708 Transportation of Nonpublic School Students
710 Extracurricular Transportation
711 Video Recording on School Buses
712 Video Surveillance Other Than on Buses
713 Student Activity Accounting
714 Fund Balances
720 Vending Machines

800 BUILDINGS AND SITES

801 Equal Access to School Facilities
802 Disposition of Obsolete Equipment and Material
805 Waste Reduction and Recycling
807 Health and Safety Policy

900 SCHOOL DISTRICT – COMMUNITY RELATIONS
901 Community Education
902 Use of School District Facilities and Equipment
904 Distribution of Materials on School District Property by Nonschool Persons
905 Advertising
906 Community Notification of Predatory Offenders
907 Rewards

UNFINISHED BUSINESS:

- Sorcan – Student Resource Officer information requested for the possibility of having an SRO on the Eveleth-Gilbert campus.

BOARD MEMBER TOPICS:

- Forte – reconsider the Budget & Finance Committee to be a committee of the whole.
- Sather – site tour was eye-opening and a realization of all the work accomplished in the past three years.
- Addy – excited to see all of the progress at the construction sites.
- Anderson – enjoyed seeing how the natural resources are being intertwined in the design and layout of the new schools and proud to hear how many local companies are doing work on these projects.
- Lautigar – commended the school staffs for all the hard work put in already this school year and asked if information regarding the pros and cons of what's happening in the schools is being relayed somehow to MDE.
- Sorcan – consider having no school on Wednesdays during Covid.

MEETING ANNOUNCEMENTS:

- Regular meeting on October 12, 2020 at 6:00 P.M. at the Spectrum Health Building.

ADJOURNMENT:
Motion to adjourn made by BARIBEAU, seconded ANDERSON. Motion passed. Meeting adjourned at 8:58 P.M

_____ _____
CHAIR – Stacey Sundquist CLERK – Kelly Sather

Eveleth-Gilbert ISD #2154

Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
2154	1	370854	06350		CITY OF EVELETH				Check	
				E 05 302 294 114 302 523		HIPP FACILITY USE AGREEMENT		$23,010.00		
				E 05 302 296 144 302 523		HIPP FACILITY USE AGREEMENT		$23,010.00		
	PO#:	Voucher #:		85284	Invoice	Invoice No: 100220	10/7/2020		Paid Amt:	$46,020.00
									Check Amount:	$46,020.00
2154	1	370855	4692		HAPPY CHEF				Check	
				E 01 301 250 000 000 430		CLASSIC WHITE COATS		$469.75		
				E 01 301 250 000 000 430		SHIPPING		$17.50		
	PO#:	Voucher #:		85285	Invoice	Invoice No: 1597939A	10/7/2020		Paid Amt:	$487.25
									Check Amount:	$487.25
2154	1	370856	16750		ISD #2711				Check	
				E 01 302 294 119 000 391		FY20 SOCCER		$3,476.38		
				E 01 302 296 129 000 391		FY20 SOCCER		$3,476.37		
	PO#:	Voucher #:		85286	Invoice	Invoice No: 1738	10/7/2020		Paid Amt:	$6,952.75
				E 01 302 296 118 000 391		FY20 NORDIC SKI		$730.42		
				E 01 302 294 118 000 391		FY20 NORDIC SKI		$730.42		
	PO#:	Voucher #:		85287	Invoice	Invoice No: 1739	10/7/2020		Paid Amt:	$1,460.84
									Check Amount:	$8,413.59
2154	1	370857	17849		ISD #709 DULUTH				Check	
				E 01 998 279 000 317 390		CLAVITER		$600.00		
				E 01 998 279 000 317 390		WANG		$600.00		
	PO#:	Voucher #:		85288	Invoice	Invoice No: 1002100137	10/7/2020		Paid Amt:	$1,200.00
									Check Amount:	$1,200.00
									Report Total:	$56,120.84

Rock Ridge Public Schools
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2909	1	1543	2200		BAUMAN JEANNINE		Check
				E 01 302 296 704 000 430	SEW VB JERSEYS	$80.00	
	PO#:	Voucher #:		2115 Invoice	Invoice No: 92420	10/7/2020	Paid Amt: $80.00
							Check Amount: $80.00
2909	1	1544	2810		BROWN TRANSPORTATION INC		Check
				E 03 005 760 000 723 361	20SEPT SPED TRANSOPRTATION	$73,630.26	
	PO#:	Voucher #:		2132 Invoice	Invoice No: 3433	10/7/2020	Paid Amt: $73,630.26
							Check Amount: $73,630.26
2909	1	1545	3190		CENTURY LINK		Check
				E 01 005 605 000 311 320	PHONE	$83.63	
	PO#:	Voucher #:		2120 Invoice	Invoice No: 20SEPT	10/7/2020	Paid Amt: $83.63
				E 01 005 605 000 311 320	PHONE	$83.49	
	PO#:	Voucher #:		2121 Invoice	Invoice No: 20SEPT	10/7/2020	Paid Amt: $83.49
							Check Amount: $167.12
2909	1	1546	3280		CHRISTENSEN PARTS		Check
				E 03 005 760 000 720 401	wire	$20.47	
				E 03 005 760 000 720 401	poly	$14.00	
	PO#: 1506	Voucher #:		2133 Invoice	Invoice No: 434620	10/7/2020	Paid Amt: $34.47
							Check Amount: $34.47
2909	1	1547	1072		COMO LUBE & SUPPLIES		Check
				E 03 005 760 000 720 401	used oil filter Eveleth /Gilbert	$150.00	
				E 03 005 760 000 720 401	delivery chg	$15.00	
	PO#: 1474	Voucher #:		2112 Invoice	Invoice No: 669225	10/7/2020	Paid Amt: $165.00
							Check Amount: $165.00
2909	1	1548	3920		CULLIGAN WATER CONDITIONING		Check
				E 01 005 810 000 000 370	Monthly Unit Rental	$39.00	
	PO#: 1193	Voucher #:		2150 Invoice	Invoice No: 425X01118708	10/7/2020	Paid Amt: $39.00
							Check Amount: $39.00
2909	1	1549	3990		CW TECHNOLOGY		Check
				E 01 005 605 000 000 434	October Antivirus	$186.00	
	PO#: 1549	Voucher #:		2165 Invoice	Invoice No: CW60852	10/7/2020	Paid Amt: $186.00
							Check Amount: $186.00
2909	1	1550	4740		ECOLAB		Check
				E 01 302 810 000 000 401	Pest control HS	$213.19	
	PO#: 1525	Voucher #:		2138 Invoice	Invoice No: 3042667	10/7/2020	Paid Amt: $213.19
							Check Amount: $213.19

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date		Pmt Type		
2909	1	1551	4820		EDUCATORS BENEFIT CONSULTANTS			Check		
				E 01 005 110 000 000 305	403B Admin & Compliance Monthly Fee		$230.80			
	PO#: 1190	Voucher #:		2156 Invoice	Invoice No: 15995	10/7/2020		Paid Amt:	$230.80	
								Check Amount:		$230.80
2909	1	1552	5280		EVELETH PUBLIC UTILITIES			Check		
				E 01 005 810 000 000 332	UTILITIES		$1,013.50			
				E 01 302 810 000 000 330	UTILITIES		$1,169.84			
	PO#:	Voucher #:		2126 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$2,183.34	
				E 01 005 810 000 000 332	UTILITIES		$17.50			
				E 03 005 760 000 720 330	UTILITIES		$80.75			
	PO#:	Voucher #:		2127 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$98.25	
				E 01 302 810 000 000 330	UTILITIES		$40.00			
	PO#:	Voucher #:		2128 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$40.00	
				E 01 101 810 000 000 330	UTILITIES		$129.60			
	PO#:	Voucher #:		2129 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$129.60	
				E 01 302 810 000 000 330	UTILITIES		$15.00			
	PO#:	Voucher #:		2130 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$15.00	
				E 01 302 810 000 000 330	UTILITIES		$31.00			
	PO#:	Voucher #:		2131 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$31.00	
								Check Amount:		$2,497.19
2909	1	1553	5880		GILBERT WATER & LIGHT DEPT			Check		
				E 01 005 810 000 000 332	UTILITIES		$470.34			
				E 01 100 810 000 000 330	UTILITIES		$2,527.52			
				E 03 005 760 000 720 330	UTILITIES		$1,161.29			
				E 01 301 810 000 000 330	UTILITIES		$2,002.39			
	PO#:	Voucher #:		2123 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$6,161.54	
				E 01 301 810 000 000 330	UTILITIES		$859.24			
	PO#:	Voucher #:		2124 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$859.24	
				E 01 301 810 000 000 330	UTILITIES		$280.69			
	PO#:	Voucher #:		2125 Invoice	Invoice No: 20SEPT	10/7/2020		Paid Amt:	$280.69	
								Check Amount:		$7,301.47
2909	1	1554	6090		GRANDE HARDWARE			Check		
				E 01 302 810 000 000 401	supplies		$8.98			
	PO#: 1464	Voucher #:		2107 Invoice	Invoice No: 164965	10/7/2020		Paid Amt:	$8.98	
				E 01 302 810 000 000 401	corner brace for shield		$5.02			
	PO#: 1433	Voucher #:		2101 Invoice	Invoice No: 164739	10/7/2020		Paid Amt:	$5.02	
				E 01 302 810 000 000 401	Acrylic sheet		$387.55			
				E 01 302 810 000 000 401	ceiling hooks		$3.59			
				E 01 302 810 000 000 401	chains		$26.73			

Rock Ridge Public Schools
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
2909	1	1554	6090		GRANDE HARDWARE				Check	
				E 01 302 810 000 000 401		drill bits		$1.79		
	PO#: 1434	Voucher #:	2102	Invoice	Invoice No: 164737		10/7/2020		Paid Amt:	$419.66
				E 03 005 760 000 720 401		Fasteners		$2.00		
				E 03 005 760 000 720 401		Hardware		$3.98		
	PO#: 1513	Voucher #:	2148	Invoice	Invoice No: 165063		10/7/2020		Paid Amt:	$5.98
				E 03 005 760 000 720 401		caulk		$8.98		
	PO#: 1511	Voucher #:	2149	Invoice	Invoice No: 164909		10/7/2020		Paid Amt:	$8.98
									Check Amount:	$448.62
2909	1	1555	6320		HAFDAHL THOMAS				Check	
				E 01 302 294 701 000 305		OFFICIAL		$45.00		
	PO#:	Voucher #:	2175	Invoice	Invoice No: JHFB101220		10/7/2020		Paid Amt:	$45.00
									Check Amount:	$45.00
2909	1	1556	6350		HALLBERG ENGINEERING				Check	
				E 06 100 870 000 000 311		PROFESSIONAL SERVICES		$1,550.00		
	PO#:	Voucher #:	2172	Invoice	Invoice No: 26168		10/7/2020		Paid Amt:	$1,550.00
									Check Amount:	$1,550.00
2909	1	1557	6490		HAWKINS INC				Check	
				E 05 302 865 000 381 350		Repair/Maint Service		$366.82		
	PO#: 1470	Voucher #:	2110	Invoice	Invoice No: 4792326		10/7/2020		Paid Amt:	$366.82
									Check Amount:	$366.82
2909	1	1558	8120		JONES SCHOOL SUPPLY CO INC				Check	
				E 01 101 203 000 000 401		2736 Paw Power Pins		$33.83		
				E 01 101 203 000 000 401		Freight		$5.25		
	PO#: 1162	Voucher #:	2161	Invoice	Invoice No: 1776240		10/7/2020		Paid Amt:	$39.08
									Check Amount:	$39.08
2909	1	1559	8810		KUOPPALA LAURIE				Check	
				R 04 500 000 000 321 040		COMMED SCARECROW PAINTING		$234.00		
	PO#:	Voucher #:	2137	Invoice	Invoice No: 92520		10/7/2020		Paid Amt:	$234.00
									Check Amount:	$234.00
2909	1	1560	8840		KY INTERPRETING SERVICES				Check	
				E 01 100 405 000 740 399		INTERPRETING SERVICES		$2,550.00		
	PO#:	Voucher #:	2153	Invoice	Invoice No: 2315		10/7/2020		Paid Amt:	$2,550.00
				E 01 100 405 000 740 399		INTERPRETING SERVICES		$9,030.00		
	PO#:	Voucher #:	2154	Invoice	Invoice No: 2329		10/7/2020		Paid Amt:	$9,030.00
									Check Amount:	$11,580.00

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
2909	1	1561	8890		L & M SUPPLY INC				Check	
				E 01 302 810 000 000 401		Epoxy and Gorilla glue		$14.97		
	PO#: 1461	Voucher #:		2105 Invoice	Invoice No: 8732571		10/7/2020		Paid Amt:	$14.97
				E 03 005 760 000 720 401		storage bin		$4.49		
				E 03 005 760 000 720 401		holder		$19.99		
	PO#: 1427	Voucher #:		2099 Invoice	Invoice No: 8720904		10/7/2020		Paid Amt:	$24.48
									Check Amount:	$39.45
2909	1	1562	8920		LAKE SUPERIOR COLLEGE				Check	
				E 01 302 211 000 000 394		20-21 LSC Concurrent Enrollment		$19,250.00		
	PO#: 1503	Voucher #:		2113 Invoice	Invoice No: 00329107		10/7/2020		Paid Amt:	$19,250.00
									Check Amount:	$19,250.00
2909	1	1563	9910		MASSP				Check	
				E 01 005 640 000 316 366		WILLIAMS & GRIEPENTROG		$250.00		
	PO#:	Voucher #:		2169 Invoice	Invoice No: 92520		10/7/2020		Paid Amt:	$250.00
									Check Amount:	$250.00
2909	1	1564	9930		MATERIAL GIRL FABRIC & CRAFTS				Check	
				E 01 301 250 000 000 430		Fabric and supplies		$23.86		
				E 01 302 250 000 000 430		Fabric and supplies		$23.86		
	PO#: 1392	Voucher #:		2155 Invoice	Invoice No: 8014212		10/7/2020		Paid Amt:	$47.72
									Check Amount:	$47.72
2909	1	1565	10110		MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC				Check	
				E 01 101 203 000 000 460		9780076787128 Grade 1 Reading Workbooks		$846.60		
				E 01 101 203 000 000 460		9780076807215 Reading Wonders 2nd Grade		$249.00		
				E 01 101 203 000 000 460		Freight		$135.55		
	PO#: 1163	Voucher #:		2167 Invoice	Invoice No: 113712607001		10/7/2020		Paid Amt:	$1,231.15
									Check Amount:	$1,231.15
2909	1	1566	10220		MENARDS				Check	
				E 05 302 865 000 381 350		Shower heads		$38.80		
				E 05 302 865 000 381 350		Brass nipples		$29.26		
				E 05 302 865 000 381 350		Brass nipple		$3.95		
	PO#: 1522	Voucher #:		2140 Invoice	Invoice No: 45721		10/7/2020		Paid Amt:	$72.01
				E 01 302 810 000 000 401		Sprayer tanks		$29.94		
	PO#: 1521	Voucher #:		2141 Invoice	Invoice No: 45833		10/7/2020		Paid Amt:	$29.94
				E 01 302 810 000 000 401		wireless door bell		$26.64		
				E 01 302 810 000 000 401		Lysol Spray		$40.41		
	PO#: 1473	Voucher #:		2096 Invoice	Invoice No: 46089		10/7/2020		Paid Amt:	$67.05
				E 01 101 810 000 000 401		32 oz spray bottles		$39.36		
	PO#: 1462	Voucher #:		2097 Invoice	Invoice No: 45883		10/7/2020		Paid Amt:	$39.36

Rock Ridge Public Schools
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Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
2909	1	1566	10220		MENARDS				Check	
				E 01 302 810 000 000 401		garbage can		$14.97		
	PO#: 1432	Voucher #:		2100 Invoice	Invoice No: 45475		10/7/2020		Paid Amt:	$14.97
				E 01 302 810 000 000 401		spray bottles		$6.56		
	PO#: 1465	Voucher #:		2106 Invoice	Invoice No: 45842		10/7/2020		Paid Amt:	$6.56
									Check Amount:	$229.89
2909	1	1567	10350		METRO SALES INC				Check	
				E 01 101 203 000 000 370		#122099		$397.45		
	PO#: 1294	Voucher #:		2151 Invoice	Invoice No: INV1662462		10/7/2020		Paid Amt:	$397.45
				E 01 101 203 000 000 370		#107594 W885L600048		$20.88		
				E 01 302 211 000 000 370		#107595 W885L60026		$31.99		
	PO#: 1202	Voucher #:		2157 Invoice	Invoice No: INV1662460		10/7/2020		Paid Amt:	$52.87
				E 01 301 211 000 000 370		#113930 W866L300047		$15.32		
				E 01 101 203 000 000 370		#114241 G676L400038		$47.17		
	PO#: 1202	Voucher #:		2158 Invoice	Invoice No: INV1662461		10/7/2020		Paid Amt:	$62.49
				E 01 100 203 000 000 370		#118611 C326RB00747		$95.02		
	PO#: 1202	Voucher #:		2159 Invoice	Invoice No: INV1665030		10/7/2020		Paid Amt:	$95.02
									Check Amount:	$607.83
2909	1	1568	10470		MID-STATE TRUCKING SERVICE INC				Check	
				E 03 005 760 000 720 401		coolant		$31.52		
	PO#: 1510	Voucher #:		2136 Invoice	Invoice No: 312020V		10/7/2020		Paid Amt:	$31.52
									Check Amount:	$31.52
2909	1	1569	10670		MINNESOTA POWER				Check	
				E 01 302 810 000 000 330		UTILITIES		$383.16		
	PO#:	Voucher #:		2117 Invoice	Invoice No: 20SEPT		10/7/2020		Paid Amt:	$383.16
				E 01 101 810 000 000 330		UTILITIES		$2,698.02		
	PO#:	Voucher #:		2118 Invoice	Invoice No: 20SEPT		10/7/2020		Paid Amt:	$2,698.02
									Check Amount:	$3,081.18
2909	1	1570	10800		MN ENERGY RESOURCES CORP				Check	
				E 01 005 810 000 000 440		UTILITIES		$94.84		
	PO#:	Voucher #:		2119 Invoice	Invoice No: 20SEPT		10/7/2020		Paid Amt:	$94.84
									Check Amount:	$94.84
2909	1	1571	10850		MN RURAL EDUCATION ASSOCIATION				Check	
				E 01 005 640 000 316 366		WILLIAMS, GRIP, PERKOVICH, CONSTANTI		$750.00		
	PO#:	Voucher #:		2170 Invoice	Invoice No: 100620		10/7/2020		Paid Amt:	$750.00
									Check Amount:	$750.00

Rock Ridge Public Schools
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Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
2909	1	1572	10900		MN TELECOMMUNICATIONS				Check
				E 01 005 605 000 311 320		TECH		$742.50	
	PO#:	Voucher #:	2152	Invoice	Invoice No: 6676		10/7/2020		Paid Amt: $742.50
									Check Amount: $742.50
2909	1	1573	1093		NASSP				Check
				E 01 302 298 000 000 369		NHS MEMBERSHIP		$385.00	
	PO#:	Voucher #:	2171	Invoice	Invoice No: 100520		10/7/2020		Paid Amt: $385.00
									Check Amount: $385.00
2909	1	1574	11480		NEXTERA COMMUNICATIONS				Check
				E 01 005 105 000 000 320		PHONE		$670.22	
	PO#:	Voucher #:	2166	Invoice	Invoice No: 20OCT		10/7/2020		Paid Amt: $670.22
									Check Amount: $670.22
2909	1	1575	11630		NORTHERN MN DENTAL INC				Check
				B 01 215 002		DENTAL INSURANCE		$4,969.90	
	PO#:	Voucher #:	2122	Invoice	Invoice No: 20OCT		10/7/2020		Paid Amt: $4,969.90
									Check Amount: $4,969.90
2909	1	1576	12850		RANGE AUTO PARTS COMPANY				Check
				E 03 005 760 000 720 401		battery		$303.90	
	PO#: 1508	Voucher #:	2134	Invoice	Invoice No: 13846		10/7/2020		Paid Amt: $303.90
				E 03 005 760 000 720 401		radiator cap		$7.95	
				E 03 005 760 000 720 401		shop towels		$15.99	
				E 03 005 760 000 720 401		anti freeze		$29.90	
				E 03 005 760 000 720 401		air tool		$3.99	
	PO#: 1507	Voucher #:	2135	Invoice	Invoice No: 13858		10/7/2020		Paid Amt: $57.83
									Check Amount: $361.73
2909	1	1577	12940		RANGE PAPER CORPORATION				Check
				E 01 302 810 000 000 401		Roll towel		$347.55	
	PO#: 1523	Voucher #:	2139	Invoice	Invoice No: 75995		10/7/2020		Paid Amt: $347.55
				E 01 101 810 000 000 401		TNT		$170.32	
	PO#: 1472	Voucher #:	2111	Invoice	Invoice No: 84068		10/7/2020		Paid Amt: $170.32
									Check Amount: $517.87
2909	1	1578	13010		REALLY GOOD STUFF LLC				Check
				E 01 101 203 000 000 401		161275HXB Desktop Classroom Papers Orga		$0.00	
				E 01 101 203 000 000 401		164859 Double Sided Dry Erase Clipboards		$45.98	
				E 01 101 203 000 000 401		Freight		$8.95	
	PO#: 1160	Voucher #:	2160	Invoice	Invoice No: 7348596		10/7/2020		Paid Amt: $54.93
									Check Amount: $54.93

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
2909	1	1579	13070		REGION 7A GIRLS TENNIS				Check
				E 01 302 296 705 000 430		TENNIS SECTIONS		$100.00	
PO#:		Voucher #:		2116 Invoice	Invoice No: 92420		10/7/2020	Paid Amt:	$100.00
								Check Amount:	$100.00
2909	1	1580	13840		SCHOOL SPECIALTY INC				Check
				E 01 301 211 000 000 401		91583443677 Tape Masking Economy .75x60		$19.49	
				E 01 301 211 000 000 401		91439529677 Sharpener Multi size 9x6x6.5 Bl		$38.99	
				E 01 301 211 000 000 401		9282922677 Dice white with black dots set of :		$12.08	
				E 01 301 211 000 000 401		91370427677 pencils dixon oriole #2 pack of 1		$25.04	
				E 01 301 211 000 000 401		91496238677 Pen z-grip flight RT 1.22MM bla		$0.00	
				E 01 301 211 000 000 401		9067115677 Marker Permanent fine assorted :		$18.70	
				E 01 301 211 000 000 401		91354240677 Tape Transparent .75 in x 36yd		$11.69	
				E 01 301 211 000 000 401		91465534677 Punch paper 3 hole with pull ou		$28.59	
PO#: 1168		Voucher #:		2162 Invoice	Invoice No: 208125945828		10/7/2020	Paid Amt:	$154.58
								Check Amount:	$154.58
2909	1	1581	1069		STAGE PARTNERS				Check
				E 01 302 298 000 000 401		Spoon River Streaming Rights (royalties)		$225.00	
				E 01 302 298 000 000 401		Spoon River PDF pack (script template)		$150.00	
				E 01 302 298 000 000 401		Archival Video License		$100.00	
PO#: 1460		Voucher #:		2168 Invoice	Invoice No: 2614		10/7/2020	Paid Amt:	$475.00
								Check Amount:	$475.00
2909	1	1582	14720		STAINIGER GREG				Check
				E 01 302 294 701 000 305		OFFICIAL		$45.00	
PO#:		Voucher #:		2174 Invoice	Invoice No: JHFB101220		10/7/2020	Paid Amt:	$45.00
								Check Amount:	$45.00
2909	1	1583	15330		TECH CHECK LLC				Check
				E 01 005 605 000 000 434		Fortinet UTM Security Bundle Renewal Renew		$4,894.00	
				E 01 005 605 000 000 434		Fortinet FAZ-400e Renewal One Year Term: 8/		$1,694.00	
PO#: 1361		Voucher #:		2098 Invoice	Invoice No: 41804		10/7/2020	Paid Amt:	$6,588.00
								Check Amount:	$6,588.00
2909	1	1584	16100		TRIMARK INDUSTRIAL				Check
				E 01 302 810 000 000 401		2XL gloves		$275.60	
				E 01 101 810 000 000 401		Medium gloves		$275.60	
				E 01 101 810 000 000 401		Small gloves		$27.56	
				E 01 302 810 000 000 401		safety glasses		$5.90	
				E 01 302 810 000 000 401		safety glasses Mirrored for driving		$6.90	

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
2909	1	1584	16100		TRIMARK INDUSTRIAL				Check	
				E 01 301 810 000 000 401		Safety glasses		$11.92		
	PO#: 1559	Voucher #:	2163	Invoice	Invoice No: IN634355		10/7/2020		Paid Amt:	$603.48
									Check Amount:	$603.48
2909	1	1585	16300		UNITED TRUCK BODY				Check	
				E 03 005 760 000 720 401		Heater motor		$54.81		
				E 03 005 760 000 720 401		freight		$10.00		
	PO#: 1520	Voucher #:	2142	Invoice	Invoice No: 543969		10/7/2020		Paid Amt:	$64.81
				E 03 005 760 000 720 401		Trans filter		$29.70		
	PO#: 1519	Voucher #:	2143	Invoice	Invoice No: 543594C		10/7/2020		Paid Amt:	$29.70
				E 03 005 760 000 720 401		Mounting kit		$62.28		
				E 03 005 760 000 720 401		freight		$10.00		
	PO#: 1518	Voucher #:	2144	Invoice	Invoice No: 543829B		10/7/2020		Paid Amt:	$72.28
				E 03 005 760 000 720 401		Auxillary Fan		$58.35		
				E 03 005 760 000 720 401		freight		$10.00		
	PO#: 1517	Voucher #:	2145	Invoice	Invoice No: 543950A		10/7/2020		Paid Amt:	$68.35
				E 03 005 760 000 720 401		Fuel tank		$1,407.06		
				E 03 005 760 000 720 401		fuel tank strap		$129.80		
				E 03 005 760 000 720 401		fuel tank pad		$49.50		
	PO#: 1515	Voucher #:	2146	Invoice	Invoice No: 543950B		10/7/2020		Paid Amt:	$1,586.36
				E 03 005 760 000 720 401		Bracket		$158.61		
	PO#: 1514	Voucher #:	2147	Invoice	Invoice No: 543956		10/7/2020		Paid Amt:	$158.61
				E 03 005 760 000 720 401		surge tank kit		$258.75		
	PO#: 1437	Voucher #:	2103	Invoice	Invoice No: 543797		10/7/2020		Paid Amt:	$258.75
				E 03 005 760 000 720 401		Strobe light		$116.92		
				E 03 005 760 000 720 401		freight		$8.00		
	PO#: 1438	Voucher #:	2104	Invoice	Invoice No: 543829A		10/7/2020		Paid Amt:	$124.92
									Check Amount:	$2,363.78
2909	1	1586	16380		US WATER SERVICES				Check	
				E 05 302 865 000 380 350		55 gallon drums of chemicals		$8,946.92		
	PO#: 1558	Voucher #:	2164	Invoice	Invoice No: INV548239		10/7/2020		Paid Amt:	$8,946.92
									Check Amount:	$8,946.92
2909	1	1587	16410		VAKE TRAVIS				Check	
				E 01 302 294 701 000 305		OFFICIAL		$120.72		
	PO#:	Voucher #:	2173	Invoice	Invoice No: FB100920		10/7/2020		Paid Amt:	$120.72
									Check Amount:	$120.72

Rock Ridge Public Schools
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type	
2909	1	1588	16410		VAKE TRAVIS				Check	
				E 01 302 294 701 000 305		OFFICIAL		$45.00		
	PO#:	Voucher #:	2176	Invoice	Invoice No: JHFB101220		10/7/2020		Paid Amt:	$45.00
									Check Amount:	$45.00
2909	1	1589	16520		VIKING ELECTRIC SUPPLY				Check	
				E 05 302 865 000 369 350		light bulbs		$329.10		
	PO#: 1468	Voucher #:	2108	Invoice	Invoice No: S003955869.001		10/7/2020		Paid Amt:	$329.10
				E 05 302 865 000 369 350		out side timer		$199.99		
	PO#: 1469	Voucher #:	2109	Invoice	Invoice No: S003942429.001		10/7/2020		Paid Amt:	$199.99
									Check Amount:	$529.09
2909	1	1590	16710		WAGNER JON				Check	
				E 01 302 294 702 000 430		BATTERY FOR CLOCK/TIMER		$49.50		
				E 01 302 296 702 000 430		BATTERY FOR CLOCK/TIMER		$49.50		
	PO#:	Voucher #:	2114	Invoice	Invoice No: 92420		10/7/2020		Paid Amt:	$99.00
									Check Amount:	$99.00
									Report Total:	$152,194.32

October 12, 2020

offered the following resolution and moved for its adoption.

RESOLVED, By the Board of Education of Independent School District #2909 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

CHECK NO.	VENDOR	UFARS CODE							DESCRIPTION	AMOUNT
1275	ALL FLAGS, LLC	E	01	302	810	000	000	401	American flags	$83.66
1275	ALL FLAGS, LLC	E	01	302	810	000	000	401	retainer ring	$29.28
1275	ALL FLAGS, LLC	E	01	302	810	000	000	401	shipping	$5.95
1275 Total										**$118.89**
1276	AT & T MOBILITY	E	01	005	105	000	000	320	CELL PHONE	$76.58
1276 Total										**$76.58**
1277	AVI SYSTEMS	E	01	005	010	000	000	401	CABLECAST REFLECT LIVE & VIDEO ON DEMANI	$2,150.00
1277 Total										**$2,150.00**
1278	BOLDT	E	05	302	865	000	369	350	replace mudlegs on boiler	$31,040.00
1278 Total										**$31,040.00**
1279	CAREY BECKI	E	01	101	203	000	000	401	PLANBOOK EDU RENEWAL	$25.00
1279 Total										**$25.00**
1280	CENTURY LINK	E	01	005	605	000	311	320	PHONE	$83.63
1280	CENTURY LINK	E	01	005	605	000	311	320	PHONE	$83.49
1280 Total										**$167.12**
1281	CHRISTENSEN PARTS	E	03	005	760	000	720	401	exhaust clamp	$4.05
1281 Total										**$4.05**
1282	CULLIGAN WATER CONDITIONING	E	01	005	810	000	000	370	Monthly Unit Rental	$39.00
1282 Total										**$39.00**
1283	DEMCO	E	01	101	203	000	000	401	W 12803520 Colored Label Protectors 250 Roll	$14.59
1283	DEMCO	E	01	101	203	000	000	401	W12803550 Colored Label Protectors 250 Roll F	$14.59
1283	DEMCO	E	01	101	203	000	000	401	Freight	$9.95
1283 Total										**$39.13**
1284	DOLINSEK JANELLE	E	01	005	105	000	000	366	MILEAGE	$126.50
1284 Total										**$126.50**
1285	ECOLAB	E	01	301	810	000	000	401	Pest control	$213.19
1285 Total										**$213.19**
1286	EDUCATORS BENEFIT CONSULTANTS	E	01	005	110	000	000	305	403B Admin & Compliance Monthly Fee	$230.80
1286 Total										**$230.80**
1287	ELECTRIC SCIENTIFIC CO INC	E	01	302	810	000	000	401	semi Annual fire suspresion test	$490.00
1287 Total										**$490.00**
1288	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	$1,013.50
1288	EVELETH PUBLIC UTILITIES	E	01	302	810	000	000	330	UTILITIES	$1,478.29
1288	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	$17.50
1288	EVELETH PUBLIC UTILITIES	E	03	005	760	000	720	330	UTILITIES	$110.60
1288	EVELETH PUBLIC UTILITIES	E	01	302	810	000	000	330	UTILITIES	$59.90
1288	EVELETH PUBLIC UTILITIES	E	01	101	810	000	000	330	UTILITIES	$109.70
1288	EVELETH PUBLIC UTILITIES	E	01	101	810	000	000	330	UTILITIES	$18.85
1288	EVELETH PUBLIC UTILITIES	E	01	101	810	000	000	330	UTILITIES	$40.95
1288 Total										**$2,849.29**
1289	FIVE SEASONS SPORT CENTER	E	03	005	760	000	720	401	Trimmer head	$91.72
1289 Total										**$91.72**
1290	GILBERT WATER & LIGHT DEPT	E	01	005	810	000	000	332	UTILITIES	$259.74
1290	GILBERT WATER & LIGHT DEPT	E	01	100	810	000	000	330	UTILITIES	$2,526.93
1290	GILBERT WATER & LIGHT DEPT	E	03	005	760	000	720	330	UTILITIES	$1,161.02
1290	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	$2,213.53

1290	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	$648.64
1290	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	$279.43
1290 Total										**$7,089.29**
1291	GRANDE HARDWARE	E	03	005	760	000	720	401	trimmer line	$8.99
1291	GRANDE HARDWARE	E	03	005	760	000	720	401	supplies for garage	$25.91
1291	GRANDE HARDWARE	E	01	302	810	000	000	401	screen repair	$1.00
1291	GRANDE HARDWARE	E	01	302	810	000	000	401	Acrylic sheet	$101.83
1291 Total										**$137.73**
1292	HAWKINS INC	E	01	302	810	000	000	401	pool chemicals for Eveleth	$817.14
1292	HAWKINS INC	E	01	302	810	000	000	401	HTH Drytec Granular	$44.20
1292 Total										**$861.34**
1293	KGM CONTRACTORS INC	E	06	100	870	000	000	520	SITE CLEARING & EARTHWORK	$555,750.00
1293 Total										**$555,750.00**
1294	MARIUCCI VIDEO PRODUCTION INC	E	01	005	010	000	000	401	CH 12 MGMT FEES	$1,800.00
1294 Total										**$1,800.00**
1295	MASSP	E	01	005	110	000	000	820	20-21 MEMBERSHIP- A. WILLIAMS	$870.00
1295 Total										**$870.00**
1296	MENARDS	E	01	302	810	000	000	401	Table Binders	$2,459.59
1296	MENARDS	E	01	302	810	000	000	401	Cement Patch	$32.91
1296	MENARDS	E	01	302	810	000	000	401	Concrete Bonding	$6.48
1296	MENARDS	E	01	302	810	000	000	401	Ceiling Grid Clips	$3.00
1296	MENARDS	E	01	302	810	000	000	401	Open S Hook	$2.91
1296	MENARDS	E	01	302	810	000	000	401	plumbing parts	$11.40
1296 Total										**$2,516.29**
1297	METRO SALES INC	E	01	302	211	000	000	370	#92104 E174M161509	$405.45
1297	METRO SALES INC	E	01	100	203	000	000	370	#118611 C326RB00747	$60.00
1297 Total										**$465.45**
1298	MID-STATE TRUCKING SERVICE INC	E	03	005	760	000	720	401	filters and cleaners	$59.19
1298 Total										**$59.19**
1299	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$163.24
1299	MINNESOTA POWER	E	01	101	810	000	000	330	UTILITIES	$2,135.59
1299	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$2,373.88
1299	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$27.45
1299	MINNESOTA POWER	E	01	005	810	000	000	330	UTILITIES	$61.21
1299	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$13.37
1299	MINNESOTA POWER	E	03	005	760	000	720	330	UTILITIES	$190.85
1299	MINNESOTA POWER	E	03	005	760	000	720	330	UTILITIES	$86.72
1299	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$17.85
1299	MINNESOTA POWER	E	01	101	810	000	000	330	UTILITIES	$14.94
1299	MINNESOTA POWER	E	01	005	810	070	000	330	UTILITIES	$67.04
1299	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$2,685.74
1299 Total										**$7,837.88**
1300	MN DEPT OF LABOR & INDUSTRY	E	01	301	810	000	000	401	Boiler inspection	$80.00
1300	MN DEPT OF LABOR & INDUSTRY	E	01	302	810	000	000	401	compressors inspection	$30.00
1300	MN DEPT OF LABOR & INDUSTRY	E	01	301	810	000	000	401	compressor inspection	$30.00
1300	MN DEPT OF LABOR & INDUSTRY	E	01	302	810	000	000	401	boiler inspection tags	$80.00
1300 Total										**$220.00**
1301	MN ENERGY RESOURCES CORP	E	01	005	810	000	000	440	UTILITIES	$78.48
1301	MN ENERGY RESOURCES CORP	E	01	100	810	000	000	440	UTILITIES	$165.00
1301	MN ENERGY RESOURCES CORP	E	03	005	760	000	720	440	UTILITIES	$53.39
1301 Total										**$296.87**
1302	MN INDUSTRIES, INC	E	01	302	810	000	000	401	Special bolts for boilers	$48.00
1302 Total										**$48.00**

1303	NEXTERA COMMUNICATIONS	E	01	005	105	000	000	320	PHONE	$658.84
1303 Total										**$658.84**
1304	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	MMM 34503 - Packing Tape 3 Pack	$19.76
1304	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	MMM R33012AP - Post It Refill Value Pack	$17.99
1304	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	UNV 6063 - Writing Pad	$3.40
1304	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	GEM CPAL3 - Push Pins	$6.41
1304	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	UNV 47210 - Index Cards	$0.49
1304	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	SWI 1760049 - Shredder Oil	$19.99
1304	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	PV784 Catalog Case	$105.00
1304	NORTHERN BUSINESS PRODUCTS INC	E	01	302	050	000	000	401	Chairmat CM13441F 46x60	$79.99
1304 Total										**$253.03**
1305	NORTHERN MN DENTAL INC	B	01	215	002				DENTAL INSURANCE	$5,783.90
1305 Total										**$5,783.90**
1306	POHAKI LUMBER CO	E	01	302	810	000	000	401	4x8 sheets plywood	$71.42
1306 Total										**$71.42**
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	oil filter	$3.99
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	wix filter	$12.18
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	wix filter	$7.59
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	nitrile gloves	$31.54
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	gas cap	$9.99
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	gas cap	$7.89
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	brake lines and fittings	$43.53
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	breakclean	$47.88
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	break fluid	$22.50
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	nitrile glove	$31.54
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	wix filters	$54.45
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	filter	$15.99
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Def Fluid	$59.96
1307	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	bulb	$9.90
1307 Total										**$358.93**
1308	RANGE PAPER CORPORATION	E	01	302	810	000	000	401	floor wax	$382.60
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	hand sanitizer	$124.41
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	hand sanitizer	$207.35
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	mop heads	$27.96
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	toilet wonds	$12.48
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	Lg can liners	$851.60
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	roll towel	$463.40
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	blue towel	$523.20
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	toilet bowl cleaner	$98.94
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	toilet paper	$490.60
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	peroxy	$263.92
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	hand soap	$585.72
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	bleach	$46.06
1308	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	glass cleaner	$66.32
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	hand sanitizer	$207.35
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	mop heads	$27.18
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	mop heads	$20.97
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	floor sqeegee	$60.26
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	handles	$28.60
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	mop handles	$45.04
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	LG can liners	$585.60
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	roll towel	$463.40
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	toilet paper	$490.60

1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	multi fold towel		$370.40
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	glass cleaner		$66.32
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	TNT		$127.74
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	can liners		$851.60
1308	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	hand sanitizers		$717.75
1308	RANGE PAPER CORPORATION	E	01	302	810	000	000	401	cleaning supplies for high school		$2,927.24
1308 Total											**$11,134.61**
1309	RANGE RENT ALL	E	01	302	810	000	000	401	rent compactor for field		$55.00
1309 Total											**$55.00**
1310	RATWIK ROSZAK & MALONEY	E	01	005	150	000	000	305	LEGAL SERVICES		$519.00
1310 Total											**$519.00**
1311	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	302	294	110	000	350	100 FB Helmet SPDFX Speed Flex		$1,224.00
1311	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	302	294	110	000	350	Shippiing		$39.95
1311	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	302	294	110	000	401	Shipping		$144.35
1311	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	302	294	110	000	401	800 RSPKP_RBDB Power SPK+ Rd/DB Shoulder F		$480.00
1311	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	302	294	110	000	401	600 RSPKP_QBWR POWER SPK+ QB/WR SHOULI		$480.00
1311	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	302	294	110	000	401	400 RSPKP_OLDL POWER SPK+ OL/DL SHOULDEI		$480.00
1311	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	302	294	110	000	401	200 RSPKP_LBFB POWER SPK+ LB/FB SHOULDEF		$480.00
1311 Total											**$3,328.30**
1312	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	2019809 House of Doolittle "today" wall caler		$17.74
1312	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	015741 Folder file LTR 1/3 cut tab pack of 100		$46.76
1312	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	067673 Label Laser 5160 white 1 x 2-5/8 box of		$51.98
1312	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	2028692 Pen sharpie gel .7 mm blue pack of 12		$14.29
1312	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	027433 Paper legal pads 8.5 x 11.75 white 50		$9.35
1312	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	2013990 500 school smart # 10 envelopes		$11.69
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	085420 paper notebook 1 subject 11x8.5 80 she		$19.44
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	085287 paper filler 8.5x11 15lb with margin 3/		$6.49
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	1311700 Pad planning 80 shts 8.5x11.75 asst sh		$19.48
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	085494 tagboard wht med wt 18x24 9pt 5290		$35.16
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	2003294 pencil ticonderoga #2 pack of 72		$15.33
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	084900 folder 2pkt 8.5x11 asst pack of 25		$2.98
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	087036 pencil sharpener quiet sharp exec elect		$24.69
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	081779 pen red ballpoint clic stic retr med 1.0		$5.97
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	081777 pen clic stic white/black biccsm11bk pa		$5.97
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	067115 marker permanent fine assorted san30		$9.35
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	411453 pencils colored school smart set of 144		$30.92
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	077236 pen red felt tip fine school smart pk/12		$24.92
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	026284 marker dry erase expo2 assorted san8(		$11.17
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	1543910 Califone Listening First Stereo Headpl		$55.92
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	2023310 Pen Med Ballpoint Green School Smar		$5.15
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	086667 Paper Graph 8.5 x 11 1/4 Ruled 3hp sch		$17.73
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	077372 Pen Black Roller gilde Bic Grip Micro Pa		$9.61
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	027466 Pen Ballpoint rnd stick red med 1.0mm		$5.16
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	081776 Pen Round stic grip purple medium 1.2r		$9.32
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	1572278 pen ballpoint write bros stick medium		$18.18
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	1272203 Correction tape white out ez correct \		$19.49
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	061059 staples standard 210/strip pk/5000 sch		$2.59
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	005046 Post it Note 3x3 Jaipur Pack of 5		$8.31
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	2005525 Tape Scotch Super hold 3/4 In x 1000 i		$28.59
1312	SCHOOL SPECIALTY INC	E	01	301	211	000	000	401	040584 Tape HIghland 2600 Masking .50 in x 6(		$3.12
1312 Total											**$546.85**

1313	STATE SUPPLY COMPANY	E	05	302	865	000	369	350	Relieve valve		$371.43
1313	STATE SUPPLY COMPANY	E	05	302	865	000	369	350	freight		$10.27
1313 Total											**$381.70**
1314	SUPER ONE	E	01	005	105	000	000	366	Aquafina Bottled Water		$59.90
1314	SUPER ONE	E	01	005	105	000	000	366	Bags of Cubed Ice		$31.76
1314 Total											**$91.66**
1315	TEACHER DIRECT	E	01	101	203	000	000	401	342575 EMC Writing Fabulous Sentences/para		$14.88
1315	TEACHER DIRECT	E	01	101	203	000	000	401	3427803 TCR Multiplication Four in a Row		$18.88
1315	TEACHER DIRECT	E	01	101	203	000	000	401	34263953 TCR Multiplication sPlat		$11.88
1315	TEACHER DIRECT	E	01	101	203	000	000	401	3421372 CTP Happy Birthday Award		$4.88
1315	TEACHER DIRECT	E	01	101	203	000	000	401	3423447 LER Answer Buzzers		$35.76
1315	TEACHER DIRECT	E	01	101	203	000	000	401	34260012x1296 MMM Scotch Transparent Tap		$11.40
1315	TEACHER DIRECT	E	01	101	203	000	000	401	101175 PAC Bright Assorted Card Stock		$8.38
1315	TEACHER DIRECT	E	01	101	203	000	000	401	34233939 CL Purple C Line 2 pocket Ply Pert Fo		$14.04
1315	TEACHER DIRECT	E	01	101	203	000	000	401	34233936 CL Yellow CLine 2 pocket poly pert fc		$15.12
1315	TEACHER DIRECT	E	01	101	203	000	000	401	342 BL 11 ASC BiC brite liner highlighters 12 pk		$5.58
1315	TEACHER DIRECT	E	01	101	203	000	000	401	19446585 AN16 color expo dual end erase marl		$19.88
1315 Total											**$160.68**
1316	TRAINING ROOM INC	E	01	302	292	000	000	422	Training room supplies		$685.74
1316 Total											**$685.74**
1317	TRUE NORTH STEEL	E	06	100	870	000	000	520	STRUCTURAL STEEL		$47,500.00
1317 Total											**$47,500.00**
1318	UNITED TRUCK BODY	E	03	005	760	000	720	401	brake and exhaust		$506.68
1318	UNITED TRUCK BODY	E	03	005	760	000	720	401	exhaust clamp		$37.58
1318 Total											**$544.26**
1319	WIIRRE DEBBIE	E	01	005	105	000	000	366	MILEAGE		$60.95
1319 Total											**$60.95**
1320	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone		$1,287.30
1320 Total											**$1,287.30**
1321	COMMERCIAL REFRIGERATION SYSTEM	E	02	005	770	000	701	350	Repair/Maint Service		$489.89
1321 Total											**$489.89**
1322	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	334			$242.73
1322	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	333			$28.20
1322	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332			$70.70
1322 Total											**$341.63**
1323	GREAT LAKES ALARM	E	05	005	865	000	363	311	Prof Tech Services		$728.54
1323 Total											**$728.54**
1324	NEXTERA COMMUNICATIONS	E	01	005	020	000	000	320			$74.94
1324	NEXTERA COMMUNICATIONS	E	02	005	770	000	701	320			$74.94
1324	NEXTERA COMMUNICATIONS	E	03	005	760	000	720	320			$149.88
1324	NEXTERA COMMUNICATIONS	E	01	005	810	000	000	320			$843.04
1324	NEXTERA COMMUNICATIONS	E	01	117	810	000	000	320			$74.94
1324	NEXTERA COMMUNICATIONS	E	01	005	606	000	000	320			$281.02
1324	NEXTERA COMMUNICATIONS	E	01	302	810	000	000	320			$74.94
1324	NEXTERA COMMUNICATIONS	E	01	300	211	000	000	320			$149.88
1324	NEXTERA COMMUNICATIONS	E	01	112	203	000	000	320			$74.94
1324	NEXTERA COMMUNICATIONS	E	04	500	505	000	321	320			$74.94
1324 Total											**$1,873.46**
1325	NORTHLAND FIRE & SAFETY INC	E	05	005	865	000	363	311	Prof Tech Services		$3,264.25
1325 Total											**$3,264.25**
1326	THE RETROFIT COMPANIES	E	01	005	810	000	000	311	Prof Tech Services		$566.56
1326 Total											**$566.56**

1327	THYSSENKRUPP ELEVATOR CORP	E	05	005	865	000	347	311	Prof Tech Services		$177.01
1327 Total											**$177.01**
1328	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone		$1,093.06
1328 Total											**$1,093.06**
1329	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone		$1,551.44
1329 Total											**$1,551.44**
1330	AMAZON CAPITAL SERVICES INC	E	01	112	203	402	000	430	Instruct Supplies		$109.98
1330	AMAZON CAPITAL SERVICES INC	E	01	112	203	402	000	430	Instruct Supplies		$93.40
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	406	000	430	Instruct Supplies		$34.98
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	404	000	430	Instruct Supplies		$7.02
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	404	000	430	Instruct Supplies		$12.96
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	405	000	430	Instruct Supplies		$55.92
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	403	000	430	Instruct Supplies		$119.92
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	403	000	430	Instruct Supplies		$107.99
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	403	000	430	Instruct Supplies		$14.99
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	403	000	430	Instruct Supplies		$6.98
1330	AMAZON CAPITAL SERVICES INC	E	01	112	240	000	000	430	Instruct Supplies		$73.98
1330	AMAZON CAPITAL SERVICES INC	E	01	112	240	000	000	430	Instruct Supplies		$83.00
1330	AMAZON CAPITAL SERVICES INC	E	01	112	201	000	000	430	Instruct Supplies		$9.99
1330	AMAZON CAPITAL SERVICES INC	E	01	300	211	000	320	430	Instruct Supplies		$34.95
1330	AMAZON CAPITAL SERVICES INC	E	01	116	258	000	000	430	Instruct Supplies		$135.99
1330	AMAZON CAPITAL SERVICES INC	E	01	116	203	000	000	430	Instruct Supplies		$56.99
1330	AMAZON CAPITAL SERVICES INC	E	01	112	201	000	000	430	Instruct Supplies		$184.63
1330	AMAZON CAPITAL SERVICES INC	E	01	112	201	000	000	430	Instruct Supplies		$199.51
1330	AMAZON CAPITAL SERVICES INC	E	01	005	606	000	000	430	Instruct Supplies		$5,418.22
1330	AMAZON CAPITAL SERVICES INC	E	01	005	606	000	000	430	Instruct Supplies		$584.70
1330 Total											**$7,346.10**
1331	APG MEDIA OF MN	E	01	005	010	000	000	380	Print-Publish		$8,781.44
1331 Total											**$8,781.44**
1333	BOBCAT OF DULUTH INC	E	01	005	810	000	000	350	Repairs Maint Serv		$84.96
1333 Total											**$84.96**
1334	CASTAGNERI PATRICIA	E	01	300	296	702	000	305			$75.00
1334	CASTAGNERI PATRICIA	E	01	300	294	702	000	305			$75.00
1334	CASTAGNERI PATRICIA	E	01	300	294	702	000	305			$15.00
1334	CASTAGNERI PATRICIA	E	01	300	296	702	000	305			$15.00
1334 Total											**$180.00**
1335	CHRISTENSEN PARTS	E	01	112	810	000	000	350	Repairs Maint Serv		$59.95
1335 Total											**$59.95**
1336	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees		$85.00
1336	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees		$7.00
1336	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees		$85.00
1336	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees		$7.00
1336 Total											**$184.00**
1337	COMMERCIAL REFRIGERATION SYSTEM	E	02	005	770	000	701	350	Repair/Maint Service		$535.36
1337 Total											**$535.36**
1338	CONNEY SAFETY	E	05	300	865	000	347	401	59142, DAKOTA SAFETY GLASSES		$262.00
1338	CONNEY SAFETY	E	05	300	865	000	347	401	59112, DIRECT SAFETY KAMEO (OVER GLASSES		$59.85
1338	CONNEY SAFETY	E	05	300	865	000	347	401	Freight		$103.86
1338	CONNEY SAFETY	E	05	300	865	000	347	401	GV202L, DISPOSABLE VINYL GLOVES (LARGE) (1		$227.16
1338	CONNEY SAFETY	E	05	300	865	000	347	401	GV202XL, DISPOSABLE VINYL GLOVES (X-LARGE		$227.16
1338 Total											**$880.03**
1339	COOLE SCHOOL	E	01	116	203	000	000	430	AS PER ATTACHED QUOTE		$361.46
1339 Total											**$361.46**

1340	D & D BEVERAGE	E	03	005	760	000	720	401	General Supplies		$9.00
1340	D & D BEVERAGE	E	01	005	810	000	000	401	General Supplies		$10.00
1340	D & D BEVERAGE	E	01	300	810	000	000	332	Water		$9.00
1340	D & D BEVERAGE	E	01	116	203	000	000	401	General Supplies		$40.00
1340	D & D BEVERAGE	E	01	116	203	000	000	401	General Supplies		$11.00
1340	D & D BEVERAGE	E	01	300	810	000	000	332	Water		$43.20
1340	D & D BEVERAGE	E	01	005	810	000	000	410	Custodial Supplies		$46.80
1340	D & D BEVERAGE	E	01	300	810	000	000	420	Repair Supplies		$342.40
1340	D & D BEVERAGE	E	01	300	810	000	000	420	Repair Supplies		$30.00
1340 Total											**$541.40**
1341	DALCO	E	01	005	810	000	000	420	Repair Supplies		$5.40
1341 Total											**$5.40**
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	LETBLOX, STACKING ALPHABET LETTER BLOCKS		$19.89
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	WHIRL, COLORATIONS WHIRLING WOODEN TOF		$15.48
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	YARNTIP, COLORATIONS TIPPED LACING YARN 1		$11.90
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	BIGSTAR, BIGSTAR BUILDING BLOCKS		$33.32
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	300P, COLORATIONS POM-POMS, 300 PIECES		$9.91
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	100BA, COLORATIONS SELF-ADHESIVE WIGGLY		$6.20
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	ROYALTY, COLORATIONS DECORATE YOUR OWN		$13.45
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	DOORS, COLORATIONS FOAM DOOR HANGERS		$7.70
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	FLYFI24, FLYING FISH SET OF 24		$7.73
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	LOTSADOH, CLASSIC COLOR DOUGH 2 OZ MEGA		$22.68
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	STAMPADS, STAMPER-PERFECT WASHABLE ST		$40.89
1342	DISCOUNT SCHOOL SUPPLY	E	01	112	201	000	000	430	HIGHHAT, MAKE YOUR OWN HAT		$13.39
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	ROBOKIT, CREATE YOUR OWN ROBOT KIT FOR 1		$41.30
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	ANIFACE, ANIMAL FRIENDS MAGNET KIT FOR 3		$23.37
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	STICKPUPA, COLORATIONS FOAM ANIMAL STIC		$18.58
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	SPINVIEW, CREATE YOUR OWN KALEIDOSCOPE		$47.26
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	BREEZY, WOODEN WIND CHIMES SET OF 12		$46.98
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	SLITHER, WOODEN SLITHERING SNAKES SET OF		$35.02
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	PONY, CLASSIC PONY BEADS 1 LB		$10.34
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	LETBD, BIG LETTER BEADS 300 PIECES		$23.79
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	BITBASE, EXCELLERATIONS MATH LIGHT TABLE		$55.47
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	POUNDPOM, BIG BAG OF POM-POMS 1 LB		$21.02
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	CHAINS, EXCELLERATIONS PLASTIC LINKS 500 PI		$21.57
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	FOAMRUS, BIG BAG OF FOAM 1 LB		$23.01
1342	DISCOUNT SCHOOL SUPPLY	E	04	500	582	000	344	430	ALPHABET, ABC FOAM SHAPES IN A BUCKET 1/		$18.19
1342 Total											**$588.44**
1343	ECOLAB	E	01	005	810	000	000	350	Repairs Maint Serv		$280.00
1343	ECOLAB	E	01	005	810	000	000	350	Repairs Maint Serv		$280.00
1343 Total											**$560.00**
1344	EDDY JULIE	E	04	500	560	000	321	430	Instruct Supplies		$89.95
1344 Total											**$89.95**
1345	EDUCATORS BENEFIT CONSULTANTS	E	01	005	110	000	000	311	Prof Tech Services		$115.41
1345 Total											**$115.41**
1346	ELSMORE AQUATIC	E	01	300	296	706	000	430	Instruct Supplies		$567.00
1346 Total											**$567.00**
1347	ESSENTIA HEALTH	E	03	005	750	000	720	311	Prof Tech Services		$198.00
1347 Total											**$198.00**
1348	FERGUSON ENTERPRISES LLC #1657	E	01	112	810	000	000	350	Repairs Maint Serv		$12.64
1348 Total											**$12.64**
1349	FLAGHOUSE INC	E	01	112	407	000	740	433	L34276, RAINBOW RAINMAKER		$37.50
1349	FLAGHOUSE INC	E	01	112	407	000	740	433	L30702, PUTTY KIT		$19.25

1349	FLAGHOUSE INC	E	01	112	407	000	740	433	L40394, CHEW STIXX JUNIOR SET OF 7		$53.00
1349	FLAGHOUSE INC	E	01	112	407	000	740	433	SHIPPING		$17.56
1349 Total											**$127.31**
1350	GOPHER STATE EVENTS LLC	E	01	300	296	702	000	364			$554.86
1350	GOPHER STATE EVENTS LLC	E	01	300	294	702	000	364			$554.86
1350 Total											**$1,109.72**
1351	GRAINGER	E	01	300	810	000	000	420	Repair Supplies		$207.96
1351 Total											**$207.96**
1352	GRANDE HARDWARE	E	01	112	810	000	000	350	Repairs Maint Serv		$30.84
1352	GRANDE HARDWARE	E	01	300	810	000	000	350	Repairs Maint Serv		$21.43
1352	GRANDE HARDWARE	E	01	005	810	000	000	420	Repair Supplies		$34.18
1352	GRANDE HARDWARE	E	01	300	810	000	000	420	Repair Supplies		$241.98
1352	GRANDE HARDWARE	E	01	300	810	000	000	420	Repair Supplies		$26.98
1352	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies		$32.68
1352	GRANDE HARDWARE	E	01	005	810	000	000	420	Repair Supplies		$16.14
1352	GRANDE HARDWARE	E	01	005	810	000	000	420	Repair Supplies		$10.23
1352	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies		$10.78
1352	GRANDE HARDWARE	E	01	112	810	000	000	350	Repairs Maint Serv		$24.22
1352	GRANDE HARDWARE	E	01	112	810	000	000	350	Repairs Maint Serv		$21.95
1352	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies		$10.75
1352	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies		$123.74
1352	GRANDE HARDWARE	E	01	112	810	000	000	410	Custodial Supplies		$3.98
1352	GRANDE HARDWARE	E	01	005	810	000	000	410	Custodial Supplies		$165.17
1352	GRANDE HARDWARE	E	01	005	810	000	000	410	Custodial Supplies		$53.96
1352 Total											**$829.01**
1353	GREAT LAKES ALARM	E	05	005	865	000	363	311	Prof Tech Services		$1,999.00
1353	GREAT LAKES ALARM	E	05	005	865	000	363	311	Prof Tech Services		$399.00
1353	GREAT LAKES ALARM	E	05	005	865	000	363	311	Prof Tech Services		$399.00
1353	GREAT LAKES ALARM	E	05	005	865	000	363	311	Prof Tech Services		$399.00
1353	GREAT LAKES ALARM	E	05	005	865	000	363	311	Prof Tech Services		$59.85
1353 Total											**$3,255.85**
1354	HAWKINS INC	E	01	116	810	000	000	420	Repair Supplies		$15.00
1354 Total											**$15.00**
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$409.50
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$700.00
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$409.50
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$82.80
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$409.50
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$409.50
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$409.50
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$409.50
1355	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish		$486.00
1355 Total											**$3,725.80**
1356	INFINITY ONLINE	E	01	302	211	000	000	394			$750.00
1356	INFINITY ONLINE	E	01	300	690	000	000	390			$750.00
1356 Total											**$1,500.00**
1357	INTER CITY OIL INC	E	03	005	760	000	720	442	Vehicle Gas & Oil		$43.60
1357 Total											**$43.60**
1358	ISD #316	E	01	300	296	702	000	364			$62.50
1358	ISD #316	E	01	300	294	702	000	364			$62.50
1358 Total											**$125.00**
1359	JAY'S PAC-N-SHIP	E	01	300	211	000	000	329	Postage		$21.00
1359 Total											**$21.00**

1360	JLX FILTERS	E	01	005	810	000	000	420	Repair Supplies	$1,742.10
1360 Total										**$1,742.10**
1361	JOSTENS	E	01	300	292	000	000	432	Uniforms	$17,340.00
1361 Total										**$17,340.00**
1362	KELLER FENCE COMPANY-NORTH INC	E	06	100	870	000	000	510	Site Prep	$700.00
1362 Total										**$700.00**
1363	KOWALSKI TERRI	E	01	300	230	000	000	430	Instruct Supplies	$79.00
1363 Total										**$79.00**
1364	KRAUS ANDERSON	E	06	300	870	000	000	311	Prof Tech Services	$166,354.20
1364	KRAUS ANDERSON	E	06	100	870	000	000	311	Prof Tech Services	$141,853.35
1364 Total										**$308,207.55**
1365	KRUSE KEITH	E	03	005	760	000	720	350	Repairs Maint Serv	$3,542.62
1365	KRUSE KEITH	E	03	005	760	000	720	350	Repairs Maint Serv	$350.00
1365 Total										**$3,892.62**
1366	L & M SUPPLY INC	E	01	112	810	000	000	350	Repairs Maint Serv	$9.98
1366	L & M SUPPLY INC	E	01	117	810	000	000	350	Repairs Maint Serv	$20.36
1366	L & M SUPPLY INC	E	01	005	810	000	000	410	Custodial Supplies	$17.37
1366	L & M SUPPLY INC	E	03	005	760	000	720	410	Custodial Supplies	$10.84
1366	L & M SUPPLY INC	E	03	005	760	000	720	410	Custodial Supplies	$5.59
1366 Total										**$64.14**
1367	LITERACY RESOURCES LLC	E	01	116	216	000	401	430	ISBN: 978-1-947260-22-1, PRIMARY PHONEMIC	$79.99
1367	LITERACY RESOURCES LLC	E	01	116	216	000	401	430	SHIPPING	$8.00
1367 Total										**$87.99**
1368	MCGRAW-HILL SCHOOL EDUCATION HOLDING	E	01	005	606	000	000	430	AS PER ATTACHED QUOTE NO. JDEERING-0609:	$32,289.54
1368	MCGRAW-HILL SCHOOL EDUCATION HOLDING	E	01	005	606	000	000	430	AS PER ATTACHED QUOTE NO. LSTRE-0605202(	$16,241.01
1368	MCGRAW-HILL SCHOOL EDUCATION HOLDING	E	01	005	606	000	000	430	Instruct Supplies	$9,398.14
1368 Total										**$57,928.69**
1369	MENARDS	E	01	005	810	000	000	410	Custodial Supplies	$5.12
1369	MENARDS	E	01	005	810	000	000	410	Custodial Supplies	$179.97
1369	MENARDS	E	01	300	810	000	000	410	Custodial Supplies	$83.70
1369	MENARDS	E	01	005	810	000	000	410	Custodial Supplies	$24.57
1369	MENARDS	E	01	005	690	000	510	401	General Supplies	$538.32
1369	MENARDS	E	01	005	690	000	510	401	General Supplies	$104.82
1369	MENARDS	E	01	005	690	000	510	401	General Supplies	$442.09
1369 Total										**$1,378.59**
1370	MESABI BITUMINOUS INC	E	06	100	870	000	000	510	Site Prep	$8,885.12
1370 Total										**$8,885.12**
1371	MESPA	E	01	005	640	000	316	366	Travel	$125.00
1371 Total										**$125.00**
1372	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	$346.11
1372	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	$108.27
1372	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	$1,507.15
1372	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	$112.00
1372 Total										**$2,073.53**
1373	MINNEAPOLIS OXYGEN COMPANY	E	01	300	361	893	830	433	Ind Instructnl Mtrls	$85.56
1373 Total										**$85.56**
1374	MN DEPT OF LABOR & INDUSTRY	E	01	112	810	000	000	350	Repairs Maint Serv	$10.00
1374 Total										**$10.00**
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	MD-24, GAME RUG	$49.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	BN-05, BEAN BAGS - TEXTURES	$29.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	PZG-04, PUZZLE GAMES - VOWELS	$9.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	PZ-12, PUZZLE - BELIEVE	$5.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	CKB-04, BRAIDING AND LACING FOR FUN	$7.95

1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	WC-07, WINDOW CLING - ART WORK	$4.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	EB-12, PONY BEAD PATTERNS	$9.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	EB-13, NATIVE ACTIVITY BOOK	$19.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	AG-01, ALPHABET GAME	$9.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	X2, BINGO - OJIBWE X 2	$14.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	ST-35, SEVEN TEACHINGS - BEAD, NON-LAMIN/	$19.95
1375	NATIVE REFLECTIONS	E	01	300	211	000	320	430	Freight	$18.35
1375 Total										**$201.80**
1376	NCS PEARSON INC	E	01	112	407	000	740	433	0158012836, GFTA-3 RECORD FORMS RECORD I	$138.75
1376	NCS PEARSON INC	E	01	112	407	000	740	433	0158659880, PLS-5 COMPLETE KIT WITH MANIF	$415.00
1376	NCS PEARSON INC	E	01	112	407	000	740	433	0158012836, OWLS II LC/OE RECORD FORMS A	$74.00
1376	NCS PEARSON INC	E	01	112	407	000	740	433	0158658973, PLS-5 RECORD FORMS	$186.00
1376	NCS PEARSON INC	E	01	112	407	000	740	433	Freight	$40.68
1376 Total										**$854.43**
1377	PEP'S BAKE SHOP	E	01	005	810	000	000	410	Custodial Supplies	$36.55
1377 Total										**$36.55**
1378	PORTABLE JOHN	E	01	300	292	000	000	401	General Supplies	$240.00
1378 Total										**$240.00**
1379	QLT	E	01	302	810	000	000	320	Comm Telephone	$44.60
1379 Total										**$44.60**
1380	RAM	B	01	215	270				Payroll Deductions-WC	$40,855.36
1380 Total										**$40,855.36**
1381	RANGE COOPERATIVE INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	$583.33
1381 Total										**$583.33**
1382	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	$432.05
1382	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	$717.75
1382	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	$439.29
1382	RANGE PAPER CORPORATION	E	01	300	810	000	000	410	Custodial Supplies	$299.90
1382	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	$274.16
1382	RANGE PAPER CORPORATION	E	02	005	770	000	701	401	General Supplies	$240.46
1382	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	$180.27
1382 Total										**$2,583.88**
1383	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	300	292	000	000	432	Uniforms	$1,192.55
1383	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	300	292	000	000	432	Uniforms	$8,783.70
1383	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	300	294	701	000	430	Instruct Supplies	$9,870.45
1383 Total										**$19,846.70**
1384	ROY ALAN BERG	E	01	300	258	003	000	350	Repairs Maint Serv	$227.00
1384 Total										**$227.00**
1385	SAVVAS LEARNING COMPANY LLC	E	01	005	606	000	000	430	Instruct Supplies	$500.40
1385	SAVVAS LEARNING COMPANY LLC	E	01	005	606	000	000	430	AS PER ATTACHED QUOTE NUMBER: 116775-1	$20,128.93
1385 Total										**$20,629.33**
1386	SCHOLASTIC	E	01	300	270	000	000	430	Instruct Supplies	$93.39
1386 Total										**$93.39**
1387	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	X29099, TRUMAT 2" URETHANE PRIMARY COLC	$209.99
1387	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	10575, SPIKEBALL	$354.00
1387	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	12031, EXER-ROPE SPEED JUMP ROPES 7' SET C	$14.99
1387	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	12032, EXER-ROPE SPEED JUMP ROPES 8' SET C	$15.99
1387	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	X29099, TRUMAT 2" URETHANE PRIMARY COLC	$209.99
1387	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	X17042, ALL SURFACE SCOOTER 16" BLUE	$55.99
1387	SCHOOL HEALTH CORPORATION	E	01	116	240	000	000	430	X36149, CONE/SCOOTER CART	$139.99
1387	SCHOOL HEALTH CORPORATION	E	01	112	240	000	000	430	X29293, TRUMAT 2" URETHANE FOAM FOLDIN	$187.99
1387 Total										**$1,188.93**

1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	399, SCHOOL NURSE HOT/COLD PACK & SNS NC		$0.00
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	17106, ZONAS POROUS TAPE (2" X 10 TDS)		$21.50
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	34634, BMI WHEEL CALCULATOR		$9.90
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	22704C, CURITY PRE-MOISTENED WASHCLOTHS		$39.60
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	6395, CURITY FLEXIBLE BANDAGES - 1"X3", 50/I		$9.56
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	8340, 4-WING FLEX FABRIC - 3"X3", 50/BOX		$51.16
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	18275, STERILE ISOTONIC BUFFERED EYE WASH		$16.45
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	25420, BAUSCH AND LOMB SOFT CONTACT SOI		$11.90
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	36421, DELUXE XL ELECTRIC HEATING PAD		$29.95
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	13110C, COLD STAR REUSUABLE GEL PACK - 4"X		$32.50
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	23497, INSTA-KOOL INSTANT COLD COMPRESS		$39.95
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	23490, INSTA-KOOL INSTANT COLD COMPRESS		$29.90
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	12517, SURETEMP PLUS 690 AND 692 - PROBE (		$46.50
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	31560C, EXAM TABLE PAPER ROLLS, SMOOTH 1		$47.40
1388	SCHOOL NURSE SUPPLY INC	E	01	300	720	000	000	401	Freight		$19.95
1388 Total											**$406.22**
1389	SCHOOL SPECIALTY INC	B	01	130	000				AS PER ATTACHED		$551.40
1389	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	1569723, PAPER MATE FLAIR FELT TIP PENS, A!		$27.29
1389	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	1329260, KEY EDUCATION BIG BOX OF SENTEN(		$22.55
1389	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	2002830, SCHOOLGIRL STYLE INDUSTRIAL CHIC		$2.72
1389	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	2004354, EUREKA MARVEL SUPER HERO ADVEI		$4.35
1389	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	1451996, CARSON DELLOSA BIRTHDAY CROWN,		$9.74
1389	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	1535830, TEACHER CREATED RESOURCES WRIS		$17.54
1389	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	283831, CHILDCRAFT COLOR CODED MAGNETIC		$82.74
1389	SCHOOL SPECIALTY INC	E	01	112	216	000	401	433	241934, TREND ENTERPRISES SUPER SHAPES A		$60.40
1389	SCHOOL SPECIALTY INC	E	01	112	216	000	401	433	372216, TREND ENTERPRISES SPARKLE STICKER		$96.10
1389	SCHOOL SPECIALTY INC	E	01	112	216	000	401	433	1401762, TREND ENTERPRISES STINKY STICKER		$70.80
1389	SCHOOL SPECIALTY INC	E	01	112	216	000	401	433	1391146, LEARNING RESOURCES CREATIVE COL		$31.97
1389	SCHOOL SPECIALTY INC	E	01	112	216	000	401	433	1533511, LEARNING RESOURCES 1-10 COUNTIN		$12.99
1389	SCHOOL SPECIALTY INC	E	01	112	216	000	401	433	1567206, NEWPATH PLACE VALUE LEARNING C		$19.49
1389	SCHOOL SPECIALTY INC	E	01	112	216	000	401	433	1567152, DIDAX 1 TO 20 NUMBER PATHS, GRA		$22.48
1389	SCHOOL SPECIALTY INC	E	01	112	216	000	401	433	1502896, SCHOLASTIC ANIMAL PHONICS READI		$113.09
1389 Total											**$1,145.65**
1390	SCUFFY CRYSTAL	E	01	112	203	000	000	401	General Supplies		$51.98
1390 Total											**$51.98**
1391	SHI	E	01	005	606	000	000	430	Instruct Supplies		$233.94
1391	SHI	E	01	005	606	000	000	430	AS PER ATTACHED QUOTATION # 19319950		$984.00
1391 Total											**$1,217.94**
1392	SHRED-N-GO INC	E	01	300	211	000	000	401			$19.58
1392	SHRED-N-GO INC	E	01	005	110	000	000	401			$19.57
1392	SHRED-N-GO INC	E	01	116	203	000	000	401			$76.26
1392 Total											**$115.41**
1393	STUDIES WEEKLY INC	E	01	116	203	405	000	430	SCIENCE STUDIES WEEKLY CHALLENGER, GRADI		$1,192.50
1393 Total											**$1,192.50**
1394	SUPER ONE	E	01	300	250	000	000	430	Instruct Supplies		$22.31
1394	SUPER ONE	E	01	005	690	000	510	366	Travel		$72.08
1394 Total											**$94.39**
1395	SUPER TEACHER WORKSHEETS	E	01	112	203	402	000	430	INDIVIDUAL MEMBERSHIP RENEWAL FOR NINA		$24.95
1395 Total											**$24.95**
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-110409 CD, CALENDAR BULLETIN BOARD SE		$11.88
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-69608, HAPPY BIRTHDAY PENCILS, 72 COUI		$12.48
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-5466 TCR, HAPPY BIRTHDAY AWARDS, 25 (		$3.48
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-0375 LER, LAMINATED HUNDREDS CHARTS		$8.38

1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-13972 DIX, PENCILS		$14.48
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-11200 AVE, PLASTIC INSERTABLE DIVIDERS		$13.12
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-3393 TNT, DAYS OF THE WEEK FILE FOLDEI		$6.48
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-950EA CLI, HANGING FILE FOLDER FRAME		$7.76
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-68512 CLI, MAGNETIC SPRING CLIPS		$11.88
1396	TEACHER DIRECT	E	01	112	203	402	000	430	342-89243 CLI, ECONOMICAL CLIPBOARDS		$35.52
1396	TEACHER DIRECT	E	01	112	203	402	000	430	Freight		$8.00
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-930492088 CTU, SENSORY BUBBLE SET		$31.88
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-E556 ELM, ELMERS WASHABLE GLUE STICK		$14.88
1396	TEACHER DIRECT	E	01	112	407	000	740	433	Freight		$8.00
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-BL241AST BIC, BIC BRITE LITE LINER HIGHLI(		$9.88
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-1387296 DIX, TICONDEROGO - ORIGINALS 9		$16.88
1396	TEACHER DIRECT	E	01	112	407	000	740	433	74423SAN, 12 COLOR MED POINT PAPER MATE		$16.88
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-12712 TPG, THE PINCH GRIP		$20.88
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-R33012AN MMM, POT IT NOTES POPS UP (		$18.48
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-STL330BK MMM, POST IT NOTES STEEL TO		$11.18
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-810P10K MMM, SCOTCH TAPE 10 PACK		$28.28
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-50100 ASH, TIME TO GO MAGNETIC TIMEI		$53.64
1396	TEACHER DIRECT	E	01	112	407	000	740	433	342-930292082 CTU, SPIRAL TUBE SET		$31.88
1396 Total											**$396.20**
1397	TEACHERS ON CALL	E	01	300	211	000	000	305	Consulting Fees		$187.50
1397 Total											**$187.50**
1398	TOWN AND COUNTRY ELECTRIC	E	01	116	810	000	000	350	Repairs Maint Serv		$196.00
1398 Total											**$196.00**
1399	TRIMARK INDUSTRIAL	E	03	005	760	000	720	350	Repairs Maint Serv		$923.94
1399 Total											**$923.94**
1400	TWIN CITIES HARDWARE	E	01	005	810	000	000	350	Repairs Maint Serv		$80.92
1400	TWIN CITIES HARDWARE	E	01	005	810	000	000	350	Repairs Maint Serv		$93.12
1400 Total											**$174.04**
1401	UNITED ELECTRIC COMPANY	E	01	116	810	000	000	420	Repair Supplies		$261.00
1401 Total											**$261.00**
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	333			$31.38
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	332			$37.72
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440			$9.00
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440	Fuel For Bldgs		$138.00
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	333			$180.30
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	332			$80.22
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	331	Electricity		$14,083.56
1402	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334	Garbage		$1,439.10
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440	Fuel For Bldgs		$1,300.79
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440	Fuel For Bldgs		$108.94
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	333			$13.86
1402	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	332			$32.72
1402	VIRGINIA PUBLIC UTILITITES	E	01	302	810	000	000	333			$118.98
1402	VIRGINIA PUBLIC UTILITITES	E	01	302	810	000	000	332			$97.72
1402	VIRGINIA PUBLIC UTILITITES	E	01	302	810	000	000	331			$121.48
1402	VIRGINIA PUBLIC UTILITITES	E	01	302	810	000	000	440			$87.39
1402	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	332			$32.72
1402	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	331			$116.82
1402	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	440			$46.00
1402	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	333			$19.86
1402	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	334			$538.50
1402	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	333			$16.50

1402	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	332			$30.22
1402	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	331			$1,871.82
1402	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	440			$57.98
1402 Total											**$20,611.58**
1403	WORDWARE INC	E	02	005	770	000	701	305	Cons Fee/Fee For Srv		$3,234.00
1403 Total											**$3,234.00**
1404	HOLMES RECYCLING SERVICES INC	E	01	118	810	000	000	350	Repair & Maint Service		$3,250.00
1404 Total											**$3,250.00**
1405	RANGE PAPER CORPORATION	E	01	300	720	000	000	401	General Supplies		$410.43
1405	RANGE PAPER CORPORATION	E	01	300	720	000	000	401	General Supplies		$233.22
1405	RANGE PAPER CORPORATION	E	01	300	720	000	000	401	General Supplies		$36.50
1405 Total											**$680.15**
1406	BLUE CROSS / BLUE SHIELD OF MN	E	01	300	211	000	000	291	Cont Employ Benefits		$17,680.00
1406 Total											**$17,680.00**
1407	BLUE CROSS / BLUE SHIELD OF MN	E	01	300	211	000	000	291	20Sept		$4,071.50
1407 Total											**$4,071.50**
1408	MEDICAREBLUE RX	E	01	300	211	000	000	291	20October		$25,530.00
1408 Total											**$25,530.00**
1409	NORTHEAST SERVICE COOPERATIVE	B	01	215	001				18Sept		$244,047.50
1409 Total											**$244,047.50**
1410	ARROWHEAD LIBRARY SYSTEM	E	01	101	605	000	000	434	2020-2021 Automation Cost		$0.01
1410	ARROWHEAD LIBRARY SYSTEM	E	01	100	605	000	000	434	2020-2021 Automation Cost		$76.59
1410	ARROWHEAD LIBRARY SYSTEM	E	01	301	605	000	000	434	2020-2021 Automation Cost		$76.59
1410	ARROWHEAD LIBRARY SYSTEM	E	01	101	605	000	000	434	2020-2021 Automation Cost		$162.20
1410	ARROWHEAD LIBRARY SYSTEM	E	01	302	605	000	000	434	2020-2021 Automation Cost		$135.16
1410 Total											**$450.55**
1411	AT & T MOBILITY	E	01	005	105	000	000	320	CELL PHONE		$76.58
1411 Total											**$76.58**
1412	BLUE CROSS / BLUE SHIELD OF MN	E	01	005	810	000	796	291	RETIREE HEALTH		$1,037.83
1412	BLUE CROSS / BLUE SHIELD OF MN	E	01	100	203	000	796	291	RETIREE HEALTH		$1,277.33
1412	BLUE CROSS / BLUE SHIELD OF MN	E	01	301	211	000	796	291	RETIREE HEALTH		$1,756.34
1412 Total											**$4,071.50**
1413	CHRISTENSEN PARTS	E	03	005	760	000	720	401	ATF fluid		$44.28
1413 Total											**$44.28**
1414	CW TECHNOLOGY	E	01	005	605	000	000	434	CW Cloud AntiVirus for 186 computers in Septe		$186.00
1414 Total											**$186.00**
1415	GRANDE HARDWARE	E	03	005	760	000	720	401	Degreaser		$5.99
1415	GRANDE HARDWARE	E	03	005	760	000	720	401	multi mix container		$1.78
1415	GRANDE HARDWARE	E	01	101	810	000	000	401	bits for screwdriver		$16.99
1415	GRANDE HARDWARE	E	01	101	810	000	000	401	zip ties		$3.59
1415	GRANDE HARDWARE	E	01	101	810	000	000	401	zip ties		$8.24
1415	GRANDE HARDWARE	E	01	101	810	000	000	401	RETURN CREDIT		$16.99
1415	GRANDE HARDWARE	E	03	005	760	000	720	401	packing tape		$3.14
1415 Total											**$56.72**
1416	HEALY AWARDS	E	01	302	294	701	000	430	Custom Football Helmet Decals Wolverine Logc		$255.34
1416	HEALY AWARDS	E	01	302	294	701	000	430	Freight		$28.65
1416 Total											**$283.99**
1417	HENDRICKSON LARRY	E	05	302	865	000	369	350	boiler / ballast work		$2,800.00
1417 Total											**$2,800.00**
1418	HOMETOWN ELECTRIC OF N MN	E	01	301	810	000	000	401	Batteries		$110.84
1418	HOMETOWN ELECTRIC OF N MN	E	01	301	810	000	000	401	labor		$105.00
1418	HOMETOWN ELECTRIC OF N MN	E	05	302	865	000	363	350	labor troubkle shoot		$487.50

1418	HOMETOWN ELECTRIC OF N MN	E	05	302	865	000	363	305	fire alarm cert annual	$6,588.00
1418 Total										**$7,291.34**
1419	HQ4SPORTS	E	01	302	294	713	000	430	SKU BB20MX-33in/30oz Easton Maxum 360 HS/	$375.00
1419	HQ4SPORTS	E	01	302	294	713	000	430	WTLBBP9B320-32in/29oz Louisville Slugger Prin	$420.00
1419	HQ4SPORTS	E	01	302	294	713	000	430	WTA1098X 3 Dozen Wilson A1010 Baseballs & I	$255.90
1419	HQ4SPORTS	E	01	302	294	713	000	430	A1010BLEM Wilson A1010 Baseballs (1 Dozen, I	$0.00
1419	HQ4SPORTS	E	01	302	294	713	000	430	Wilson Ball Bucket with Padded Lid A3948	$0.00
1419	HQ4SPORTS	E	01	302	294	713	000	430	Shipping	$32.00
1419 Total										**$1,082.90**
1420	INTER CITY OIL INC	E	03	005	760	000	720	442	87 unleaded	$1,147.70
1420	INTER CITY OIL INC	E	03	005	760	000	720	442	mn road tax	$142.22
1420	INTER CITY OIL INC	E	03	005	760	000	720	442	Diesel fuel	$2,584.80
1420	INTER CITY OIL INC	E	03	005	760	000	720	442	mn road tax	$329.94
1420 Total										**$4,204.66**
1421	ISD #316	E	01	302	294	702	000	430	BOY'S ENTRY	$62.50
1421	ISD #316	E	01	302	296	702	000	430	GIRL'S ENTRY	$62.50
1421 Total										**$125.00**
1422	ISD #361	E	01	302	294	702	000	430	BOY'S ENTRY	$50.00
1422	ISD #361	E	01	302	296	702	000	430	GIRL'S ENTRY	$50.00
1422 Total										**$100.00**
1423	JAMAR COMPANY	E	05	301	865	000	369	350	roof repaire	$2,308.00
1423 Total										**$2,308.00**
1424	KEN WASCHKE AUTO PLAZA	E	03	005	760	000	720	401	air flow sensor	$100.90
1424	KEN WASCHKE AUTO PLAZA	E	03	005	760	000	720	401	labor	$180.00
1424	KEN WASCHKE AUTO PLAZA	E	03	005	760	000	720	401	supplies	$11.70
1424 Total										**$292.60**
1425	L & M SUPPLY INC	E	03	005	760	000	720	401	5w 30 oil	$44.49
1425 Total										**$44.49**
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	17156 Test Strips	$26.00
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	17139 water cups	$45.00
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	15543 Tissues	$37.80
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	18134 Ice pack	$5.80
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	94133 Guaze	$25.60
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	1492 Eye Wash	$6.38
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	75147 Batteries	$6.80
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	9713 Bandages	$27.96
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	6425 Bandages	$10.98
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	9600 Bandages	$54.80
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	9100 Bandages	$66.60
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	15724 Baby Wipes	$49.00
1426	MACGILL SCHOOL NURSE SUPPLIES	E	01	101	720	000	000	401	103001 Alcohol Wipes	$8.04
1426 Total										**$370.76**
1427	MEDICAREBLUE RX	E	01	005	810	000	796	291	RETIREE INSURANCE	$660.77
1427	MEDICAREBLUE RX	E	01	100	203	000	796	291	RETIREE INSURANCE	$660.77
1427	MEDICAREBLUE RX	E	01	301	211	000	796	291	RETIREE INSURANCE	$1,125.76
1427 Total										**$2,447.30**
1428	MEDICO	B	01	215	003				LIFE INSURANCE	$137.12
1428 Total										**$137.12**
1429	MENARDS	E	01	302	810	000	000	401	Sanititizing wipes	$1,396.00
1429	MENARDS	E	01	302	810	000	000	401	big trash cans	$89.73
1429	MENARDS	E	01	302	810	000	000	401	gallon buckets	$21.89
1429	MENARDS	E	01	302	810	000	000	401	spray bottles	$149.00
1429	MENARDS	E	01	302	810	000	000	401	desk top barriers	$7,498.75

1429	MENARDS	E	01	302	810	000	000	401	vinyl cement patch	$32.91
1429	MENARDS	E	01	101	810	000	000	401	¾ gallon pails	$89.70
1429	MENARDS	E	01	301	810	000	000	401	buckets for Gilbert	$29.90
1429	MENARDS	E	01	302	810	000	000	401	spray bottles	$147.60
1429	MENARDS	E	01	302	810	000	000	401	buckets	$44.85
1429	MENARDS	E	01	101	810	000	000	401	5 gallon pails	$188.37
1429 Total										**$9,688.70**
1430	MESABI SIGN CO INC	E	01	302	296	706	000	430	Numbers and Letters for Pool Record Board	$76.00
1430 Total										**$76.00**
1431	MID-STATE TRUCKING SERVICE INC	E	03	005	760	000	720	401	bus parts	$151.02
1431 Total										**$151.02**
1432	MINNESOTA POWER	E	01	101	810	000	000	330	UTILITIES	$14.95
1432	MINNESOTA POWER	E	03	005	760	000	720	330	UTILITIES	$165.55
1432	MINNESOTA POWER	E	03	005	760	000	720	330	UTILITIES	$30.58
1432	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$13.37
1432	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$13.84
1432	MINNESOTA POWER	E	01	005	810	000	000	330	UTILITIES	$51.15
1432	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$3,282.85
1432	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$2,477.07
1432	MINNESOTA POWER	E	01	302	810	000	000	330	UTILITIES	$33.11
1432	MINNESOTA POWER	E	01	005	810	000	000	330	UTILITIES	$55.17
1432 Total										**$6,137.64**
1433	MN ENERGY RESOURCES CORP	E	01	005	810	000	000	440	UTILITIES	$25.66
1433	MN ENERGY RESOURCES CORP	E	01	302	810	000	000	440	UTILITIES	$136.74
1433	MN ENERGY RESOURCES CORP	E	01	302	810	000	000	440	UTILITIES	$36.58
1433	MN ENERGY RESOURCES CORP	E	01	302	810	000	000	440	UTILITIES	$18.00
1433 Total										**$216.98**
1434	MN PEIP	B	01	215	001				HEALTH INSURANCE	$59,687.56
1434 Total										**$59,687.56**
1435	NATIONAL INSURANCE SERVICES OF WI	B	01	215	003				LIFE INSURANCE	$856.31
1435	NATIONAL INSURANCE SERVICES OF WI	B	01	215	004				LTD INSURANCE	$1,533.04
1435 Total										**$2,389.35**
1436	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	Green Paper	$23.98
1436	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	Scotch Tape	$14.94
1436	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	Removable Tape	$21.33
1436	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	Staple Cartridge	$27.98
1436	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	Highlighters	$6.89
1436	NORTHERN BUSINESS PRODUCTS INC	E	01	005	105	000	000	401	Catalog Case	$105.00
1436 Total										**$200.12**
1437	NORTHLAND FIRE & SAFETY INC	E	05	302	865	000	363	350	recertification	$525.00
1437	NORTHLAND FIRE & SAFETY INC	E	05	302	865	000	363	350	fire supression	$115.00
1437	NORTHLAND FIRE & SAFETY INC	E	05	302	865	000	363	350	new extinguishers and parts	$447.00
1437 Total										**$1,087.00**
1438	PEARSON EDUCATION	E	01	101	203	000	000	430	9780328810758 Grade 3 Math workbooks	$168.61
1438	PEARSON EDUCATION	E	01	101	203	000	000	430	Freight	$11.80
1438	PEARSON EDUCATION	E	01	101	203	000	000	430	9780328812523 Grade 2 consumables 28 pack	$902.97
1438	PEARSON EDUCATION	E	01	101	203	000	000	430	Freight	$63.21
1438 Total										**$1,146.59**
1439	POSITIVE PROMOTIONS	E	01	005	810	000	000	401	4PLY 100% cotton masks Item #OSV-651	$3,145.00
1439	POSITIVE PROMOTIONS	E	01	005	810	000	000	401	Set up Charge	$35.00
1439	POSITIVE PROMOTIONS	E	01	005	810	000	000	401	Shipping & Handling	$330.23
1439 Total										**$3,510.23**

1440	PRAXAIR DISTRIBUTION INC	E	03	005	760	000	720	401	Cylinder Rental- Eveleth Bus Garage		$76.28
1440	PRAXAIR DISTRIBUTION INC	E	01	302	361	914	830	433	Cylinder Rental-Ind Tech		$76.28
1440	PRAXAIR DISTRIBUTION INC	E	03	005	760	000	720	401	Cylinder Rental-Gilbert Bus Garage		$61.09
1440 Total											**$213.65**
1441	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	parts and supplioes for buses		$106.45
1441	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Batteries		$333.90
1441	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	shop towels		$16.99
1441	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	bus parts		$116.74
1441 Total											**$574.08**
1442	RANGE MENTAL HEALTH CENTER INC	E	01	101	420	000	740	305	20JAN SPED		$3,229.75
1442 Total											**$3,229.75**
1443	RANGE PAPER CORPORATION	E	01	101	810	000	000	401	HDQ Neutral		$299.90
1443	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	Face shields		$26.65
1443	RANGE PAPER CORPORATION	E	01	301	810	000	000	401	garbage bags		$497.40
1443 Total											**$823.95**
1444	RATWIK ROSZAK & MALONEY	E	01	005	150	000	000	305	LEGAL SERVICES		$8,331.95
1444 Total											**$8,331.95**
1445	SCHOOL SPECIALTY INC	E	01	302	211	000	000	401	2019826 House of Doolittle Planner		$25.98
1445	SCHOOL SPECIALTY INC	E	01	302	211	000	000	401	2019802 School Smart desk pad refill		$5.97
1445	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	#721300 Whistle plastic black pack of 12		$28.55
1445	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	1301559 Paper Cardstock 8.5x11 bright white		$282.00
1445	SCHOOL SPECIALTY INC	E	01	101	203	000	000	401	081953 Dividers poly tabbed pages school sm		$23.35
1445 Total											**$365.85**
1446	TEACHER DIRECT	E	01	101	203	000	000	401	343-211279 DD Problem solving cards		$13.88
1446	TEACHER DIRECT	E	01	101	203	000	000	401	343-827778 SC Anchor Charts Bulletin Board S		$12.28
1446	TEACHER DIRECT	E	01	101	203	000	000	401	343-51526 SHE 180 Days of Writing		$17.88
1446	TEACHER DIRECT	E	01	101	203	000	000	401	Freight		$8.00
1446 Total											**$52.04**
1447	UNITED TRUCK BODY	E	03	005	760	000	720	401	fuel/water seperator		$212.20
1447	UNITED TRUCK BODY	E	03	005	760	000	720	401	air filter		$105.98
1447	UNITED TRUCK BODY	E	03	005	760	000	720	401	freight		$18.00
1447	UNITED TRUCK BODY	E	03	005	760	000	720	401	hose brackets		$14.42
1447	UNITED TRUCK BODY	E	03	005	760	000	720	401	parts for buses		$1,031.10
1447	UNITED TRUCK BODY	E	03	005	760	000	720	401	exhaust clamps		$18.79
1447	UNITED TRUCK BODY	E	03	005	760	000	720	401	freight		$10.00
1447 Total											**$1,410.49**
1448	US WATER SERVICES	E	05	302	865	000	381	350	chemicals		$561.80
1448 Total											**$561.80**
1449	VIKING ELECTRIC SUPPLY	E	05	302	865	000	369	350	Ballasts		$451.20
1449 Total											**$451.20**
1450	HOGLUND BUS CO INC	E	03	005	760	000	738	548	Trans Veh		$179,362.00
1450 Total											**$179,362.00**
1451	MINNESOTA POWER	E	01	005	810	000	000	331	Electricity		$3,106.06
1451 Total											**$3,106.06**
1452	MN DEPT OF LABOR & INDUSTRY	E	06	300	870	000	000	311	Prof Tech Services		$47,885.80
1452 Total											**$47,885.80**
1453	AMAZON CAPITAL SERVICES INC	E	01	116	203	404	000	430	Instruct Supplies		$158.25
1453	AMAZON CAPITAL SERVICES INC	E	01	116	203	405	000	430	Instruct Supplies		$44.95
1453	AMAZON CAPITAL SERVICES INC	E	01	116	203	405	000	430	Instruct Supplies		$19.99
1453	AMAZON CAPITAL SERVICES INC	E	01	300	720	000	000	401	General Supplies		$480.39
1453	AMAZON CAPITAL SERVICES INC	E	01	300	720	000	000	401	General Supplies		$27.99
1453	AMAZON CAPITAL SERVICES INC	E	01	005	606	000	000	430	Instruct Supplies		$895.05
1453	AMAZON CAPITAL SERVICES INC	E	01	300	606	000	000	430	Instruct Supplies		$593.25

1453	AMAZON CAPITAL SERVICES INC	E	01	005	690	000	510	401	General Supplies	$226.18
1453	AMAZON CAPITAL SERVICES INC	E	01	005	690	000	699	401	General Supplies	$313.33
1453	AMAZON CAPITAL SERVICES INC	E	01	300	211	000	000	401	General Supplies	$21.86
1453	AMAZON CAPITAL SERVICES INC	E	01	005	606	000	000	430	Instruct Supplies	$946.50
1453	AMAZON CAPITAL SERVICES INC	E	01	005	690	000	510	401	General Supplies	$386.24
1453	AMAZON CAPITAL SERVICES INC	E	01	005	690	000	510	401	General Supplies	$149.95
1453 Total										**$4,263.93**
1454	AMERICAN ENGINEERING TESTING INC	E	06	300	870	000	000	311	Prof Tech Services	$2,070.00
1454 Total										**$2,070.00**
1455	AMPLIFIED IT	E	01	005	606	000	000	311	Prof Tech Services	$798.00
1455 Total										**$798.00**
1456	ARCHITECTURAL TESTING INC	E	06	100	870	000	000	311	Prof Tech Services	$1,100.00
1456	ARCHITECTURAL TESTING INC	E	06	300	870	000	000	311	Prof Tech Services	$1,160.00
1456 Total										**$2,260.00**
1457	ARROW AUTO GLASS & SUPPLY CO	E	01	112	810	000	000	350	Repairs Maint Serv	$492.80
1457 Total										**$492.80**
1458	ARROWHEAD CONSULTING & TESTING INC	E	06	300	870	000	000	311	Prof Tech Services	$3,000.00
1458	ARROWHEAD CONSULTING & TESTING INC	E	06	300	870	000	000	311	Prof Tech Services	$7,080.00
1458	ARROWHEAD CONSULTING & TESTING INC	E	06	300	870	000	000	311	Prof Tech Services	$3,700.00
1458 Total										**$13,780.00**
1459	AVID CENTER	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	$10,929.00
1459 Total										**$10,929.00**
1460	CARDMEMBER SERVICE	E	01	005	810	000	000	401	General Supplies	$8,727.00
1460 Total										**$8,727.00**
1461	CENTER FOR RESPONSIVE SCHOOLS INC	E	01	798	216	000	401	366	Travel	$9,100.00
1461 Total										**$9,100.00**
1462	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees	$85.00
1462	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees	$14.00
1462	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees	$85.00
1462	COLLINS ELIZABETH	E	01	300	296	706	000	305	Consulting Fees	$8.00
1462 Total										**$192.00**
1463	COLOSIMO, PATCHIN, & KEARNEY LTD	E	01	005	150	000	000	311	Prof Tech Services	$1,745.50
1463 Total										**$1,745.50**
1464	COMMERCIAL REFRIGERATION SYSTEM	E	01	005	810	000	000	350	Repairs Maint Serv	$243.62
1464 Total										**$243.62**
1465	CPI	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	$150.00
1465 Total										**$150.00**
1466	DALCO	E	01	005	810	000	000	410	Custodial Supplies	$1,515.65
1466 Total										**$1,515.65**
1467	ECOLAB	E	01	005	810	000	000	350	Custodial Supplies	$280.00
1467 Total										**$280.00**
1468	EMC INSURANCE COMPANIES	E	01	005	940	000	000	341		$1,042.91
1468	EMC INSURANCE COMPANIES	E	01	005	940	000	000	340		$27,343.44
1468 Total										**$28,386.35**
1469	ERIC ARMIN INC	E	01	112	216	000	401	433	KES-531850, SINGLE SIDED KIT	$152.92
1469	ERIC ARMIN INC	E	01	112	216	000	401	433	KES-520212, MAKE 7	$27.12
1469	ERIC ARMIN INC	E	01	112	216	000	401	433	KES-504572, MATH DICE JR.	$14.44
1469	ERIC ARMIN INC	E	01	112	216	000	401	433	KES-530093, POLYHEDRA DICE SAMPLER	$19.12
1469	ERIC ARMIN INC	E	01	112	216	000	401	433	KES-534907, STUDENT NUMBER LINES	$10.12
1469	ERIC ARMIN INC	E	01	112	216	000	401	433	KES-520490, FLEXIBLE DRY-ERASE 120 BOARDS	$20.73
1469 Total										**$244.45**
1470	FUN EXPRESS LLC	E	01	112	201	000	000	430	Instruct Supplies	$38.41
1470 Total										**$38.41**

1471	GEORGAKOPOULOS TESS	E	04	500	560	000	321	430	Instruct Supplies	$30.00
1471	GEORGAKOPOULOS TESS	E	04	500	560	000	321	430	Instruct Supplies	$20.00
1471 Total										**$50.00**
1472	GRAINGER	E	01	116	810	000	000	410	Custodial Supplies	$8.40
1472	GRAINGER	E	01	116	810	000	000	410	Custodial Supplies	$5.26
1472 Total										**$13.66**
1473	GRANDE HARDWARE	E	01	300	211	000	000	401	General Supplies	$23.98
1473	GRANDE HARDWARE	E	01	112	810	000	000	420	Repair Supplies	$26.19
1473	GRANDE HARDWARE	E	01	112	810	000	000	420	Repair Supplies	$73.76
1473	GRANDE HARDWARE	E	01	118	810	000	000	401	General Supplies	$13.66
1473	GRANDE HARDWARE	E	01	112	810	000	000	420	Repair Supplies	$5.97
1473	GRANDE HARDWARE	E	01	300	620	000	000	401	General Supplies	$86.86
1473	GRANDE HARDWARE	E	01	300	620	000	000	401	General Supplies	$11.48
1473 Total										**$241.90**
1474	HAWK CONSTRUCTION INC	E	06	300	870	000	000	520	Bldg Improvements	$24,130.00
1474 Total										**$24,130.00**
1475	HEITKE EMILY	E	01	005	640	000	316	366	Travel	$177.64
1475	HEITKE EMILY	E	01	116	203	000	000	430	Instruct Supplies	$15.08
1475 Total										**$192.72**
1476	HOGLUND BUS CO INC	E	03	005	760	000	720	401	General Supplies	$333.89
1476	HOGLUND BUS CO INC	E	03	005	760	000	720	401	General Supplies	$54.14
1476 Total										**$388.03**
1477	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	$18.00
1477	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	$62.10
1477	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	$1,228.50
1477	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	$82.80
1477	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	$78.00
1477	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	$58.50
1477 Total										**$1,527.90**
1478	HUDL	E	01	300	292	000	000	401	AS PER ATTACHED	$5,249.00
1478 Total										**$5,249.00**
1479	INDIGENOUS LOTUS	E	01	005	690	000	510	401	General Supplies	$200.00
1479 Total										**$200.00**
1480	ISD #696	E	01	300	296	702	000	364		$37.50
1480	ISD #696	E	01	300	294	702	000	364		$37.50
1480 Total										**$75.00**
1481	KUSH-JEFFERY SHANON	E	04	500	580	000	325	430	Instructional Supply	$13.48
1481 Total										**$13.48**
1482	L & M SUPPLY INC	E	01	005	810	000	000	420	Repair Supplies	$37.98
1482 Total										**$37.98**
1483	LAKESHORE LEARNING MATERIALS	E	04	500	582	000	344	430	CD458, HELLO SUNSHINE BUNDLE	$80.74
1483	LAKESHORE LEARNING MATERIALS	E	04	500	582	000	344	430	HH396, TACTLE NUMBERS MATCH-UP	$14.24
1483	LAKESHORE LEARNING MATERIALS	E	01	116	203	000	000	430	JJ185, ALL-PURPOSE TEACHING CART	$236.55
1483	LAKESHORE LEARNING MATERIALS	E	01	116	203	000	000	430	SHIPPING	$0.00
1483 Total										**$331.53**
1484	LAMPPA STACIE	E	01	005	020	000	000	401	General Supplies	$492.80
1484 Total										**$492.80**
1485	LEMIEUX STEPHEN	E	01	302	810	000	000	350	Repairs Maint Serv	$422.50
1485 Total										**$422.50**
1486	LEVEL DATA INC	E	01	005	606	000	000	311	Prof Tech Services	$513.75
1486 Total										**$513.75**

1487	MARC	E	01	005	810	000	000	410	Custodial Supplies	$479.16
1487	MARC	E	01	005	810	000	000	410	Custodial Supplies	$413.87
1487 Total										**$893.03**
1488	MARCIA BRENNER ASSOCIATES LLC	E	01	005	606	000	000	311	Prof Tech Services	$1,395.00
1488	MARCIA BRENNER ASSOCIATES LLC	E	01	005	606	000	000	305	AS PER ATTACHED INVOICE # INV-201053	$2,078.10
1488	MARCIA BRENNER ASSOCIATES LLC	E	01	005	606	000	000	311	AS PER ATTACHED QUOTE NO. QTE-20911	$3,245.64
1488 Total										**$6,718.74**
1489	MASSP	E	01	005	640	000	316	366	Travel	$125.00
1489 Total										**$125.00**
1490	MCGRAW-HILL SCHOOL EDUCATION HOLDING	E	01	112	216	000	401	433	ISBN: 0021035733 / 9780021035731, CONNECT	$120.30
1490	MCGRAW-HILL SCHOOL EDUCATION HOLDING	E	01	112	216	000	401	433	ISBN: 0021035725 / 9780021035724, CONNECT	$481.20
1490	MCGRAW-HILL SCHOOL EDUCATION HOLDING	E	01	112	216	000	401	433	Freight	$50.43
1490 Total										**$651.93**
1491	MENARDS	E	04	500	580	000	325	430	Instructional Supply	$21.00
1491	MENARDS	E	04	500	581	000	344	430	Instruct Supplies	$47.62
1491	MENARDS	E	01	300	810	000	000	410	Custodial Supplies	$53.91
1491	MENARDS	E	01	300	361	893	830	433	Ind Instructnl Mtrls	$19.13
1491	MENARDS	E	04	500	581	000	344	430	Instruct Supplies	$93.32
1491	MENARDS	E	01	300	361	893	830	433	Ind Instructnl Mtrls	$6.56
1491	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	$241.39
1491	MENARDS	E	01	300	810	000	000	410	Custodial Supplies	$1,745.00
1491 Total										**$2,227.93**
1492	MESABI DAILY NEWS	E	01	300	620	000	000	489	Periodicals Newspap	$111.00
1492	MESABI DAILY NEWS	E	01	116	203	000	000	401	General Supplies	$114.54
1492 Total										**$225.54**
1493	MESABI SIGN CO INC	E	02	005	770	000	701	401	General Supplies	$120.00
1493 Total										**$120.00**
1494	METRO SALES INC	E	05	005	850	000	302	370	Rentals Leases	$96.00
1494 Total										**$96.00**
1495	MILESTONES & MEMORIES LLC	E	01	005	690	000	510	401	General Supplies	$9.00
1495 Total										**$9.00**
1496	MN DEPT OF HEALTH	E	06	300	870	000	000	311	Prof Tech Services	$500.00
1496	MN DEPT OF HEALTH	E	06	100	870	000	000	311	Prof Tech Services	$450.00
1496 Total										**$950.00**
1497	MN SCHOOL BOARDS ASSOCIATION	E	01	005	020	000	000	401	General Supplies	$50.00
1497 Total										**$50.00**
1498	MN TELECOMMUNICATIONS	E	04	500	505	000	321	320		$299.00
1498	MN TELECOMMUNICATIONS	E	03	005	760	000	720	320		$1,893.66
1498	MN TELECOMMUNICATIONS	E	02	005	770	000	701	320		$299.00
1498	MN TELECOMMUNICATIONS	E	01	302	810	000	000	320		$299.00
1498	MN TELECOMMUNICATIONS	E	01	300	211	000	000	320		$598.00
1498	MN TELECOMMUNICATIONS	E	01	117	810	000	000	320		$299.00
1498	MN TELECOMMUNICATIONS	E	01	112	203	000	000	320		$299.00
1498	MN TELECOMMUNICATIONS	E	01	005	810	000	000	320		$4,584.64
1498	MN TELECOMMUNICATIONS	E	01	005	606	000	000	320		$1,096.33
1498	MN TELECOMMUNICATIONS	E	01	005	020	000	000	320		$299.00
1498 Total										**$9,966.63**
1499	NORTHEAST MN OFFICE OF	E	01	300	211	000	000	305	Consulting Fees	$25,000.00
1499 Total										**$25,000.00**
1500	NORTHLAND FIRE & SAFETY INC	E	01	005	810	000	000	350	Repairs Maint Serv	$218.50
1500	NORTHLAND FIRE & SAFETY INC	E	01	005	810	000	000	350	Repairs Maint Serv	$186.50
1500 Total										**$405.00**

1501	NTS	E	06	300	870	000	000	311	Prof Tech Services	$14,065.75
1501 Total										**$14,065.75**
1502	PETERSON COMPANIES INC	E	06	300	870	000	000	510	Bldg Improvements	$559,861.74
1502 Total										**$559,861.74**
1503	PETERSON SHEET METAL INC	E	06	300	870	000	000	520	Bldg Improvements	$32,874.94
1503 Total										**$32,874.94**
1504	POWER SCHOOL GROUP, LLC	E	01	005	606	000	000	311	Prof Tech Services	$38,192.75
1504	POWER SCHOOL GROUP, LLC	E	01	005	606	000	000	311	Prof Tech Services	$15,697.50
1504 Total										**$53,890.25**
1505	RANGE CORNICE & ROOFING CO	E	01	005	810	000	000	350	Repairs Maint Serv	$447.00
1505	RANGE CORNICE & ROOFING CO	E	01	005	810	000	000	350	Repairs Maint Serv	$263.00
1505 Total										**$710.00**
1506	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	$77.74
1506	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	$591.70
1506	RANGE PAPER CORPORATION	E	01	300	810	000	000	410	Custodial Supplies	$787.52
1506	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	$146.72
1506 Total										**$1,603.68**
1507	REALLY GOOD STUFF LLC	E	01	116	203	404	000	430	166693, MONTHLY CALENDAR PAGES AND STI(	$15.19
1507	REALLY GOOD STUFF LLC	E	01	112	203	402	000	430	159480, SUPERPRO 6 COMMERCIAL PENCIL SHA	$47.49
1507	REALLY GOOD STUFF LLC	E	01	112	203	401	000	430	154393, STACKABLE STORAGE TUBS WITH LOCI	$51.28
1507	REALLY GOOD STUFF LLC	E	01	112	203	402	000	430	166416, STICKY FLAGS	$5.41
1507	REALLY GOOD STUFF LLC	E	01	112	203	402	000	430	163308, ASSESSMENT RECORDING KIT	$9.49
1507 Total										**$128.86**
1508	RIDDELL / ALL AMERICAN SPORTS CORP	E	01	300	294	701	000	430	Instruct Supplies	$686.29
1508 Total										**$686.29**
1509	SAAFE LLC	E	06	300	870	000	000	520	Bldg Improvements	$18,513.60
1509 Total										**$18,513.60**
1510	SCHOOL DATEBOOKS INC	E	01	116	203	000	000	430	AS PER ATTACHED QUOTE	$686.14
1510 Total										**$686.14**
1511	SCHOOL HEALTH CORPORATION	E	01	112	240	000	000	430	10177, PREIMIUM FLEECE BALLS 3" (SET OF 6)	$14.99
1511 Total										**$14.99**
1512	SCHOOL NURSE SUPPLY INC	E	04	701	590	000	350	401	12499, WELCH ALLYN SURETEMP PLUS	$275.00
1512	SCHOOL NURSE SUPPLY INC	E	04	701	590	000	350	401	Freight	$17.95
1512 Total										**$292.95**
1513	SCHOOL SPECIALTY INC	B	01	130	000				Inventory	$39.72
1513	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	1560514, CHILDCRAFT STACKER COMPARTMEN	$252.52
1513	SCHOOL SPECIALTY INC	E	01	112	201	000	000	430	2003859, SCHOOLGIRL STYLE NAME TAGS, YOU	$3.05
1513 Total										**$295.29**
1514	SCREEN VISION MEDIA	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	$480.00
1514	SCREEN VISION MEDIA	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	$450.00
1514 Total										**$930.00**
1515	SCUFFY CRYSTAL	E	01	116	216	000	401	430	Instruct Supplies	$32.27
1515 Total										**$32.27**
1516	SHERWIN WILLIAMS	E	01	005	020	000	000	401	General Supplies	$41.90
1516 Total										**$41.90**
1517	SOURCEWELL TECHNOLOGY	E	01	005	606	000	000	305	AS PER ATTACHED	$15,300.00
1517 Total										**$15,300.00**
1518	STAR TRIBUNE	E	01	300	620	000	000	489	Periodicals Newspap	$34.95
1518 Total										**$34.95**
1519	STEFANICH SHEENA	E	01	112	203	000	000	401	General Supplies	$331.83
1519 Total										**$331.83**

1520	SUPER ONE	E	01	005	690	000	510	401	General Supplies		$26.87
1520	SUPER ONE	E	01	005	690	000	510	401	General Supplies		$100.33
1520 Total											**$127.20**
1521	TOWN AND COUNTRY ELECTRIC	E	01	005	810	000	000	350	Repairs Maint Serv		$2,210.42
1521	TOWN AND COUNTRY ELECTRIC	E	01	005	810	000	000	305	Cons Fee/Fee For Srv		$801.40
1521	TOWN AND COUNTRY ELECTRIC	E	01	005	810	000	000	350	Repairs Maint Serv		$2,553.87
1521	TOWN AND COUNTRY ELECTRIC	E	01	005	810	000	000	350	Repairs Maint Serv		$12,267.33
1521 Total											**$17,833.02**
1522	TRIARCO	E	01	116	212	000	000	430	82-01409(X)D191, ELMERS ART PASTE		$5.62
1522	TRIARCO	E	01	116	212	000	000	430	RA01781, PRANG WASHABLE CLEAR GLUE STICI		$39.48
1522	TRIARCO	E	01	116	212	000	000	430	70-0160D191, HIGHLAND MASKING TAPE		$16.52
1522	TRIARCO	E	01	116	212	000	000	430	SCOTCH STUDENT SCISSORS		$73.15
1522	TRIARCO	E	01	116	212	000	000	430	RA12480D191, SARGENT ART OIL PASTELS FLOI		$37.52
1522	TRIARCO	E	01	116	212	000	000	430	940120D191, MAGENTA SPEEDBALL WATER SC		$49.36
1522	TRIARCO	E	01	116	212	000	000	430	RA02653D191, TURQUOISE SPEEDBALL WATER		$49.36
1522	TRIARCO	E	01	116	212	000	000	430	94-0135D191, YELLOW SPEEDBALL WATER SOLI		$49.36
1522	TRIARCO	E	01	116	212	000	000	430	RA35841 D191, ROYAL BRUSH BIG KIDS CHOICE		$198.74
1522	TRIARCO	E	01	116	212	000	000	430	94-0100D191, BLACK SPEEDBALL WATER SOLUA		$49.36
1522	TRIARCO	E	01	116	212	000	000	430	RA04004D191, PRANG WASHABLE GLITTER WA		$72.93
1522	TRIARCO	E	01	116	212	000	000	430	RA19789D191, JACK RICHSON PLAYCOLOR TEM		$266.48
1522	TRIARCO	E	01	116	212	000	000	430	RA11090D191, SARGENT ART WASHABLE FLOU		$62.43
1522	TRIARCO	E	01	116	212	000	000	430	RA12224D191, INOART PRESTO FOAM PLATES		$190.28
1522	TRIARCO	E	01	116	212	000	000	430	RA18508D191, LARGE TEMPRA SET OF 9		$176.10
1522	TRIARCO	E	01	116	212	000	000	430	RA00701D191, TRIARCO SUPER 8 PUMP KIT		$114.00
1522	TRIARCO	E	01	116	212	000	000	430	RA00110D191, TRIARCO PREMIUM TEMPRA 6 (		$42.04
1522	TRIARCO	E	01	116	212	000	000	430	Freight		$54.51
1522	TRIARCO	E	01	116	212	000	000	430	RA09552D191, CANISTER 36 BLACK SHARPIE M		$129.76
1522 Total											**$1,677.00**
1523	TRIFECTA NETWORKS LLC	E	01	005	606	000	000	430	AS PER ATTACHED SALES QUOTE SQ-631582		$1,260.00
1523 Total											**$1,260.00**
1524	US BANK EQUIPMENT FINANCE	E	05	005	850	000	302	370	Rentals Leases		$2,498.00
1524 Total											**$2,498.00**
1525	VASILJEVIC VIVIAN	E	03	005	750	000	720	311	Prof Tech Services		$59.95
1525 Total											**$59.95**
1526	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334			$54.71
1526	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	333			$5.10
1526	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	332			$20.50
1526	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	331			$342.68
1526	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	440			$57.98
1526	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334			$585.30
1526	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	331			$5,009.68
1526	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	440			$100.64
1526	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	333			$40.14
1526	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	332			$30.50
1526 Total											**$6,247.23**
1527	W A FISHER COMPANY	E	01	005	020	000	000	401	General Supplies		$10,722.37
1527 Total											**$10,722.37**
1528	ZANER-BLOSER	E	01	116	203	403	000	430	ISBN: 978-14531-1931-0, THIRD GRADE HANDW		$1,558.70
1528	ZANER-BLOSER	E	01	116	203	403	000	430	Freight		$140.28
1528 Total											**$1,698.98**
1529	ZOLL MEDICAL CORPORATION	E	05	301	865	000	347	401	General Supplies, LTFM PHY HZD		$60.00
1529 Total											**$60.00**
1530	ZOOM VIDEO COMMUNICATIONS INC	E	01	005	606	000	000	311	AS PER ATTACHED ORDER FORM NUMBER: Q57		$2,520.00

1530	ZOOM VIDEO COMMUNICATIONS INC	E	01	005	606	000	000	311	AS PER ATTACHED AMENDMENT FORM NUME	$7,534.58
1530 Total										**$10,054.58**
1531	CUMMINS NP INC	E	03	005	760	000	720	350	Repairs Maint Serv	$991.34
1531 Total										**$991.34**
1532	ISD #2154	E	01	005	690	000	000	401	Disposable 3 ply face mask cover for children ki	$99.90
1532	ISD #2154	E	01	005	690	000	000	401	Freight	$6.80
1532	ISD #2154	E	01	005	105	000	000	401	Flash Furniture HERCULES Series 24/7 Intensiv	$283.73
1532	ISD #2154	E	01	005	105	000	000	401	Freight	$20.93
1532	ISD #2154	E	01	005	810	000	000	401	APC UPS Battery Replacement | RBC7 Model	$299.98
1532	ISD #2154	E	01	005	810	000	000	401	Freight	$22.12
1532	ISD #2154	E	01	005	810	000	000	401	Replacement Lamp with Housing for NEC NP-M3	$109.64
1532	ISD #2154	E	01	005	810	000	000	401	Freight	$8.09
1532	ISD #2154	E	01	101	203	000	000	401	Storex pencil cases 12 boxes	$22.97
1532	ISD #2154	E	01	101	203	000	000	401	Freight	$0.94
1532	ISD #2154	E	01	100	640	000	316	401	https://www.amazon.com/Focus-Elevating-Esse	$494.80
1532	ISD #2154	E	01	100	640	000	316	401	Freight	$36.40
1532	ISD #2154	E	01	101	203	000	000	401	Arteza bulk pack 52 dry erase markers/ chisel t	$27.99
1532	ISD #2154	E	01	101	203	000	000	401	Roofull external CD/DVD Drive USB 3.0	$28.99
1532	ISD #2154	E	01	101	203	000	000	401	Bristle Blocks by BATTAT 112 piece	$15.50
1532	ISD #2154	E	01	101	203	000	000	401	EMIDO Building blocks/ Stem toys 120 piece	$15.98
1532	ISD #2154	E	01	101	203	000	000	401	Straw Constructor STEM building toys 300 piec	$17.25
1532	ISD #2154	E	01	101	203	000	000	401	VIAHART Brain Flakes STEM toy 500 Pieces	$15.99
1532	ISD #2154	E	01	101	203	000	000	401	Spark Ink Birthday Cards for kids/ 50 pieces	$13.95
1532	ISD #2154	E	01	101	203	000	000	401	Carson Dillaso Glitter Birthday Chart	$8.60
1532	ISD #2154	E	01	101	203	000	000	401	TREND Enterprises Inc. Bright backpacks variet	$6.29
1532	ISD #2154	E	01	101	203	000	000	401	TEacher created Resources FAncy Star Accents	$8.93
1532	ISD #2154	E	01	101	203	000	000	401	Sproutbrite Classroom Banner Dec. Together W	$15.95
1532	ISD #2154	E	01	101	203	000	000	401	YIHONG 72 piece Squishies	$17.99
1532	ISD #2154	E	01	101	203	000	000	401	16 Pack Scratch notepads	$29.98
1532	ISD #2154	E	01	101	203	000	000	401	Sky Bounce balls Rainbow color	$27.90
1532	ISD #2154	E	01	101	203	000	000	401	Sneeze guard panel for desks	$163.30
1532	ISD #2154	E	01	101	203	000	000	401	Blue Summit Supplies Student whiteboards 30	$67.99
1532	ISD #2154	E	01	101	203	000	000	401	Freight	$31.26
1532	ISD #2154	E	01	100	203	000	000	401	yoga blocks	$16.99
1532	ISD #2154	E	01	100	203	000	000	401	bluetooth keyboard	$43.99
1532	ISD #2154	E	01	100	203	000	000	401	10" ring light	$39.99
1532	ISD #2154	E	01	100	203	000	000	401	USB power hub splitter	$28.99
1532	ISD #2154	E	01	100	203	000	000	401	apple pen	$94.88
1532	ISD #2154	E	01	100	203	000	000	401	headphones with microphone	$32.99
1532	ISD #2154	E	01	100	203	000	000	401	laptop stand	$76.99
1532	ISD #2154	E	01	100	203	000	000	401	Freight	$23.78
1532	ISD #2154	E	01	101	203	000	000	401	microfiber cloths	$29.85
1532	ISD #2154	E	01	101	203	000	000	401	2 pack math charts	$15.95
1532	ISD #2154	E	01	101	203	000	000	401	Educational math posters	$24.97
1532	ISD #2154	E	01	101	203	000	000	401	Post it pop up notes	$7.29
1532	ISD #2154	E	01	101	203	000	000	401	Post it Super Sticky multi pack	$9.99
1532	ISD #2154	E	01	101	203	000	000	401	command hooks 20 pk	$14.97
1532	ISD #2154	E	01	101	203	000	000	401	small wire command hooks	$9.99
1532	ISD #2154	E	01	101	203	000	000	401	Large post it easel pads	$39.64
1532	ISD #2154	E	01	101	203	000	000	401	Expo markers, 36, black	$26.49
1532	ISD #2154	E	01	101	203	000	000	401	Assorted Expo dry erase, 16 count	$12.49
1532	ISD #2154	E	01	101	203	000	000	401	Mr. Sketch markers	$11.69
1532	ISD #2154	E	01	101	203	000	000	401	Freight	$14.98

1532	ISD #2154	E	01	101	203	000	000	401	Scotch Heavy Duty Shipping packing Tape	$0.00
1532	ISD #2154	E	01	101	203	000	000	401	MeikoHome Face Covering Lanyard, adjustable	$15.99
1532	ISD #2154	E	01	101	203	000	000	401	Paper Mate Gel Pens - InkJoy, 14 count Assorte	$12.44
1532	ISD #2154	E	01	101	203	000	000	401	Scento Graphite Smencils HB #2 Scented Pencil	$25.94
1532	ISD #2154	E	01	101	203	000	000	401	North Star Teacher Resources Traditional Mani	$17.75
1532	ISD #2154	E	01	101	203	000	000	401	itsphun 72 Piece Geometric Construction Kit	$19.99
1532	ISD #2154	E	01	101	203	000	000	401	Fat Brain Toys 30 pc mini squigz	$9.95
1532	ISD #2154	E	01	101	203	000	000	401	Rainbow ToyFrog Star Flex Create Puzzle STEM	$14.98
1532	ISD #2154	E	01	101	203	000	000	401	Emido 480 pcs building block bars engineering s	$17.99
1532	ISD #2154	E	01	101	203	000	000	401	Creative Kids Flakes - 600 Piece Disc Set	$14.99
1532	ISD #2154	E	01	101	203	000	000	401	Elongdi Magnetic building Blocks 132 pieces	$25.99
1532	ISD #2154	E	01	101	203	000	000	401	Straw Constructor STEM Building Toys	$17.25
1532	ISD #2154	E	01	101	203	000	000	401	Freight	$19.59
1532	ISD #2154	E	01	101	203	000	000	401	Pencil sharpener	$28.56
1532	ISD #2154	E	01	101	203	000	000	401	Dry Erase boards	$31.99
1532	ISD #2154	E	01	101	203	000	000	401	Chair Bands	$38.97
1532	ISD #2154	E	01	101	203	000	000	401	Playstick Blocks	$45.58
1532	ISD #2154	E	01	101	203	000	000	401	Pony Beads	$6.97
1532	ISD #2154	E	01	101	203	000	000	401	Building Block Pencils	$12.95
1532	ISD #2154	E	01	101	203	000	000	401	Birthday Pencils	$10.09
1532	ISD #2154	E	01	101	203	000	000	401	Birthday Wristbands	$9.58
1532	ISD #2154	E	01	101	203	000	000	401	Timer	$21.88
1532	ISD #2154	E	01	101	203	000	000	401	Laminating Pouches	$28.50
1532	ISD #2154	E	01	101	203	000	000	401	Expo Dry Erase Markers Chisel	$24.98
1532	ISD #2154	E	01	101	203	000	000	401	Expo Dry Erase Markers Fine Point	$30.42
1532	ISD #2154	E	01	101	203	000	000	401	Packing Tape with dispenser	$19.98
1532	ISD #2154	E	01	101	203	000	000	401	Badge Holder	$7.99
1532	ISD #2154	E	01	101	203	000	000	401	Clip Connects	$15.98
1532	ISD #2154	E	01	101	203	000	000	401	Elmers glue sticks	$7.24
1532	ISD #2154	E	01	101	203	000	000	401	pencils	$11.99
1532	ISD #2154	E	01	101	203	000	000	401	Binder Clips Large	$13.99
1532	ISD #2154	E	01	101	203	000	000	401	Binder Clips Medium	$4.98
1532	ISD #2154	E	01	101	203	000	000	401	Highlighting Book Markers	$8.99
1532	ISD #2154	E	01	101	203	000	000	401	Freight	$28.16
1532	ISD #2154	E	01	005	690	000	000	401	Fa Craft directional arrow floor sign sticker 4.7	$191.88
1532	ISD #2154	E	01	005	690	000	000	401	Caution please remain social distancing sign po	$59.85
1532	ISD #2154	E	01	005	690	000	000	401	FaCraft directional allow sign, 10 pcs 10x12" on	$224.85
1532	ISD #2154	E	01	005	690	000	000	401	social distancing floor decals pack of 6, 12" rem	$149.90
1532	ISD #2154	E	01	005	690	000	000	401	15 pack social distancing floor decals 12" stand	$189.90
1532	ISD #2154	E	01	005	690	000	000	401	Keep right floor sign-social distancing 6x18" stic	$659.00
1532	ISD #2154	E	01	005	690	000	000	401	10 pack directional arrow floor sign one way fl	$189.90
1532	ISD #2154	E	01	005	690	000	000	401	social distancing floor decal stickers 30 pack sta	$209.90
1532	ISD #2154	E	01	005	690	000	000	401	Freight	$142.92
1532	ISD #2154	E	01	101	203	000	000	401	orange bounce chair	$31.98
1532	ISD #2154	E	01	101	203	000	000	401	blue bounce chair	$31.98
1532	ISD #2154	E	01	101	203	000	000	401	packing tape	$3.86
1532	ISD #2154	E	01	101	203	000	000	401	pink bounce chair	$31.98
1532	ISD #2154	E	01	101	203	000	000	401	purple wobble chair	$96.76
1532	ISD #2154	E	01	101	203	000	000	401	green wobble chair	$103.94
1532	ISD #2154	E	01	101	203	000	000	401	yellow wobble chair	$108.42
1532	ISD #2154	E	01	101	203	000	000	401	blue wobble chair	$62.99
1532	ISD #2154	E	01	101	203	000	000	401	Freight	$0.47
1532 Total										**$5,610.14**

1533	ADVANCE TERRAZZO & TILE	E	06	100	870	000	000	520	MATRIX FLOORING/ NEW ELEMENTARY	$2,850.00
1533 Total										**$2,850.00**
1534	JK MECHANICAL CONTRACTORS INC	E	06	100	870	000	000	520	COMBINED MECHANICAL/ NEW ELEMENTARY	$76,390.45
1534 Total										**$76,390.45**
1535	KELLER FENCE COMPANY-NORTH INC	E	06	100	870	000	000	520	FENCE/ NEW ELEMENTARY	$6,616.75
1535 Total										**$6,616.75**
1536	KGM CONTRACTORS INC	E	06	100	870	000	000	520	SITE CLEARING & EARTHWORK/ NEW ELEMENT	$696,565.29
1536 Total										**$696,565.29**
1537	SAAFE LLC	E	06	100	870	000	000	520	BLEACHERS/ NEW ELEMENTARY	$978.50
1537 Total										**$978.50**
1538	SUPERIOR GLASS	E	06	100	870	000	000	520	ENT, STRFRNT, CRTN WALL/ NEW ELEMENTARY	$13,106.20
1538 Total										**$13,106.20**
1539	TNT AGGREGATES LLC	E	06	100	870	000	000	520	CARPENTRY/ NEW ELEMENTARY	$9,812.55
1539	TNT AGGREGATES LLC	E	06	100	870	000	000	520	CONCRETE/ NEW ELEMENTARY	$156,459.26
1539 Total										**$166,271.81**
1540	TRUE NORTH STEEL	E	06	100	870	000	000	520	STRUCTURAL STEEL/ NEW ELEMENTARY	$199,692.85
1540 Total										**$199,692.85**
1541	WELLS CONCRETE	E	06	100	870	000	000	520	STRUCTURAL/ARCH PRECAST/ NEW ELEMENTA	$12,335.82
1541 Total										**$12,335.82**
1542	PETTY CASH ATHLETIC OFFICE	E	01	300	294	701	000	430	20-21 Petty Cash	$3,000.00
1542 Total										**$3,000.00**

290031	PAYROLL 09/15/20	$680,498.38
	OASDI	$39,818.38
	MEDICARE	$9,316.38
	PERA	$10,212.97
	TRA	$44,092.46
	TSA MATCH	$3,825.19
290039	PAYROLL 09/30/20	$781,072.87
	OASDI	$46,032.91
	MEDICARE	$10,769.68
	PERA	$15,874.58
	TRA	$45,951.65
	TSA MATCH	$3,952.02

Vouchers 1275-1331;1333-1542 TOTAL DISBURSEMENTS & PAYROLLS **$5,698,290.55**

Seconded by that the above resolution be adopted.

Resolution adopted October 12, 2020.

Clerk

Chairperson

October 12, 2020

offered the following resolution and moved for its adoption.

RESOLVED, By the Board of Education of Independent School District #706 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

CHECK NO.	VENDOR	UFARS CODE	DESCRIPTION	AMOUNT
199659	AMAZON CAPITAL SERVICES INC	E 01 300 211 000 000 401	General Supplies	$13.58
199659 Total				**$13.58**
199660	METRO ECSU	E 01 005 640 000 316 305	Consulting Fees	$40.00
199660 Total				**$40.00**
199661	NORTHERN DOOR & HARDWARE INC	E 01 005 810 000 000 401	General Supplies	$443.00
199661 Total				**$443.00**
199662	NORTHLAND FIRE & SAFETY INC	E 02 005 770 000 701 311	Prof Tech Services	$650.00
199662	NORTHLAND FIRE & SAFETY INC	E 02 005 770 000 701 311	Prof Tech Services	$525.00
199662	NORTHLAND FIRE & SAFETY INC	E 05 005 865 000 363 311	Prof Tech Services	$431.40
199662	NORTHLAND FIRE & SAFETY INC	E 02 005 770 000 701 311	Prof Tech Services	$520.00
199662 Total				**$2,126.40**
199663	AMAZON CAPITAL SERVICES INC	E 01 300 250 000 000 430	Instruct Supplies	$8.95
199663 Total				**$8.95**
199664	GROSH SCENIC RENTALS INC	E 01 300 298 717 000 430	Instruct Supplies	$126.28
199664 Total				**$126.28**
199665	ISD #6076	E 01 112 405 000 740 396		$15,969.92
199665	ISD #6076	E 01 112 406 000 740 397		$101.96
199665	ISD #6076	E 01 112 406 000 740 396		$276.09
199665	ISD #6076	E 01 112 405 000 740 397		$1,683.91
199665	ISD #6076	E 01 112 405 000 740 397		$4,234.56
199665	ISD #6076	E 01 112 405 000 740 396		$4,994.72
199665	ISD #6076	E 01 112 405 000 740 399		$2,871.50
199665	ISD #6076	E 01 112 401 000 740 397		$346.09
199665	ISD #6076	E 01 112 401 000 740 396		$3,352.94
199665	ISD #6076	E 01 112 405 000 740 399		$3,638.57
199665	ISD #6076	E 01 005 420 000 740 397		$798.59
199665	ISD #6076	E 01 005 420 000 740 396		$7,006.63
199665	ISD #6076	E 01 005 420 000 740 397		$714.78
199665	ISD #6076	E 01 005 420 000 740 396		$3,138.55
199665	ISD #6076	E 01 299 405 000 740 397		$101.37
199665	ISD #6076	E 01 299 405 000 740 396		$615.84
199665	ISD #6076	E 01 299 420 000 740 397		$188.74
199665	ISD #6076	E 01 299 420 000 740 396		$1,146.67
199665	ISD #6076	E 01 005 420 000 740 397		$1,136.80
199665	ISD #6076	E 01 005 420 000 740 396		$3,834.36
199665	ISD #6076	E 01 005 420 000 740 397		$3,324.97
199665	ISD #6076	E 01 005 420 000 740 396		$8,659.88
199665	ISD #6076	E 01 005 420 000 740 399		$2,785.52
199665	ISD #6076	E 01 005 420 000 740 397		$255.99
199665	ISD #6076	E 01 005 420 000 740 396		$1,390.55
199665	ISD #6076	E 01 005 420 000 740 397		$152.43
199665	ISD #6076	E 01 005 420 000 740 396		$1,384.09
199665	ISD #6076	E 01 005 404 000 740 399		$138.35
199665	ISD #6076	E 01 112 412 000 740 397		$20,928.59

199665	ISD #6076	E	01	112	412	000	740	396		$60,737.60
199665 Total										**$155,910.56**
199666	ISD #709	E	01	300	211	000	000	390	Pmt Educ Pur MN Dist	$8,513.50
199666 Total										**$8,513.50**
199667	NASCO.	E	01	300	260	000	000	430	Instruct Supplies	$27.15
199667 Total										**$27.15**
199668	POWERSCHOOL GROUP LLC	E	01	005	606	000	000	311	Prof Tech Services	$600.00
199668 Total										**$600.00**

Vouchers 199659-199668 TOTAL DISBURSEMENTS **$167,809.42**

Seconded by that the above resolution be adopted.

Resolution adopted October 12, 2020.

Clerk

Chairperson

Memorandum of Understanding

Education Minnesota-Rock Ridge (formerly called the Virginia Education Association and Education Minnesota Eveleth-Gilbert) ("Union") and Rock Ridge School District ("District") hereby enter this Memorandum of Understanding ("MOU").

WHEREAS, the Union and the Rock Ridge School District are parties to a Collective Bargaining Agreement ("CBA" or "Master Agreement") effective July 2, 2019 (V) and July 1, 2019 (EG) through June 30, 2021, governing the terms and conditions of employment for teachers employed by the District, pursuant to the Public Employment Labor Relations Act ("PELRA"), Minn. Stat. 179.01, et. seq;, and

Because of COVID-19, the Union and the District agree as follows:

1. Effective on the first day of the 2020-2021 school year, and only during the 2020-2021 school year, all high school teachers (7-12) employed by the Rock Ridge School District shall teach in a 4-period block schedule (4 blocks). Teachers will each teach three block classes one semester with one block of prep and teach two classes the other semester with one block of prep. The semester in which teachers teach two classes and have one prep, for the fourth block, they will be assigned study hall supervision or lunch supervision for half of the block. Use of the other approximate half of the block will be determined cooperatively between teachers and administration. Uses may include working on curriculum or learning goals, PLCs, prep time or activities related to learning how to teach in a block. For the purposes of definition, a block is approximately 89 minutes in length.

2. This section applies only to those high school (7-12) teachers hired under the VEA contract. Because after-school detentions will not occur during the school year, teachers agree to substitute teach for 3 blocks during the school year.

3. This section applies only to those high school (7-12) teachers hired under the VEA contract. The union agrees to waive the online class size requirement of 15 students as stated in Article XIV Subd. 6 Class Size.

4. This section applies only to those hired under the EG contract. Because of the block schedule, all full-time teachers agree to a 7.5 hour duty day, inclusive of a 30 minute duty-free lunch.

5. The parties agree that regarding the implementation of this MOU are subject to the grievance procedure of the Master Agreement.

6. This MOU constitutes an additional agreement between the parties relating to the terms and conditions of employment for teachers. Teachers' individual rights under Minnesota Statutes, Section 122A, 40 remain unaffected by this agreement. No party has relied

upon any statements or promises that are not set forth in this MOU. No changes in this MOU are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOU on the dates shown below.

AUTHORIZED REPRESENTATIVES OF EDUCATION MINNESOTA AND ROCK RIDGE ISD 2909:

_____	_____
Date	President(s) Education Minnesota Rock Ridge
_____	_____
Date	Chief Negotiator, Education Minnesota Rock Ridge
_____	_____
Date	School Board Chair, Rock Ridge ISD 2909

Memorandum of Understanding

This Memorandum of Understanding is entered into between Rock Ridge Public Schools Independent School District #2909 (hereinafter “the District”) and the American Federation of State, County and Municipal Employees, Local #3 (hereafter “the Union”).

Following a bumping process in which Full-Time Virginia custodians have the opportunity to bid on vacant positions, the District shall temporarily assign the work of the two resulting vacant Virginia positions to two Eveleth-Gilbert employees. These two Eveleth-Gilbert employees shall be assigned on a voluntary basis by seniority. If there are no volunteers, this work shall be assigned to the employees of the Eveleth-Gilbert maintenance department with the lowest seniority. This arrangement shall expire on December 31, 2020, unless extended by mutual agreement. At which time, the two vacancies shall be posted according to the procedure outlined in the existing collective bargaining agreement between the former Virginia Independent School District #706 and AFSCME Local #85.

Prior to the implementation of a collective bargaining agreement between Rock Ridge Public Schools Independent School District #2909 and AFSCME Local #3, the District and Union shall follow the language of the existing contracts of both the former Virginia and Eveleth-Gilbert School Districts. Employees who work in Virginia schools shall fall under the existing collective bargaining agreement of the former Virginia Independent School District #706 and AFSCME Local #85. Employees who work in Eveleth-Gilbert schools fall under the existing collective bargaining agreement of the Eveleth-Gilbert School District #2154 and AFSCME Local #735.

On behalf of the Union,

_____
Date

_____
Troy Bauch
Staff Representative

On behalf of the District,

_____
Date

_____
Dr. Noel Schmidt
Superintendent

_____
Date

_____
Stacey Sundquist
School Board Chairperson

Theater			PTS	NON contract extra items
SH Fall Play	Jack Gritzmacher	2766	6.0	
SH Fall Play Assistant	Jeremy Liimatta	1383	3.0	
SH One Act	Jack Gritzmacher	1844	4.0	
SH One Act Assistant	Jeremy Liimatta	922	2.0	
SH Spring Play	Jeremy Liimatta	2766	6.0	
SH Spring Play Assistant	Chris Chad	1383	3.0	
Competitive Student Groups				
SH Speech	Jack Gritzmacher	2997	6.5	
JH Speech	Chris Chad	1614	3.5	
Other Student Organizations				
SH IRYA	Tim Strasser	1153	2.5	
FR Safety Patrol	Jessica Kralich	896	2.0	
	Remove Jessica Kralich from paid volunteer and list as a volunteer			
FR Safety Patrol	Beth Bittmann	922	2.0	
	Jessica Kralich	Volunteer		
Other				
PLC Coordinator (High School 7-12)	Elisa Boe	922	2.0	
PLC Coordinator (High School 7-12)	Kevin Szumal	922	2.0	
PLC Coordinator (High School 7-12)	Dan Berry	922	2.0	
PLC Coordinator (High School 7-12)	Cathy Larson	922	2.0	
PLC Coordinator (High School 7-12)	Tim Strasser	922	2.0	
PLC Coordinator (Elementary K-2)	KIm Wolner	922	2.0	
PLC Coordinator (Elementary K-2)	Laurie Hipple-Jam	922	2.0	
PLC Coordinator (Elementary K-2)	Becki Carey	922	2.0	
PLC Coordinator (Elementary K-2)	Nikki Young	922	2.0	
PLC Coordinator (Elementary 3-6)	Laurie Kuoppala	922	2.0	
PLC Coordinator (Elementary 3-6)	Deb Tikkanen	922	2.0	
PLC Coordinator (Elementary 3-6)	Lori LaLonde	922	2.0	
PLC Coordinator (Elementary 3-6)	Mandy Brunfelt	922	2.0	
PLC Coordinator (Elementary 3-6)	Reida Forsman	922	2.0	

VIRGINIA PUBLIC SCHOOLS

Wages and Benefits for – Registered Nurse Parkview – Pam Frazee

Work Year July 1, 2019 through June 30, 2021

Supervisor = Building Principal & Licensed School Nurse

2019 - 2020 Wage = $30.68 per hour. **2020 – 2021 Wage** = $31.37 per hour.

Days Worked = Student contact days per annual school calendar including Nurses In-Service days. Additional days may be allowed with consent of the supervisor.

Work Day = Less than 29.75 hours/week. Monday – Thursday 8:00 – 2:30; Friday 8:00 – 2:15

Sick Leave = 10 days accumulative to a maximum of 125 days. This includes bereavement leave.

Bereavement Leave = Up to 3 days bereavement leave (deducted from sick leave in case of absence from work due to the death of a member of your immediate family.

Personal Leave = 1 day

The purpose of this document is to set forth the wages and benefits for the listed position. The document is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the listed position at any time. The district reserves the right to terminate the employee for just cause. The signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee _____Date _____

Signature of Superintendent _____Date _____

VIRGINIA PUBLIC SCHOOLS

Wages and Benefits for – Registered Nurse Parkview – Laura Johnson

Work Year July 1, 2019 through June 30, 2021

Supervisor = Building Principal & Licensed School Nurse

2019 - 2020 Wage = $30.68 per hour. **2020 – 2021 Wage** = $31.37 per hour.

Days Worked = Student contact days per annual school calendar including Nurses In-Service days. Additional days may be allowed with consent of the supervisor.

Work Day = Less than 29.75 hours/week.

Sick Leave = 10 days accumulative to a maximum of 125 days. This includes bereavement leave.

Bereavement Leave = Up to 3 days bereavement leave (deducted from sick leave in case of absence from work due to the death of a member of your immediate family.

Personal Leave = 1 day

The purpose of this document is to set forth the wages and benefits for the listed position. The document is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the listed position at any time. The district reserves the right to terminate the employee for just cause. The signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee _____Date _____

Signature of Superintendent _____Date _____

Rock Ridge School District

#FiercelyUnited



Project Update

12 OCT 2020

ROCK RIDGE

CUNINGHAM GROUP

ARI

dsgw

KRAUS-ANDERSON®

Agenda

Project Update Presentation

Section 01: Bid Package #02

- Strategic Recap & Executive Summary
- Contractor Hiring Recommendations (Expedited)
  - WS 23-B – Mechanical (High School)
  - WS 25-A – Controls (High School & Elementary)
  - WS 26-A – Electrical (High School)

Section 02: Budget Update

- Overall Bid Package #02 Results
- Current Budget Status

Section 03: Conclusion

- Questions

Section 01:
Bid Package #02

KRAUS-ANDERSON®

Strategic Recap

Project Update Presentation

1) Planning & Project Development

PLANNING AND PROJECT DEVELOPMENT

- Confirm Virginia & Eveleth-Gilbert Public Schools' Visions & Goals
- Work with District & Selected Architect to Understand Options
- Confirm Budgets for Options Under Consideration
- Present Solu… Scenarios …oard in Ter… Survey …
- …der & C… …nity Eng…ement
- Final… Documentation of Selected Options & Budget
- Confirm Funding Strategies & Finance Costs
- Develop & Submit Review & Comment Proposal to MDE

2) Pre-Referendum

PRE-REFERENDUM

- Board Resolution to Call Election
- Layout the Bond Campaign with Board & Selected Architect
- Facilitate District Informational Campaign Process
- Develop Timeline of Activities & Tasks for Referendu…
- Suggest …egies for Su… …ul …rt
- …eferendum Co…nication Info…ation (Brochures, Flyers, etc.)
- Attend Public Meetings as Resource to District

3) Preconstruction

PRECONSTRUCTION

- Develop Communication Plan for Community Updates
- Lead District and Selected Architect Coordination Meetings

Cost & Schedule Management

- Detailed Estimates Throughout All Phase…
- Value Management Options
- Constructabili… …view of …esign Doc…
- S… …nning / Stu… …y Plan / Disru… …oidance Plan
- Project… …very Schedule from Pla…ing & Design Phase Through Post Construction

Quality Control & Management Plan

- Architectural Plan Review
- Building Systems Review
- Pre-Installation Guidance & Review

MEP Systems Review

- Review Mechanical & Electrical Systems
- Life Cycle Costing Analysis
- Commissioning Assistance

4) Bid / Award

BID / AWARD

- Best value bidding through a CM to keep work local
- A strong partner to …n the …ding …ss to…asa…
- A… …is…ar… bidding process
- Follow all state bidding …ments
- A… …id… Instruction to bidders
- Project schedule
- …ce
- …te
- Contact documents
- Bonding requirements
- Wage determination schedule
- Work scopes
- Submittal process
- Quality assurance plan
- Cleaning and safety procedures

BID PACK #02

5) Construction

CONSTRUCTION

- Communication of Project Goals / Success Factors with Contractors
- Full-Time, On-Site Supervision
- Provide/Monitor & Update Detailed Project Schedule
- Weekly Progress Meetings & Reports
- Coordination of Contractors
- Jobsite Safety Coordination
- Information Management Between Field, Selected Architect, & Virginia Eveleth-Gilbert Public Schools
- Project Controls (RFI, PCO, SI)
- Cost Management
- Quality Management System
- Coordination with City Inspectors

6) Post-Construction

POST - CONSTRUCTION

- Project Closeout
- Commissioning Assistance
- Coordinate Move-In & Occupancy
- Warranty Enforcement
- 11-Month Walkthrough
- Commitment to the Long-Term Relationship with Rock Ridge Public Schools

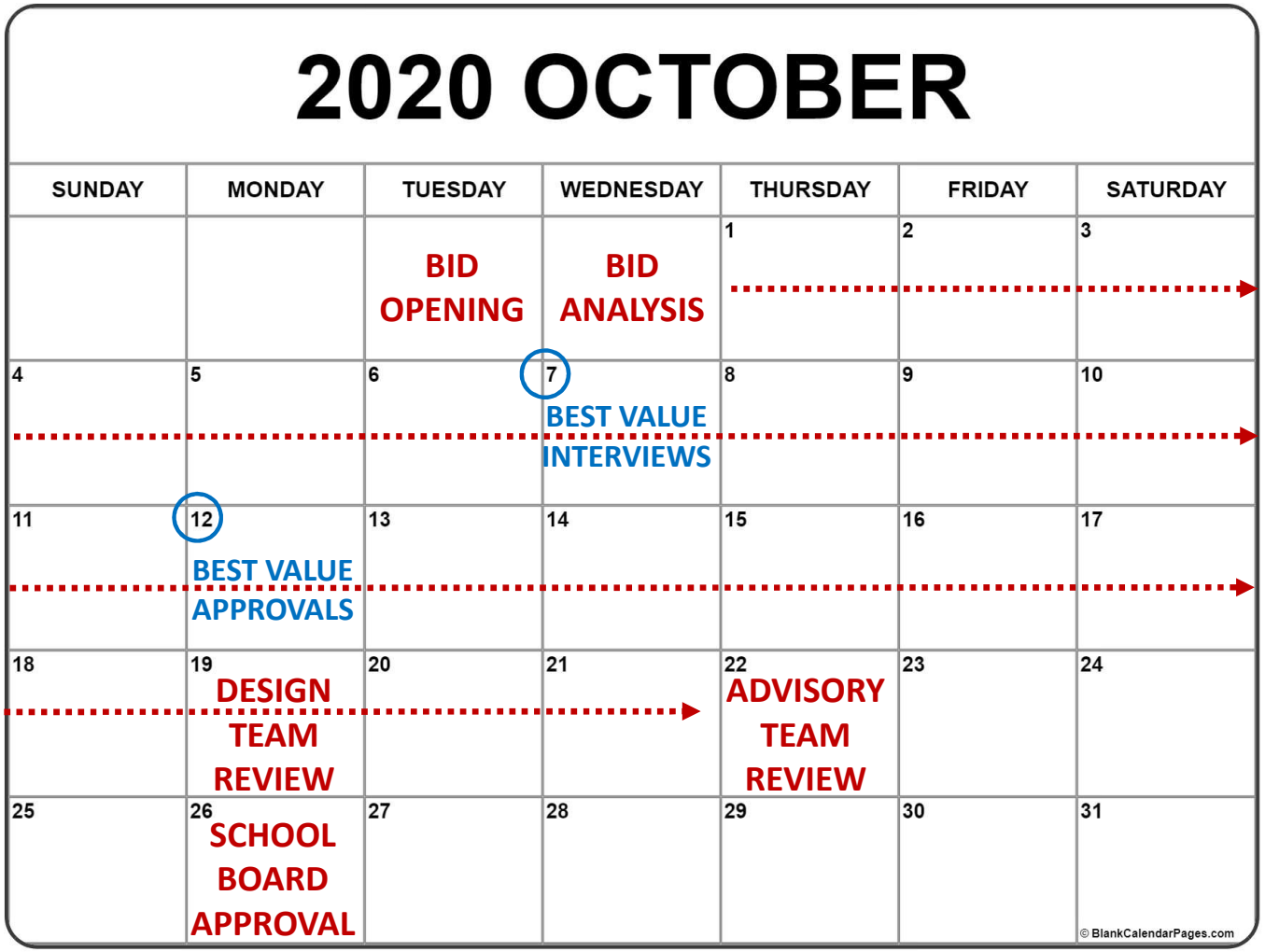
Executive Summary:

- Requesting (expedited) formal School Board approval for **(3) out of the (46) Work Scopes** bid in HS Bid Package #02
- Work Scopes are all “Best Value” and include:
  - 23-B “Mechanical (Plumbing & HVAC)
  - 25-A “Controls”
  - 26-A “Electrical (High & Low Voltage)
- Expedited approval being requested as underground plumbing & electrical work is needed immediately on the jobsite, to maintain project schedule & avoid additional winter conditions; Elementary School also has an upcoming need for Controls
- Remaining (43) Work Scopes to be recommended for approval on Monday, 26 OCT 2020.

KRAUS-ANDERSON®

Bidding Schedule Review

Project Update Presentation



WS 23-B: MECHANICAL (PLUMBING + HVAC)

RJ Mechanical (Mora, MN)

Estimated Budget:	$13,792,392
Bid Amount:	$14,113,000
Delta:	$320,608 (~2% Higher)

Notes:

- Best Value Work Scope – Received a "lower" bid from Weidner's Mechanical (St. Cloud, MN) ~$200k difference that was not determined to be the "Best Value" through the published point scoring system.
- RJ Mechanical self-performing plumbing – Partnering with Thelen Heating & Roofing for HVAC work
- Advanced Building Information Modeling (BIM) & Robotic Fabrication capabilities
- Excellent Value Management suggestions totaling ~$400k from Best Value Interview
- Providing a fully-welded piping system – excellent long-term pipe connection quality

WS 25-A: CONTROLS (BUILDING AUTOMATION)

UHL (Duluth, MN)

Estimated Budget (HS):	$1,127,120
Bid Amount (HS):	$1,008,300
Estimated Budget (Elem):	$250,000
Bid Amount (Elem):	$286,700
Delta (Total):	$82,120 (-0.06% Lower)

Notes:

- Best Value Work Scope – Received a “lower” bid from NAC Mechanical & Electrical (St. Paul, MN) ~$50k difference that was not determined to be the “Best Value” through the published point scoring system.
- Local service availability (for rapid responses) combined with a fully open-protocol Controls platform
- Controls selection affects future Elementary #02, as well as many other future District-wide decisions

WS 26-A: ELECTRICAL (HIGH VOLTAGE/LOW VOLTAGE)

HUNT Electric (Duluth, MN)

Estimated Budget:	$11,562,290
Bid Amount:	$13,590,000
Delta:	$2,027,710 (+17% Higher)

Notes:

- Best Value Work Scope – Was also the LOW BIDDER. Second closest bid from NAC Electrical (St. Paul, MN) ~$1.5M HIGHER.
- Strategically speaking, very atypical for the Mechanical & Electrical bids to be such close numbers
- Major source of deviation: Lighting Package (Custom Interior / Theatrical / Exterior Quantity / Athletic Fields)
- Recommending award, with understanding that HUNT Electric's partnership & fairness (backed by Unit Prices) will be returning dollars via Deduct Change Orders to help close this gap.
- Preliminary list of Value Management suggestions already received from HUNT Electric, and being considered by Design Team.

Section 02:
Overall Budget Update

KRAUS-ANDERSON®

Overall Referendum Budget

Project Update Presentation

TOTAL REFERENDUM BUDGET: $178.5 Million (+$4.5 M) = $183M

1. Elementary #1 – Eveleth Campus (PreK-6th Grades)	
Construction Budget	$27.2 Million
Soft Costs Budget	$6.8 Million
Subtotal Estimated Budget	$34 Million (Incl's $3M Addt'l from Eveleth-Gilbert)
2. Career Academy High School (7th-12th Grades)	
Construction Budget	$92 Million
Soft Costs Budget	$22.5 Million
Subtotal Estimated Budget	$114.5 Million (Incl's $1.5M Addt'l From Virginia)
3. Elementary #2 – Virginia Campus (3rd-6th Grades)	
Construction Budget	$21.5 Million
Soft Costs Budget	$5.5 Million
Subtotal Estimated Budget	$27 Million
4. Structural Demolition of Existing Campuses (Eveleth / Gilbert / Virginia)	
Subtotal Estimated Budget	$7.5 Million

KRAUS-ANDERSON®

High School Construction Budget (Hard Costs)

Project Update Presentation

Construction Budget Breakdown	
Bid Package #01	$33 Million
Bid Package #02	$53 Million
General Conditions (GC's)	$3 Million
Contingency	$3 Million
Construction Budget (Hard Costs)	$92 Million

Construction Budget (Hard Costs) vs. Bids

Construction Budget vs. Bids	
Construction Budget (Hard Costs)	**$92 Million**
Bids (BP#01, BP#02, GC's, Contingency)	**$97 Million**
Budget Alignment Required	**~$5 Million (5.4% Higher)**

Note: Two (2) Work Scopes (Metal Panels & Electrical) out of all appx. Seventy (70) Work Scopes on the project account for $4.5M of the current $5M budget mis-alignment

- Problem is isolatable
- Problem is treatable

Note: Bid Verification is not yet complete for all Work Scopes

WHY Are We Mis-Aligned?

1. Comprehensive Q&A During Bidding – More Complete Up-Front Prices with fewer Contingency surprises later
   - More bidder engagement / Q&A than usual
   - Extended bid dates due to productive Q&A process
2. COVID-19 Bidding Market Overview
3. Project Size/Technical Complexity/Duration vs. Geographic Market
   - Local Contractor Participation Factors
   - Bonding Requirements
   - PLA Requirements (Union Contractors Only)

Solution

1. By School Board Meeting on **Monday, 26 OCT 2020**
   - Strategy in-place that shows delta of "$0" from budget
     - Cost Reductions
       - Targeted **Value Management** on Mis-Aligned Scopes
         - Possible **Reject & Re-Bid** of Some Work Scopes
       - Evaluate **Alternates** - Reject "Add's" & Accept "Deduct's"
       - **Holistic Review** of All Work Scopes for Potential Cost Savings
       - Fund some Equipment Scopes through **Soft Costs** for tax savings through District-direct purchases
     - Revenue Increases
       - Identify realistic list of **Fundraising** opportunities
       - Evaluate any other sources of **Additional Financing**

Section 03: Conclusion

Thank you!

Questions (?)

KRAUS-ANDERSON®

Kraus-Anderson Construction Company
3716 Oneota Street, Duluth, MN 55807

October 12, 2020

Dr. Noel Schmidt
Rock Ridge Public Schools - ISD #2909
411 South 5th Avenue
Virginia, MN 55792

RE: Rock Ridge High School - Bid Package #02
Contract Award Recommendations (Part 1 of 2)

Dear Dr. Schmidt:

This letter is concerning Kraus-Anderson® Construction Company's (KA) recommendations for contract awards for the above-mentioned project that was bid on September 29, 2020.

KA has undergone several days of bidder verification, and we submit the following lowest responsible bidders with their total bid amount:

Base Bid:

ID	Work Scope	Contractor & Address		Bid Amount
WS 23-B ***Best Value Work Scope**	Combined Mechanical	**RJ Mechanical Inc.** 901 N Industrial Park Road, Box 373 Mora, MN 55051	Base Bid	$14,113,000.00
WS 25-A ***Best Value Work Scope**	Building Controls	**UHL Company, Inc.** 4444 Airpark Blvd Duluth, MN 55811	Base Bid	$1,295,000.00
WS 26-A ***Best Value Work Scope**	Electrical	**Hunt Electric Corporation** 4330 West 1st Street, Suite B Duluth, MN 55807	Base Bid	$13,590,000.00
			Total Base Bid Recommended:	**$28,998,000.00**

Alternates:

Note: Alternate amounts listed below reflect only the Alternate additions/deductions associated with the Work Scopes listed above.

ID	Description	Work Scope	Bid Amount	Total Recommended
ALT-09	Commons Flooring (Deduct Alternate)			
-ALTERNATE REJECTED		N/A	$0.00	$0.00
		Total	**$0.00**	**$0.00**
ALT-10	Roofing Warranty (Add Alternate)			
-ALTERNATE REJECTED		N/A	$0.00	$0.00
		Total	**$0.00**	**$0.00**
ALT-11	Window Treatments – Gymnasium (Add Alternate)			
-ALTERNATE REJECTED		WS 26-A Electrical	$5,400.00	$0.00
		Total	**$5,400.00**	**$0.00**
ALT-12	Window Treatments – Pool (Add Alternate)			
-ALTERNATE REJECTED		WS 26-A Electrical	$900.00	$0.00
		Total	**$900.00**	**$0.00**
ALT-13	Window Treatments – North Facing (Add Alternate)			
-ALTERNATE REJECTED		N/A	$0.00	$0.00
		Total	**$0.00**	**$0.00**
ALT-14	Traveling Bleacher (Add Alternate)			
-ALTERNATE REJECTED		WS 26-A Electrical	$310.00	$0.00
		Total	**$310.00**	**$0.00**
ALT-15	Hydronic Piping Material (Deduct Alternate)			
-ALTERNATE REJECTED		N/A	$0.00	$0.00
		Total	**$0.00**	**$0.00**
ALT-16	Dual Chilled Water Pumps (Deduct Alternate)			
-ALTERNATE ACCEPTED		WS 23-B Combined Mechanical	($11,100.00)	($11,100.00)
		WS 25-A Building Controls	($6,480.00)	($6,480.00)
		Total	**($17,580.00)**	**($17,580.00)**
ALT-17	Exterior Building – Stadium Concessions/Restroom (Add Alternate)			
-ALTERNATE REJECTED		WS 23-B Combined Mechanical	$33,000.00	$0.00
		WS 26-A Electrical	$9,740.00	$0.00
		Total	**$42,740.00**	**$0.00**
ALT-18	Exterior Building – Ballfield Concessions/Restroom (Add Alternate)			
-ALTERNATE REJECTED		WS 23-B Combined Mechanical	$33,000.00	$0.00
		WS 26-A Electrical	$17,300.00	$0.00
		Total	**$50,300.00**	**$0.00**
ALT-19	Exterior Building – Stadium Storage (Add Alternate)			
-ALTERNATE REJECTED		WS 26-A Electrical	$15,417.00	$0.00
		Total	**$15,417.00**	**$0.00**
ALT-20	Exterior Building – Ballfield Storage (Add Alternate)			
-ALTERNATE REJECTED		WS 26-A Electrical	$3,755.00	$0.00
		Total	**$3,755.00**	**$0.00**

ALT-21	Exterior Building Fitout – Stadium Concessions (Add Alternate)			
-ALTERNATE REJECTED		WS 23-B Combined Mechanical	$7,500.00	$0.00
		WS 26-A Electrical	$25,908.00	$0.00
		Total	**$33,408.00**	**$0.00**
ALT-22	Exterior Building Fitout – Ballfield Concessions (Add Alternate)			
-ALTERNATE REJECTED		WS 23-B Combined Mechanical	$7,500.00	$0.00
		WS 26-A Electrical	$16,200.00	$0.00
		Total	**$23,700.00**	**$0.00**
ALT-23	JV Ballfield Batting Cages (Add Alternate)			
-ALTERNATE REJECTED		N/A	$0.00	$0.00
		Total	**$0.00**	**$0.00**
ALT-24	JV Ballfield Lighting (Add Alternate)			
-ALTERNATE REJECTED		WS 26-A Electrical	$16,700.00	$0.00
		Total	**$16,700.00**	**$0.00**
			Total of All Recommended Alternates:	**($17,580.00)**

Total Base Bid Recommended:	**$28,998,000.00**
Total of All Recommended Alternates:	**($17,580.00)**
Total of Base Bids and All Recommended Alternates:	**$28,980,420.00**

Notes:

1. The Work Scopes listed for recommendation above represent three (3) of forty-six (46) Work Scopes bid in Bid Package #02 of the Rock Ridge High School project. These three (3) Work Scopes are being requested for expedited approval based upon immediate need of these specific Contractors on the jobsite, in order to maintain project schedule and minimize winter conditions costs. The remaining forty-three (43) Work Scopes bid in Bid Package #02 of the Rock Ridge High School project will be presented to Rock Ridge Public Schools on Monday, 26 OCT 2020, in a separate Recommendation Letter.
2. We have enclosed the final **Bid Tabulation Summary** that reflects the "low responsible bidders".
3. **"Best Value"** Work Scopes are scored competitively by a selection committee based upon pre-published factors other than low price.
4. **Work Scope 23-B "Combined Mechanical"**:
   -This Work Scope is being bid as a "Best Value" Work Scope, where the highest total points of published selection criteria represent the best value for contract award recommendations.
   -The contractor being recommended for Work Scope 31-A "Site Clearing & Earthwork" is RJ Mechanical and represents the highest total points after scoring.
5. **Work Scope 25-A "Controls"**:
   -This Work Scope is being bid as a "Best Value" Work Scope, where the highest total points of published selection criteria represent the best value for contract award recommendations.
   -The contractor being recommended for Work Scope 25-A "Controls" is the UHL Company and represents the highest total points after scoring.
6. **Work Scope 26-A "Electrical"**:
   -This Work Scope is being bid as a "Best Value" Work Scope, where the highest total points of published selection criteria represent the best value for contract award recommendations.
   -The contractor being recommended for Work Scope 26-A "Electrical" is HUNT Electric and represents the highest total points after scoring.

If you have any questions regarding this information, please do not hesitate to contact me at (218) 722-3775.

Sincerely,

KRAUS-ANDERSON® CONSTRUCTION COMPANY



Paul Noll
Project Manager

PN/ck

Enclosures:
-Bid Tabulations Summary

KRAUS-ANDERSON®
Construction Company

ROCK RIDGE HIGH SCHOOL

BID PACAKGE #02

BID TABULATIONS
September 29, 2020

OWNER: Rock Ridge Public Schools
ARCHITECT: Cuningham Group Architecture, Inc. & DSGW Architects

APPARENT LOW BIDDER PER WORK SCOPE

	BIDDER NAME	BIDDER NAME	BIDDER NAME	BIDDER NAME
	WS 23-B – Combined Mechanical	WS 25-A – Building Controls	WS 26-A – Electrical	
	RJ Mechanical Inc.	Uhl Company, Inc.	Hunt Electric Corporation	
BID SECURITY	Yes	Yes	Yes	
ADDENDA RECEIVED	6	6	6	
BASE BID	$14,113,000.00	$1,295,000.00	$13,590,000.00	
Alternates No. 1-8 were used in Bid Package 01.				
Alternate No. 9: Commons Flooring (Deduct Alt.)		No Change	N/A	
Alternate No. 10: Roofing Warranty (Add Alt.)		No Change	N/A	
Alternate No. 11: Window Treatments – Gymnasium (Add Alt.)		No Change	$5,400.00	
Alternate No. 12: Window Treatments – Pool (Add Alt.)		No Change	$900.00	
Alternate No. 13: Window Treatments – North Facing (Add Alt.)		No Change	N/A	
Alternate No. 14: Traveling Bleacher (Add Alt.)		No Change	$310.00	
Alternate No. 15: Hydronic Piping Material (Deduct Alt.)		No Change	N/A	
Alternate No. 16: Dual Chilled Water Pumps (Deduct Alt.)	($11,100.00)	($6,480.00)	N/A	
Alternate No. 17: Exterior Building – Stadium Concessions/Restroom (Add Alt.)	$33,000.00	No Change	$9,740.00	
Alternate No. 18: Exterior Building – Ballfield Concessions/Restroom (Add Alt.)	$33,000.00	No Change	$17,300.00	
Alternate No. 19: Exterior Building – Stadium Storage (Add Alt.)		No Change	$15,417.00	
Alternate No. 20: Exterior Building – Ballfield Storage (Add Alt.)		No Change	$3,755.00	
Alternate No. 21: Exterior Building Fitout – Stadium Concessions (Add Alt.)	$7,500.00	No Change	$25,908.00	
Alternate No. 22: Exterior Building Fitout – Ballfield Concessions (Add Alt.)	$7,500.00	No Change	$16,200.00	
Alternate No. 23: JV Ballfield Batting Cages (Add Alt.)		No Change	N/A	
Alternate No. 24: JV Ballfield Lighting (Add Alt.)		No Change	$16,700.00	
Unit Prices: Will not be read aloud, but will be included on published bid tabulations				
Unit Prices 1-27 were used in Bid Package 01				
Unit Price 28: Cost per SF installed of metal wall panel type 1	N/A	N/A	N/A	
Unit Price 29: Cost per SF installed of metal wall panel type 2	N/A	N/A	N/A	
Unit Price 30: Cost per SF installed per complete cross-section of 90 mil EPDM roofing	N/A	N/A	N/A	
Unit Price 31: Cost per SF of Drywall installed, including mud/tape/sand	N/A	N/A	N/A	
Unit Price 32: Cost per SF of Quarry Tile installed	N/A	N/A	N/A	
Unit Price 33: Cost per LF of Quarry Tile Base installed	N/A	N/A	N/A	
Unit Price 34: Cost per SF of Ceramic Tile installed	N/A	N/A	N/A	
Unit Price 35: Cost per LF of Ceramic Tile Base installed	N/A	N/A	N/A	
Unit Price 36: Cost per SF of Carpet installed	N/A	N/A	N/A	
Unit Price 37: Cost per SF of Resilient Flooring installed	N/A	N/A	N/A	
Unit Price 38: Cost per SF of Resinous Flooring installed	N/A	N/A	N/A	
Unit Price 39: Cost per LF of Rubber Base installed	N/A	N/A	N/A	
Unit Price 40: Cost per SF of Resinous Matrix Terrazzo installed	N/A	N/A	N/A	
Unit Price 41: Cost per SF of Acoustical Ceiling Panel installed	N/A	N/A	N/A	
Unit Price 42: Cost per SF of Acoustical Treatment installed	N/A	N/A	N/A	
Unit Price 43: Cost per SF of Acoustical Wall Panel installed	N/A	N/A	N/A	
Unit Price 44: Cost per SF of Linear Metal Ceiling installed	N/A	N/A	N/A	
Unit Price 45: Cost per SF of Wood Grille Wall Panel installed	N/A	N/A	N/A	
Unit Price 46: Cost per SF of Linear Wood Ceiling installed	N/A	N/A	N/A	
Unit Price 47: Cost per SF of Wood Athletic Flooring installed	N/A	N/A	N/A	
Unit Price 48: Cost per SF of Painting	N/A	N/A	N/A	
Unit Price 49: Cost per SF of Wallcovering installed (Use WCV-04)	N/A	N/A	N/A	
Unit Price 50: Cost per each Loading Dock Bumpers installed	N/A	N/A	N/A	

KRAUS-ANDERSON®
Construction Company

ROCK RIDGE HIGH SCHOOL

BID PACAKGE #02

BID TABULATIONS
September 29, 2020

OWNER: Rock Ridge Public Schools
ARCHITECT: Cuningham Group Architecture, Inc. & DSGW Architects

APPARENT LOW BIDDER PER WORK SCOPE

	BIDDER NAME	BIDDER NAME	BIDDER NAME	BIDDER NAME
	WS 23-B – Combined Mechanical	WS 25-A – Building Controls	WS 26-A – Electrical	
	RJ Mechanical Inc.	Uhl Company, Inc.	Hunt Electric Corporation	
Unit Price 51: Cost per SF Window Treatment installed	N/A	N/A	N/A	
Unit Price 52: Cost per Hour to operate (prior to final inspection)	N/A	N/A	N/A	
Unit Price 53: Cost per SF Solid Wood (WD-01) installed	N/A	N/A	N/A	
Unit Price 54: Cost per SF Wood Veneer (WDV-01) installed	N/A	N/A	N/A	
Unit Price 55: Cost per SF Composite Wood Panel (WP-01) installed	N/A	N/A	N/A	
Unit Price 56: Cost per SF Solid Wood (WD-01) installed	N/A	N/A	N/A	
Unit Price 57: Cost per SF Athletic Wall Pad (WPAD-01) installed	N/A	N/A	N/A	
Unit Price 58: Cost per SF Turf installed	N/A	N/A	N/A	
Unit Price 59: Cost per SF Decorative Window Film (DWF-01) installed	N/A	N/A	N/A	
Unit Price 60: Cost per SF 1% Window Trtmnt Shades Installed	N/A	N/A	N/A	
Unit Price 61: Cost per SF Dual Window Trtmnt Shades Installed	N/A	N/A	N/A	
Unit Price 62: Cost per EA BAS Head End, installed (WS 25-A)	N/A	Add $3080 Deduct $2800	N/A	
Unit Price 63: Cost per EA Thermostat, installed (WS 25-A)	N/A	Add $525 Deduct $475	N/A	
Unit Price 64: Cost per EA Control Valve installed (WS 25-A)	N/A	Add $842 Deduct $765	N/A	
Unit Price 65: Cost per LF of Control Wiring installed (WS 25-A)	N/A	Add $3 Deduct $2.75	N/A	
Unit Price 66: Cost per EA Analog Input (WS 25-A)	N/A	Duct Sensor: Add $500 Deduct $450	N/A	
Unit Price 67: Cost per EA Analog Output (WS 25-A)	N/A	Current Sensor: Add $500 Deduct $450	N/A	
Unit Price 68: Cost per EA Digital Input (WS 25-A)	N/A	Damper Actuator: Add $860 Deduct $780	N/A	
Unit Price 69: Cost per EA Digital Output (WS 25-A)	N/A	Control Relay: Add $500 Deduct $450	N/A	
Unit Price 70: Cost per EA Fan-Powered VAV w/ Reheat (WS 25-A)	N/A	Add $1600 Deduct $1455	N/A	
Unit Price 71: Cost per EA VAV with Reheat (WS 25-A)	N/A	Add $1550 Deduct $1400	N/A	
Unit Price 72: Cost per EA VAV without Reheat (WS 25-A)	N/A	Add $1350 Deduct $1225	N/A	
Unit Price 73: Cost per EA Hot Water Unit Heater (WS 25-A)	N/A	Add $1550 Deduct $1400	N/A	
Remarks:				
Proper Bid Form (Addendum 06):	Yes	Yes	Yes	
Bid Form Signed:	Yes	Yes	Yes	
Original Bid Bond (Owner: Rock Ridge):	Yes, to Virginia Public Schools	Yes, to Virginia Public Schools	Yes, to Virginia & Eveleth Schools	
		$1,008,300.00		
		$286,700.00		

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▸ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▸ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▸ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▸ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH1422 REV 03/20

Rock Ridge
Moving Scenarios

Objective: To Minimize Costs and Accelerate Construction of the New Virginia Elementary

Presented to Rock Ridge School Board

Updated Version: October 12, 2020

Scenario #1

Do Nothing: Stick to the Original Plan

Current Moving Plans:

EG Elementary Moves to New Building in December 2021

All 7-12 Students Move to New Building in August 2023

Construction of the New Virginia Elementary begins in June 2023 and is ready for for occupancy in August 2025

Scenario #1

Pro's

This is the schedule that was communicated from the beginning

Less disruption for students and staff

Con's

At the mercy of increased construction costs

Adding costs of moving everyone

Scenario #2

All Moves Occur in December 2021

EG PreK-6 moves into the new building

Roosevelt Elementary moves to Franklin Elementary

EG 7-9 & Virginia 7-9 moves together into EGHS

EG 10-12 & Virginia 10-12 moves together into Gilbert Campus

All HS students move into the new High School in September 2023
Construction of the new Virginia Elementary school begins in January of 2022
New Virginia Elementary is ready for occupancy in August of 2023

Scenario #2

Pros

New Virginia Elem completed 2 years ahead of schedule

Cost savings: Favorable bidding environment to minimize inflationary construction costs and operational costs

Playground available to Roosevelt Students

Cons

Moving kids and teachers in the middle of the school year

Costs associated with moving

All Virginia students would need to be bussed

Science and Ind Tech spaces are not equivalent to current spaces in Virginia

Scenario #3

Move Occurs June 2021

EG PreK-6 moves into the Franklin

Roosevelt Elementary moves to VHS

EG 7-9 & Virginia 7-9 moves together into EGHS

EG 10-12 & Virginia 10-12 moves together into Gilbert Campus

All HS students move into the new High School in September 2023
Construction of the new Virginia Elementary school begins in June of 2021
New Virginia Elementary is ready for occupancy in December of 2022

Scenario #3

Pros

Virginia Elem completed 2 ½ years ahead of schedule

Cost savings: Favorable bidding environment minimizes inflationary construction costs and operational costs

Cons

Costs associated with moving

Costs associated with moving,

All Virginia students would need to be bussed

Science and Ind Tech spaces are not equivalent to current spaces in Virginia

Outdoor space at Virginia campus would be limited

Scenario #4

Move Occurs June 2021

EG PreK-6 moves into the Franklin

Roosevelt Elementary moves to VHS

EG 7-12 moves into EGHS

Virginia 7-12 moves into Gilbert Campus

All HS students move into the new High School in September 2023
Construction of the new Virginia Elementary school begins in June of 2021
New Virginia Elementary is ready for occupancy in December of 2022

Scenario #4

Pros

Virginia Elem completed 2 ½ years ahead of schedule

Cost savings: Favorable bidding environment minimizes inflationary construction costs and operational costs

Cons

Costs associated with moving

Costs associated with moving, potential remodeling to accommodate classes

Science and Ind Tech spaces are not equivalent to current spaces in Virginia

Pro or Con: Keep High Schools Separate

Scenario #5

Move Occurs December 2021

EG PreK-6 moves into the New Building

Roosevelt Elementary moves to VHS

EG 7-12 moves into Gilbert Campus

Virginia 7-12 moves into EGHS

All HS students move into the new High School in September 2023
Construction of the new Virginia Elementary school begins in January of 2022
New Virginia Elementary is ready for occupancy in August of 2023

Scenario #5

Pros

Virginia Elem completed 2 years ahead of schedule

Cost savings: Favorable bidding environment minimizes inflationary construction costs and operational costs

Cons

Costs associated with moving

Science spaces are limited, some courses would need to be taught in a traditional classroom

Tech Ed spaces do not exist on the Eveleth Campus

Pro or Con: Keep High Schools Separate

Scenario #6

Move Occurs December 2021

EG PreK-6 moves into the New Building

Roosevelt Elementary moves to Franklin Elementary

E-G 7-12 remains where they are

Virginia HS remains where they are

All HS students move into the new High School in September 2023
Construction of the new Virginia Elementary school begins in January of 2022
New Virginia Elementary is ready for occupancy in August of 2023

Scenario #6

Pros

Virginia Elem completed 2 years ahead of schedule

Cost savings: Favorable bidding environment minimizes inflationary construction costs and operational costs

Minimal student movement

Cons

Costs associated with moving

Pro or Con: Keep High Schools Separate

Scenario #7

Move Occurs June 2021

EG PreK-6 moves into the Franklin

Roosevelt Elementary moves to Gilbert Campus

EG 7-12 moves into EGHS

Virginia 7-12 remains in VHS

All HS students move into the new High School in September 2023
Construction of the new Virginia Elementary school begins in June of 2021
New Virginia Elementary is ready for occupancy in December of 2022

Scenario #7

Pros

Virginia Elem completed 2 years ahead of schedule

Cost savings: Favorable bidding environment minimizes inflationary construction costs and operational costs

Minimal student movement

Cons

Costs associated with moving

Pro or Con: Keep High Schools Separate

Process for naming new elementary schools in Eveleth-Gilbert and Virginia

Option 1	**Option 2**	**Option 3**	**Option 4**	
School Board selects names with public input	**Consultant helps select names**	**Public selects names through formal and professional surveys**	**Public selects names through informal surveys**	
Estimated cost: Negligible	**Estimated cost: $5,000 to $20,000**	**Estimated cost: $15,000 to $30,000**	**Estimated cost: $200 to $2,000**	
Step One: School Board meets in work study to discuss possible names for new elementary schools	Step One: Identify consultant to help in naming process	Step One: Identify professional surveying company to perform surveys	Step One: Identify surveying instrument/company	
Step Two: School Board selects names for new elementary schools	Step Two: Follow process outlined by consultant to select names	Step Two: Survey public to identify strengths of the area and names associated with strengths and word associations	Step Two: Survey public to identify strengths of the area and names associated with strengths and word associations	
Step Three: School Board hosts community meetings to receive feedback from the public on possible names	Step Three: New names announced in January or February or March	Step Three: Select most popular names and associations	Step Three: Select most popular names and associations	
Step Four: New names announced in January		Step Four: Re-survey final top 3-5 names to produce final names	Step Four: Re-survey final top 3-5 names to produce final names	

		Step Five: New names announced in January or February or March	Step Five: New names announced in January	

Process for identifying attendance boundaries for new elementary schools

Option 1	**Option 2**	**Option 3**	**Option 4**	
School Board identifies attendance boundaries with public input	**Consultant helps select attendance boundaries**	**Public helps select attendance boundaries through formal and professional surveys**	**Public helps select attendance boundaries through informal surveys**	
Estimated cost: Negligible	**Estimated cost: $5,000 to $20,000**	**Estimated cost: $15,000 to $30,000**	**Estimated cost: $200 to $2,000**	
Step One: District administration create maps of all students and their locations and capacities of each building	Step One: Identify consultant or demographer to help in naming process	Step One: Identify professional surveying company to perform surveys	Step One: Identify surveying instrument/company	
Step Two: School Board meets in work study to discuss possible attendance boundaries	Step Two: Follow process outlined by consultant or demographer to identify attendance boundaries	Step Two: District administration create maps of all students and their locations and capacities of each building	Step Two: District administration create maps of all students and their locations and capacities of each building	
Step Three: School Board hosts community meetings to receive feedback from the public on possible attendance boundaries	Step Three: School Board identifies final attendance boundaries in January or February or March	Step Three: Survey public to identify potential attendance boundary scenarios	Step Three: Survey public to identify potential attendance boundary scenarios	
Step Four:		Step Four:	Step Four:	

School Board identifies final attendance boundaries in January or February or March		Select most popular and workable attendance scenarios	Select most popular and workable attendance scenarios	
		Step Five: Re-survey final top 3-5 attendance boundary scenarios to produce final plan	Step Five: Re-survey final top 3-5 attendance boundary scenarios to produce final plan	
		Step Six: New attendance boundaries announced in January or February or March	Step Six: New attendance boundaries announced in January or February or March	

Date 10/5/2020
Expires 12/19/2020
Quote: Rock Ridge Public Schools ISD 2909
Contact: Noel Schmidt, Superintendent
Phone: 218-749-5437 Ext: 1901
Email: nschmidt@vmps.org

Ship To:	**Please Make PO's & Contracts Out To:**
Eveleth Gilbert Elementary New School Site Eveleth, MN 55734	Landscape Structures 601 7th St. S Delano, MN 55328
Bill To:	**Please Remit Payment To:**
Rock Ridge Public Schools ISD 2909 411 S 5th St Virginia, MN 55792	Landscape Structures 601 7th St. S Delano, MN 55328

We are pleased to submit this proposal to supply the following products/services:

QTY	ITEM #	Description	UNIT PRICE	EXT. PRICE
1	Custom	Eveleth Gilbert Elementary - Custom: Indoor Climbing Tower/Tree Fort		$202,795.00
1	Discount	State of Minnesota Contract Discount	8.00%	($16,223.60)
		Installation by Landacape Structures Certified Installers		
		(See Flagship Recreation Quote - Includes Synthetic Turf Safety Surfacing)		
		Includes the following sensory panels: Marble, Color Splash, Hourglass, Sign Language, Block Image & Gear Panels		
			Subtotal	$186,571.40
			Freight	On Install Quote
			Sales Tax	Tax Exempt Cert
			Total	$186,571.40

Quotes from Flagship Recreatoin, Inc. are subject to current Flagship Recreation, Inc. policies as well as Terms & Conditions, Inclusions & Exclusions outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of $1,000.00 must be supported by a formal Purchase Order made out to Landscape Structures, Inc.

Minnesota State Contract #119795

Terms: Net 30 days; 1.5% finance charge on balances over 30 days

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supercedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Quantity: The quantity of merchandise and/or material to be delivered and/or installed shall not vary from the amount specified unless a different amount is first agreed to via Change Order. Changes are subject to price adjustment.

Pricing: Pricing is F.O.B factory. Current year pricing is honored on contracts completed prior to December 3, 2020. Contracts completed after this date are subject to price change.

Responsibility: Landscape Structures shall be repsonsible for any loss or damage to merchandise until delivered to Buyer at F.O.B destination point. Buyer is responsible for loss or damage thereafter.

Inspection: Merchandise shall be subject to Buyer's inspection within a reasonable time after the arrival at the ultimate destination. Upon inspection, it is the Buyer's responsibility to notify Flagship Recreation if merchandise does not meet requirements of the order.

Project Scope *(This Section For Quotes Including Installation)*

Inclusions:

- One Mobilization
- Public Utility Locates
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specificed)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Accepting & Unloading of Order Prior to Installation
- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Please note, quotes including installation are based on site access and site conditions that have been conveyed to Landscape Structures by the owner/owner's representative and based on ideal conditions required to complete the project as quoted. Unless addressed prior to the installation quote being issued or specifically documented herein, any issues encountered that impede the progress or completion of the project as quoted will result in additional charges.

Acceptance of Quotation:

Accepted By (Print)	Noel Schmidt, Superintendent	**PO#:**	
Signature:		**Email:**	nschmidt@vmps.org
Title:		**Phone:**	
Date:		**Purchase Amount:**	$186,571.40

Date 10/5/2020
Expires 12/19/2020
Quote: Rock Ridge Public Schools ISD 2909
Contact: Noel Schmidt, Superintendent
Phone: 218-749-5437 Ext: 1901
Email: nschmidt@vmps.org

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We are pleased to submit this proposal to supply the following products/services:

QTY	ITEM #	Description	UNIT PRICE	EXT. PRICE
		Eveleth Gilbert Elementary - Custom: Indoor Climbing Tower/Tree Fort		
		(See Landscape Structures for Play Equipment Quote)		
1	Install	Installation by Landscape Structures Certified Installers		$35,666.93
		Custom Play Equipment / Surface Mount		
1	Mobilization	Mobilization		$500.00
1	Lodging	Per Diem (hotel, meals, etc.)	Estimated	$5,280.00
		(Only Invoiced at Cost Per State of MN Contract)		
2	Dumpster	Dumpster/Disposal		$1,777.78
1	Site Work	Site Work & Special Equipment		$7,531.00
		Installation estimate is based on agreed upon site conditions and reasonable access. Any significant changes could result in an increase in costs.		
1700	Sq Ft	Synthetic Playground Turf w/ Padding, Anti-Microbial Infill & Anti-static Turf		$27,625.00
		Materials & Installation Over Concrete Floor / Indoor		
			Subtotal	$78,380.70
			Freight (Actual)	$2,200.00
			Sales Tax	Tax Exempt Cert
			Total	$80,580.70

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Minnesota State Contract #119795

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Quantity: The quantity of merchandise and/or material to be delivered and/or installed shall not vary from the amount specified unless a different amount is first agreed to via Change Order. Changes are subject to price adjustment.

Pricing: Pricing is F.O.B factory. Current year pricing is honored on contracts completed prior to December 3, 2020. Contracts completed after this date are subject to price change.

Responsibility: Flagship Recreation shall be responsible for any loss or damage to merchandise until delivered to Buyer at F.O.B destination point. Buyer is responsible for loss or damage thereafter.

Inspection: Merchandise shall be subject to Buyer's inspection within a reasonable time after the arrival at the ultimate destination. Upon inspection, it is the Buyer's responsibility to notify Flagship Recreation if merchandise does not meet requirements of the order.

Project Scope *(This Section For Quotes Including Installation)*

Inclusions:

- One Mobilization
- Public Utility Locates
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Accepting & Unloading of Order Prior to Installation
- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Please note, quotes including installation are based on site access and site conditions that have been conveyed to Flagship Recreation by the owner/owner's representative and based on ideal conditions required to complete the project as quoted. Unless addressed prior to the installation quote being issued or specifically documented herein, any issues encountered that impede the progress or completion of the project as quoted will result in additional charges.

Acceptance of Quotation:

Accepted By (Print)	Noel Schmidt, Superintendent	**PO#:**	
Signature:		**Email:**	nschmidt@vmps.org
Title:		**Phone:**	
Date:		**Purchase Amount:**	$80,580.70

*Note: must maintain 84" clearance above tallest designated play surface of 48" (Lower Level).

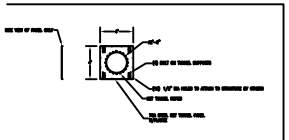
*Note: must maintain 84" clearance above 21' tower (Upper Level).

*NOTE: SLAB @ GRADE IS 6" THICK

*NOTE: FLOOR TO FLOOR ELEVATION=15'-0" AT THE RECESSED PLAY AREA TO THE BRIDGE

*NOTE: RECESSED PLAY AREA IS 12" DEEP

*NOTE: Surfacing to be 3" Thick

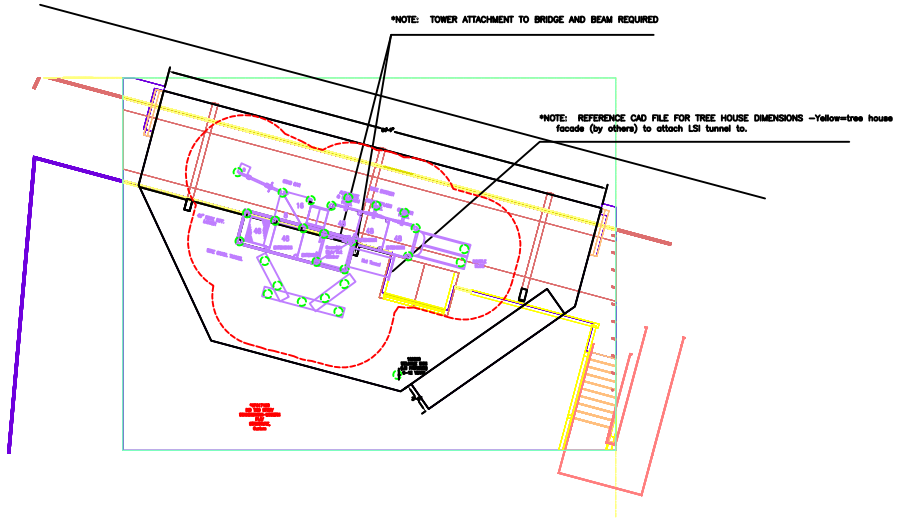


ATTACHMENT PANEL DETAIL
NET LOADING TO BE 1250LBS.

Equipment:
0-12 years

Max Fall Height: 48 Inches

Estimated manufacturing time:
10 weeks from the time of LSI order acceptance, or receipt of SkyWays release of fabrication form if applicable.



*NOTE: HOLD HARMLESS FORM REQUIRED

TOTAL ELEVATED PLAY COMPONENTS	8		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	9	REQUIRED	5
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	6	REQUIRED	3
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	REQUIRED	4

landscape structures

IPEMA CERTIFIED

The play components identified on this plan are IPEMA certified. Unless model number is preceded with a * the unit is tested to meet requirements and is subject to the requirements of IPEMA 91-2021. To verify product certification, visit ipema.org

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5–12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US, PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SURFACING MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/4" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

AREA OF ACCESSIBLE/PROTECTIVE SURFACING (POURED-IN-PLACE SUGGESTED)
800 sq ft

DESIGNED BY:
VAO

COPYRIGHT: 7/10/20
LANDSCAPE STRUCTURES, INC.

Date	Previous Drawing #	Initials

Eveleth–Gilbert Elementary
Eveleth, MN

Flagship Recreation
Jaqui Thunberg

SYSTEM TYPE:
Freestanding

DRAWING #:
1143788–01–01

Contract Addendum
HOLD HARMLESS AGREEMENT

THIS AGREEMENT is made and entered into between Landscape Structures Inc ("LSI") and **Rock Ridge Public Schools ISD 2909** ("Customer"). In consideration of the LSI Order referenced below, LSI and Customer agree as follows:

Customer will indemnify, defend and hold LSI, its agents and employees, harmless from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from any alleged and/or actual damages including emotional harm, bodily injury or death ("Injury") occurring on or around the products referenced in LSI Project Number **143788-01-02**.

Customer's responsibilities apply if Injury is caused in whole or in part by Customer, or anyone for whose acts Customer may be liable, regardless of whether Injury is caused in part by LSI, its employees or agents. Customer is not obligated to defend, indemnify and hold LSI harmless if Injury is solely caused by the proven defective nature of LSI's products.

This Agreement will be interpreted and construed in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have read and understand the terms of this Agreement. The Agreement is effective on the date signed below by both parties.

Customer	**Landscape Structures Inc**
By _____	By _____
Its _____	Its _____
Date _____	Date _____
Subscribed and sworn to before me this	Subscribed and sworn to before me this
_____ day of _____, 20___	_____ day of _____, 20___
Notary Public	Notary Public



landscape structures

Eveleth-Gilbert Elementary

1143788-01-02-01 • 10.01.2020

flagship recreation

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School Board

Play Commons 10.12.2020


CUNINGHAM
GROUP



landscape structures

Eveleth-Gilbert Elementary

1143788-01-02-01 • 10.01.2020

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Eveleth-Gilbert Elementary

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Eveleth-Gilbert Elementary

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Member _____ introduced the following resolution and called for its adoption:

RESOLUTION DECLARING A VACANCY ON THE SCHOOL BOARD

WHEREAS, Derek Malner was elected as a member of the School Board in the November 6, 2018, School Board general election, for a four-year term beginning on the first Monday of January 2019, pursuant to Minnesota Statutes, section 123B.09, subdivision 1;

WHEREAS, the School Board appointed John Uhan to fill a temporary vacancy caused by Mr. Malner's temporary absence due to serving as an active duty member of the military;

WHEREAS, Mr. Malner has returned from deployment and submitted a written resignation from his position as a member of the School Board;

WHEREAS, upon acceptance of Mr. Malner's resignation, a "vacancy" in the School Board within the meaning of Minnesota Statutes section 123B.09, subdivision 5b, will exist; and

WHEREAS, Minnesota Statutes section 123B.09, subdivision 5b, will require the Board to fill this vacancy by appointment, which will continue until an individual is qualified under Minnesota Statutes section 205A.10, subdivision 3, as the successful candidate in a special election conducted for the purpose of electing an individual to serve the unexpired portion of the term of the current vacancy;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 2909, Rock Ridge Public Schools, State of Minnesota, as follows:

1. Mr. Malner was able to resume his duties as a member of the School Board, but has declined to do so, and submitted a written letter of resignation.

2. As a result of Mr. Malner's return from his temporary absence and ability to resume duties as a member of the School Board, Mr. Uhan's temporary appointment to the School Board seat held by Mr. Malner has concluded and Mr. Uhan is no longer a member of the School Board, pursuant to Minnesota Statutes, section 123B.09, subdivision 4.

3. The School Board hereby accepts Mr. Malner's written resignation from the School Board, effective immediately.

4. The School Board hereby declares that a vacancy in the office of School Board member hereby exists.

5. The School Board shall designate a process as soon as is reasonable and practicable for appointing an individual to fill the vacancy declared herein until an individual is qualified under Minnesota Statutes, section 205A.10, subdivision 3, as the successful candidate in a special election conducted for the purpose of electing an individual to serve the unexpired portion of the term of the vacancy.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

RRM: 383941

SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

STATE OF MINNESOTA
Department of
Administration

Information Policy Analysis Division
January, 2000

SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

Purpose of the General Records Retention Schedule

Records are vitally important to the operation of any organization; they serve as the organization's memory and are evidence of past events and the basis for future actions. When created, maintained and disposed of in an orderly and systematic manner, records can be a tremendous asset; when treated in a haphazard and disorderly manner, they can reduce the effectiveness of an organization and increase its costs substantially.

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17. The basis of any good records management program is the implementation of a well-developed records retention schedule. A retention schedule is a plan for the management of your records.

This School District General Records Retention Schedule establishes **minimum retention periods** for school district records based on their administrative, fiscal, legal and historical value. It lists record series common to school districts and identifies how long to retain them.

This schedule was originally developed by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of Children, Families and Learning (formerly the Department of Education) and officials from Minnesota school districts. It was funded in part by a grant from the National Historical Publications and Records Commission.

This revised schedule was updated by school district staff, representatives of the Minnesota Association of School Business Officials, Minnesota Association of School Administrators, Minnesota School Board Association, the Department of Administration and the Minnesota Historical Society.

Adopting and Using the General Schedule

1. To begin disposing of records according to the general schedule, you must notify the State Archives Department of the Minnesota Historical Society that your school district has officially adopted the schedule. The enclosed form, "Notification of Adoption of School District General Records Retention Schedule," is used for this purpose.

A school district that has adopted the previous version of this general schedule does not need to notify the Minnesota Historical Society that it is adopting this revised edition of the General Records Retention Schedule for School Districts. It will be assumed that school districts which have adopted the previous version will now utilize this revised version.

2. You may adopt the entire schedule even though your school district may not have all the records listed on it. We recommend that you adopt the entire schedule. However, if this is not possible, you may adopt individual sections.

3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.

4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that you must retain your records. Once that retention period has been reached, you may either destroy them, transfer eligible records to the State Archives, or retain permanently in the school district. If you need to retain some record series longer than the listed retention, you should establish an agency policy for those records.

5. Records identified on the schedule as historical may be transferred to a local historical society, museum, public library, or interested individual with the specific, written permission of the state Records Disposition Panel.

6. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.). Especially in the case of electronic records, it the responsibility of the school district to identify the official record copy in whatever form it is. An official record is a record received or created in the transaction of public business as determined by the school district. However, if you decide to change the form of a record (for instance, you microfilm a paper record) you may not be authorized to dispose of the original record. If you are considering changing the form of a record, contact the Minnesota Historical Society, State Archives Department, 651-297-4502.

7. Data Practices Classifications are effective as of the printing of this retention schedule. Because data practices issues change regularly, classifications may have changed. For current information on data practices, consult Minnesota Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Information Policy Analysis Division at (651) 296-6733.

Destruction Reporting

After you destroy records according to the general schedule, send a report to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, Subd. 7). Use a copy of the enclosed "Records Destruction Report" (RM-00065) for this purpose. This report may be submitted annually or as records are destroyed.

Records not on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an "Application for Authority to dispose of Records" (PR-1 form) or a "Minnesota Records Retention Schedule" (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule." This form can be obtained from the Department of Administration, Information Policy Analysis Division , (651) 296-6879.

Duplicate Records

This retention schedule concerns itself only with the school district's official record copy and the retention periods assigned reflect that. It is each school district's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies need not be retained.

Category Definitions

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of time a record must be kept. A number printed alone, e.g. 10, means ten years. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records must be retained permanently by the school district, because they have historical value. Records of closed school districts may be transferred to the State Archives for selection and disposition. These include defunct school districts that consolidate or merge with existing school districts and inter-district cooperative centers that dissolve. The records of closed school districts are at particular risk because there is often no clearly authorized custodian except for the State Archives as mandated by M.S. 138.17.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, nonpublic or protected nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cites the data practices classification of the record series.

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Blvd., West
St. Paul, MN 55102-1906
(651) 297-4502 Fax: (651) 296-9961

NOTIFICATION OF ADOPTION OF SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

1. Complete this form and send the original and 2 copies to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is **NOT** permitted until this form is signed by the Minnesota Historical Society.

School District (Name and Number)	County	Telephone (Include Area Code)
Street Address		City, Zip Code

This is to notify the Minnesota Historical Society that the school district named above has officially adopted the Minnesota School District General Records Retention Schedule. School districts are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items.)

☐ The School District Adopts the Entire Schedule.

☐ The School District Adopts Only the Following Sections:

- ☐ Administration
- ☐ Buildings
- ☐ Community Education
- ☐ Curriculum
- ☐ Food Service
- ☐ Finance
- ☐ Health and Safety
- ☐ Payroll
- ☐ Personnel
- ☐ Student
- ☐ Transportation

Name/Title of School District Official (print)	Signature of School District Official Date

The Minnesota Historical Society acknowledges your Notification of Adoption of the School District General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, Minnesota Historical Society
Date

12/98

DEPARTMENT OF ADMINISTRATION
Information Policy Analysis Division
305A Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
(651) 296-6733 or (800) 657-3721
FAX: (651) 205-4219

RECORDS DESTRUCTION REPORT

INSTRUCTIONS

1. Print or type all information.
2. Use this form to report records destroyed under authority of a General Records Retention schedule or an approved agency retention schedule.
3. Report only records that are physically destroyed, not records transferred to the Minnesota Historical Society.
4. Reports can be submitted annually or as records are destroyed.
5. Send the original of this report to the Records Management Program at the above address.
6. Second a copy of this report to: State Archivist, MN Historical Society, MN History Center, 345 Kellogg Blvd. W., St. Paul, MN 55102-1906.
7. For additional space, use revise side.

Agency	Person Reporting Destruction	Date Report Submitted
Address	City, Zip	Telephone ( )

General Schedule Name or Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)

***VOLUME CHART TO DETERMINE CUBIC FEET**

Letter Size Drawer	=1.5	Record Center Box 12" x 15" x 10"	=1.0	3 x 5 Card	= 0.1	Total Cubic Feet Destroyed (include records listed on back)
Legal Size Drawer	=2.0			4 x 6 Card	=0.2	
Shelving 4' Letter	=2.3	Transfer Case 24" x 16" x 11"	=2.5	5 x 8 Card	=0.3	
Shelving 4' Legal	=3.0			Printouts 1	=1.25	

General Schedule Name or Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)

RM 0065-06 (3/99)

MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

APPLICATION FOR AUTHORITY
TO DISPOSE OF RECORDS

FOR USE BY RECORDS PANEL	
Application No.	Date

Instructions:

1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
2. Complete original and three copies. Photocopies are acceptable.
3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
4. Send original and two copies to the **State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.**
5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
6. Additional copies of this form are available from the address above or by telephoning (651) 297-4502. (FAX: (651) 296-9961).

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provision of such chapter and this act by specific reference to this section."

1. Agency or Office	2. Division or Section	3. Quantity of Records _____ Cubic Feet

4. Location of Records	5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records:
6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.	**AUTHORIZATION:** Under the authority of M.S. 138.17, it is hereby ordered that The records listed on this application be destroyed, except as shown in item 7.
Authorized Signature (Type name below)	Director, Minnesota Historical Society — Date
Name — Date	Legislative or State Auditor — Date
Title — Phone	Attorney General — Date

7. Exceptions to Destruction. (For use by Records Disposition Panel).

8. **Description of Records.** Describe each record series or type of record separately. Number each series, beginning with "1".

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

TRANSFER OF RECORDS TO STATE ARCHIVES

MHS USE ONLY	
Received By	
Date	No. Boxes
Comments	

Instructions:

1. Pack all records in standard records storage boxes, unless otherwise authorized by Archives staff.
2. Sequentially number boxes.
3. Records must be in labelled folders or otherwise clearly identified.
4. Retain one copy of this form for your records. Send original with your records to State Archives at the address below.
5. Transferred records cannot be withdrawn from the Archives except in special circumstances. Records are available for use in the Society's Research Center at **345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 - (651) 297-4502, (FAX: 651 296-9961).**
6. For additional space, use reverse side.

Agency	Division/Section	Telephone ( )
Address	City, State, Zip Code	
Name/Title of Person Transferring Records (Print or Type)	Signature	Date

RECORDS TRANSFERRED

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

State of Minnesota
School District General Records Retention Schedule
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Special Education ..... SPC

Students ..... STD

Transportation ..... TRN

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11	Yes	Public
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years	No	Public
ADM00400	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years	No	Public/Private MS 13.43 MS 13.32 MS 13.39
ADM00500	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5	No	Public
ADM00700	Census, Annual School	1979 and Earlier	Retain permanently; has historical value	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 Years	No	Private MS 13.32

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition	Yes	Public
ADM00900	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years	No	Public/Private MS 13.32 MS 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 Years	No	Public/Private MS 13.32 MS 13.43 MS 13.90
ADM01010	Court orders		1 Year after Action is Completed	No	Public/Private MS 13.32 MS 13.43
ADM01100	Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a)	No	Public
ADM01110	Grant Applications	Unsuccessful	1 Year	No	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years	No	Public
ADM01300	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value	Yes	Public
ADM01400	Minutes	Board Minutes	Retain permanently; has historical value	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Retain permanently; has historical value	Yes	Public
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year	Yes	Public
ADM01430	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved	No	Public
ADM01440	Board Policies		3 Years after Change	No	Public
ADM01500	Negotiations - See Personnel				
ADM01600	Newsletters and Publications	District Generated	Retain permanently; has historical value	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value	Yes	Public
ADM01800	Media Center/Librarian Reports		3 Years	No	Public
ADM01900	Video Tapes	Building Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32 MS 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32 MS 13.43

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Community Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CED00100	Annual Reports	See Finance			
CED00200	Applications by individuals for Adult Education		1 Year	No	Private MS 13.32
CED00300	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59	No	Public
CED00400	Class Schedule - Master		1 Year	No	Public
CED00500	Financial Records	See Finance			
CED00600	Grants	See Administration			
CED00700	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

School District General Records Retention Schedule

Section: Curriculum

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CUR00100	Class Lists-Elementary and Secondary		1 Year	No	Private MS 13.32
CUR00200	Class Schedules		1 Year	No	Public
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years	No	Public
CUR00400	Daily Plan Books - Teacher's		1 Year	No	Public
CUR00500	Duty Rosters - Teacher's		1 Year	No	Public
CUR00600	Grade Books - Teacher's		1 Year	No	Private MS 13.32
CUR00700	Textbooks	Adoptions	6 Years	No	Public
CUR00710	Textbooks	Inventories	6 Years or Until Obsolete	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00100	General Correspondence	See Administration	3 Years and DCF&L Audit	No	Public
FDS00200	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R & 210.8	No	Public
FDS00300	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00400	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6	No	Private MS 13.32
FDS00600	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00700	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit, 7 C.F.R. & 210.7	No	Private/Public MS 13.32
FDS00900	Monthly Payment Vouchers		3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Private/Public MS 13.32
FDS01000	On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Private/Public MS 13.32
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5	No	Private/Public MS 13.32
FDS01200	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit	No	Public
FDS01420	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS01500	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R. 210.8 and 210.20	No	Public
FDS01600	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit	No	Public
FDS01610	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years	No	Public/Private MS 13.43
FIN00210	W-9 form		6 Years after Final 1099 Issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently	No	Public
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently	No	Public
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently	No	Public
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Retain Permanently	No	Public
FIN00320	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00325	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently	No	Public
FIN00330	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years	No	Public
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently	No	Public
FIN00400	Audit Reports		Retain permanently; has historical value	Yes	Public
FIN00500	Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years	No	Public/Private MS 13.43
FIN00510	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration	No	Public
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit	No	Public
FIN00700	Bond Issues - Official Statements	Enabling Documentation	Permanent	No	Public
FIN00800	Building and Land Contracts	See Buildings			

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years	No	Public
FIN01100	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration	No	Public
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years	No	Public
FIN01120	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years	No	Public
FIN01200	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years	No	Public
FIN01300	Leases/Agreements		3 Years after Expiration	No	Public
FIN01400	Levies		6 Years	No	Public
FIN01500	Property Appraisals		Until Superseded	No	Public
FIN01600	Sealed Bids	Successful and Unsuccessful	6 Years after Award	No	Public
FIN01700	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt	No	Public
FIN01800	Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years	No	Public
FIN01900	Transportation - Annual Report		6 Years	No	Public
FIN02000	Transportation Contracts	With Independent Contractors	6 Years	No	Public

School District General Records Retention Schedule

Section: Heath & Safety

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
HSF00100	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records - Right to Know		3 Yrs. after Separation	No	Public

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY00100	Cafeteria Plan Records		6 Years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years	No	Public/Private MS 13.43
PAY00400	Dues Deduction Authorization	Union Dues	3 Years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration	No	Private MS 13.43
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)	No	Public/Private MS 13.43
PAY00800	Pera Eligibility Sheets and Reports		6 Years	No	Public/Private MS 13.43
PAY00900	Prior Years' Quarterly FICA		6 Years	No	Public/Private MS 13.43
PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years	No	Public/Private MS 13.43
PAY01100	Salary Deduction Sheets		6 Years	No	Public/Private MS 13.43
PAY01200	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superceded	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY01300	Stop Payment Orders and Bonds		6 Years	No	Private MS 13.43
PAY01400	Tax Reports	Federal, Minnesota and Other States	6 Years	No	Public/Private MS 13.43
PAY01500	Tax Sheltered Annuity - Contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent	No	Private MS 13.43
PAY01700	Time Sheets		6 Years	No	Public/Private MS 13.43
PAY01800	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 Years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superceded or 6 Years after Termination	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00100	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00110	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00120	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination	No	Public/Private MS 13.43
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years	No	Public/Private MS 13.43
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action	No	Public/Private/ Confidential MS 13.43 MS 13.39
PER00220	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151	No	Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00300	Applications for Employment/Resume/ Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00310	Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired (in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00400	Arbitration Decisions		Permanent	No	Public/Private MS 13.43
PER00500	Contracts and Assignments		6 Yrs. after Termination	No	Public
PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years, 29 C.F.R. 1602.39	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00900	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent	No	Public/Private MS 13.43
PER01000	Insurance: Group Master Policies, Contracts and Agreements	See Finance			
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years	No	Public/Private MS 13.43
PER01200	STARS Report	Annual STARS Report to State	1 Year Until Superceded	No	Public
PER01300	Insurance Records: Enrollment Cards		Until Superseded	No	Public/Private MS 13.43
PER01400	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates	No	Public/Private MS 13.43
PER01800	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent	Yes	Public
PER02000	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02100	Job Descriptions		Until Superseded	No	Public
PER02200	Mediation Records		Permanent	No	Public
PER02300	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)	No	Public/Private MS 471.705
PER02400	Pay Equity: Classification Studies and Working Papers		Until Superseded	No	Public
PER02500	Pay Equity: Summary		Permanent	No	Public
PER02700	Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination	No	Public/Private MS 13.43
PER02720	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge	No	Public/Private MS 13.43
PER02730	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superceded	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02740	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19	No	Private MS 13.43
PER02750	Seniority Lists		Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)	No	Public
PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years	No	Public/Private MS 13.43
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution	No	Public/Private MS 13.43
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years	No	Private MS 13.43 MS 176.231
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination	No	Public/Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
SPC00100	Special Education Records		The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student		Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Superceded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superceded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public

School District General Records Retention Schedule

Section: Transportation

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
TRN00100	Claims for Transportation Aid		3 Years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 Years after Completing Contract	No	Public
TRN00300	Contracts With Independent Contractors		3 Years after Completing Contract	No	Public
TRN00400	Equipment Inventories	See Buildings			
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41	No	Private MS 13.32
TRN00800	Transportation Mileage Records		3 Years	No	Public
TRN00900	Transportation Reimbursements		6 Years	No	Public

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #
2021					

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

MESABI RANGE COLLEGE

INCOME CONTRACT

FOR POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between Rock Ridge ISD #2909(hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of MESABI RANGE COLLEGE (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

I. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:
   a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System Procedure 3.5.1 (Attachment B).

II. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:
   a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System Procedure 3.5.1 (Attachment B).

III. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:

a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System Procedure 3.5.1 (Attachment B); and all other duties as stipulated in Attachment C.

IV. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT limited to the courses listed in Attachment D as follows:

1) The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook rental per credit hour per student as follows.

Academic Year	Rate
2020-2021	$216.20/semester credit

2) Additional fees required for students to complete course(s) shall be negotiated between the two parties and described here.

3) Other non-required costs related to course specific software and tools are the responsibility of the student and described here.

B. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

1) Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT by November 1 in the fall and March 2 in the spring.

2) Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within thirty (30) days of the SCHOOL DISTRICT receiving the invoice.

V. TERM OF CONTRACT. This contract shall be effective on October 5, 2020, **or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later,** and shall remain in effect until June 15, 2021, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the 2020-2021 Academic Year(s).

VI. CANCELLATION. This contract may be canceled by the COLLEGE/UNIVERSITY or the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, the COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VII. AUTHORIZED REPRESENTATIVES.

THE COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

Name: Shelly McCauley Jugovich, Provost
Address: 1001 Chestnut St., Virginia, MN 55792
Telephone: 218-748-2416
E-Mail: s.mccauley@mesabirange.edu
Fax: 218-748-2419

THE SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name: Dr. Noel Schmidt
Address: 411 5th Ave. S., Virginia, MN 55792
Telephone: 218-742-3901
E-Mail: noel.schmidt@rrps.org
Fax: 218-742-3960

The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B.

VIII. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.

IX. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.

X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available

at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.

XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in St. Louis County, Minnesota.

XIV. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.

XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Mesabi Range College

By (authorized college/university/office of the chancellor initiating agreement)
Title - Provost
Date 10/6/2020

2. SCHOOL DISTRICT:

School District certifies that the appropriate person(s) have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title - Superintendent
Date

3. AS TO FORM AND EXECUTION:

By (authorized college/university/office of the chancellor initiating agreement)
Title - Provost
Date

RESOLUTION #20-009

The following resolution was offered by Director _____ and moved for adoption:

RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS, OR SERVICES DONATION

WHEREAS Rock Ridge Public Schools is generally authorized to accept donations of real or personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its students, and is specifically authorized to accept gifts and bequests for the benefit of the students in the School District; and

WHEREAS the following persons and entities have offered to contribute the gifts set forth below to the School District:

Name of Donor	Gift
Walmart – Mt. Iron	various school supplies

WHEREAS no goods or services were provided in exchange for said donations and gifts in-kind;

WHEREAS all such donations and gifts in kind have been contributed to assist with classroom supply needs;

WHEREAS the Rock Ridge School Board finds that it is appropriate to accept the donations and gifts in-kind offered;

NOW, THEREFORE, BE IT RESOLVED BY THE ROCK RIDGE SCHOOL BOARD, AS FOLLOWS:

The donations and gifts in-kind described above are accepted and shall be used for student use in the classroom at the Franklin Elementary.

The motion for the adoption of the foregoing resolution was duly seconded by Director _____ and upon vote being taken, the following voted in favor thereof:

And the following voted against the same:

And the following abstained:

And the following were absent:

Whereupon said resolution was declared duly passed and adopted on _____.

Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

104 SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

We see...

• An educational environment designed to inspire passion and joy for everyone

• Collaborative educational experiences with immediate real-world applications

• Meaningful integration of community professionals into the daily education of students

• Adaptable learning spaces that will continually meet the needs of an ever-changing workforce

Everyone = [faculty, staff, parents, students, community, visitors, etc.]

IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270

Cross References:

Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. Written communications.
9. Superintendent's announcements.
10. Other old or unfinished business.
11. New business.
12. Adjournment.

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: Policy 203 (Operation of the School Board – Governing Rules)
Policy 203.5 (School Board Meeting Agenda)
Policy 203.6 (Consent Agendas)

Rock Ridge Public
Schools
411 5th Avenue

Adopted: September 28, 2020

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of

whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the school district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);

2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);

3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);

2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);

3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board

meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.

3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board and potentially removed from the meeting.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint.

In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)

B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)

C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)

Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: Policy 205 (Open Meetings and Closed Meetings)
Policy 207 (Public Hearings)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Rock Ridge Public Schools
411 5th Avenue

Adopted: September 28, 2020

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for two (2) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

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

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

Cross References:

Rock Ridge Public Schools
411 5th Avenue

Adopted: September 28, 2020

416 DRUG AND ALCOHOL TESTING

I. PURPOSE

A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.

B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

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

D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.

E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

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

A. General Statement of Policy

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

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.

2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.

3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.

4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.

5. "Designated Employer Representative" (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.

6. "Department of Transportation" (DOT) means United States Department of Transportation.

7. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.

8. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.

9. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.

10. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.

12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.

13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.

14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.

2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.

4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the

test. Employee questions concerning this policy shall be directed to the program manager.

2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

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

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

3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.

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

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

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

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

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

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

F. Other Alcohol-Related Conduct

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

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements

1. Pre-Employment Testing

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

b. Tests shall be conducted only after the applicant has received a conditional offer of employment.

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

d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.

b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.

c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.

d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.

e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.

f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

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

b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.

c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.

d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.

e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.

b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.

c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

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

7. Refusal to Submit and Attendant Consequences

   a. A driver or driver applicant may refuse to submit to drug and alcohol testing.

   b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

   c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.

   d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

   e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

   a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles,

labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.

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

e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact

the donor, the donor will be suspended from performing safety-sensitive functions.

f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:

(1) The donor expressly declines the opportunity to discuss the test results;

(2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or

(3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.

b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.

c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.

d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.

e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's

expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:

   a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and

   b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.

   c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be Essentia Health – Virginia, Minnesota, which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

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

M. Recordkeeping Requirements and Retention of Records

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

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

Basic records	5 years

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

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

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

N. Training

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

O. Consequences of Prohibited Conduct and Enforcement

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

2. Referral, Evaluation, and Treatment

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

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

c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

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

3. Disciplinary Action

a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

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

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

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

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.

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

2. Job Applicant Testing

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

3. Random Testing

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

4. Reasonable Suspicion Testing

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

a. is under the influence of drugs or alcohol;

b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;

c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or

d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

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

6. Routine Physical Examination Testing

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

B. No Legal Duty to Test

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

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.

2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.

3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons

whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."

4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).

5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.

6. "Random selection basis" means a mechanism for selection of employees that:

   a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and

   b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.

7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

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

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

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

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

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

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

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

E. Reliability and Fairness Safeguards

1. Pretest Notice

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

2. Notice of Test Results

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

3. Notice of and Right to Test Result Report

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

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

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

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

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

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

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:

   a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

   b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.

6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.

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

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

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

H. Chain-of-Custody Procedures

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

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;

2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;

3. A sample must be accompanied by a written chain-of-custody record; and

4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

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

2. Confidentiality Limitations

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

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

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

J. Notice of Testing Policy to Affected Employees

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

V. POSTING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross-References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 417 (Chemical Use and Abuse)
Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted:_____
Revised:_____

MSBA/MASA Model Policy 516
Orig. 1995
Rev. 2019

516 STUDENT MEDICATION

[Note: The necessary provisions for complying with Minn. Stat. §§ 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 age 18 and over or other nonprescription medications. Please note that §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 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. REQUIREMENTS

A. The administration of prescription 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.

B. An "Administrating 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 Minn. Stat. § 152.22, Subd. 6.

C. 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.

D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

E. 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 Part J.5. below), 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).

F. 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.

G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

H. 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.

I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;

2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;

3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;

5. Drugs or medicines that are prescription asthma or reactive airway disease

medications can be self-administered by a student with an asthma inhaler if:

a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;

b. the inhaler is properly labeled for that student; and

c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. 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;

6. Medications:

a. that are used off school grounds;

b. that are used in connection with athletics or extracurricular activities; or

c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]

7. 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.]

8. 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:

   a. possess epinephrine auto-injectors; or

   b. 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.

   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 § 504 plan.

9. 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.

K. "Parent" for students 18 years old or older is the student.

L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel 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 this section is not the practice of medicine.

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.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
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.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.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
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)

Rock Ridge Public Schools
411 5th Avenue

SUGGESTED POLICY CHANGES

Adopted:

516 STUDENT MEDICATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require medication to be administered during the school day. The school district's licensed school nurse (LSN), registered nurse (RN), licensed practical nurse (LPN) or other non-licensed district employee as delegated by either the district's LSN or RN will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

A. The administration of medications at school requires (1)written or oral authorization of the student's parent/legal guardian. If the parent's / legal guardian's authorization is oral then the oral authorization must be reduced to writing within two school days. Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written, and (2) the written order of a physician/licensed health care prescriber. The physician/licensed prescriber medication order must be received in writing within two school days provided that the school district may rely on parent written request until prescribing health care provider's medication orders are received.

B. A "General Medication Administration 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 Minn. Stat. § 152.22, Subd. 6.

C. All medication must come to school in the original container and must be consistent with the instructions on the label and prescription medication must be 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.

D. 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.

E. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.

F. 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, epi-pens used for treatment of anaphylaxis, over the counter (OTC) medications for grades 7-12 only, and other 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).

G. Self-Carrying and Self-Administration of Prescription Medication:

The district "Medication Authorization to Self-Administer" form must be completed and renewed annually by the parent/legal guardian and physician/licensed health care prescriber. Completion of this form will allow a student to responsibly carry medications for self-administration (see Minnesota Statutes Chapters 121A.22, 121A.2205, 121A221 and 121A222, and Wheeler, 2004). This authorization is renewed each school year.

Emergency Prescription medications such as asthma medications administered with an inhaler, epinephrine auto-injectors as prescribed for severe allergy treatment and other prescription medications 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) require both (1) prescribing health care provider and (2) guardian written consent to self-carry medication.

H. Self-Carrying and Self-Administration of Non-Prescription Medication:

(No request for self-carrying or self-administration will be honored if dosage exceeds the recommendations on the manufacturer's label.)

According to MS Chapter 121A.222, a secondary student (grade 7-12) may possess and use non-prescription pain relief in a manner consistent with the labeling if the district has parental or legal guardian authorization. However, this law 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.

The district "Authorization to Self-Administer" form must be completed and renewed annually by both the parent/legal guardian and physician / licensed prescriber.

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.

I. Self-Carry Self-administration Student Safety:

a. The LSN/RN, in consultation with the parent/legal guardian and physician/licensed health care prescriber, needs to evaluate the student's health status and abilities for safe self-administration of prescription and non-prescription medications, observe the student's self-administration at school, and communicate with the parent/legal guardian about any medication administration difficulties or successes.

b. In the case of a disagreement regarding a student's self-carrying and self-administration of medication, a meeting should be held among all those involved to sort out differences of opinion and develop a plan, keeping as a priority the student's educational goals and health safety.

J. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

K. The school nurse, or other designated person, shall be responsible for documentation of medication administered.

L. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse, RN, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy. Medical Treatments and health functions fall under the same guidelines as the medication policy including but not limited to catheterization, tracheostomy suctioning, gastrostomy feedings, and diabetic cares.

M. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings require (1) parent/Guardian written consent (2) physician/licensed prescribers orders.

N. Medications:

a. that are used off school grounds;

b. that are used in connection with athletics or extracurricular activities; or

c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

O. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian is responsible to inform the school health services of their student's medical needs. If emergency medication is needed, it will be provided by the parent/guardian and an individual written health plan will be developed and implemented, 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:

a. possess epinephrine auto-injectors; or

b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have access to epinephrine auto-injectors, as provided by the parent/guardian, in close proximity to the student during the instructional day.

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 § 504 plan.

P. A student may possess cough drops/lozenges 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.

Q. "Parent" for students 18 years old or older is the student.

R. The District and District staff may not purchase or have a supply of any OTC medications to administer to students.

S. Parents/guardians are responsible for provision of individual student medication.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
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.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.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

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