



**Forest Lake Area Schools**  
**Truth-In-Taxation Hearing 6:00 pm**  
**Regular School Board Meeting**  
**School District Office**  
**Thursday, December 5, 2019**  
**7:00 PM**

If the December 5, 2019 Truth-in-Taxation Hearing and School Board Meeting needs to be rescheduled due to inclement weather or other unforeseen circumstances, the Truth-In-Taxation Hearing will take place at 6:00 pm and the School Board Meeting will take place at 7:00 pm on Monday, December 9, 2019, in the School District Office.

TRUTH-IN-TAXATION HEARING - 6:00 PM

1. Call Hearing to order
2. Roll call of attendance
3. Presentation of Tax Levy - Lawrence Martini, Director of Business Services
4. Citizen input on tax levy
5. Adjourn Hearing

**Agenda:**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL OF ATTENDANCE
3. APPROVE MEETING AGENDA
4. SCHEDULED/UNSCHEDULED VISITORS
5. STUDENT ACHIEVEMENT
6. REPORTS
7. APPROVE CONSENT AGENDA:

- FLA Community School Principal - Kelly Tschudy-Lafean
- Positive Happenings
- Workshop/Conference
- 916 - Jill Olson
- Policy Committee - Jill Olson
- Curriculum, Instruction & Equity - Gail Theisen
- Communications Committee - Kate Luthner
- Staff Welfare - Julie Corcoran
- Buildings and Grounds - Jeff Peterson
- Equity in our Schools - Rob Rapheal
- Finance Committee - Alex Keto
- City of Forest Lake - Alex Keto
- Superintendent's Report - Dr. Steve Massey

7. 1. Minutes of November 14 and 21, 2019
7. 2. Bills as of December 5, 2019
7. 3. Classified Personnel

3

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7. 4. Licensed Personnel	39
8. DONATIONS: Adopt Resolution Accepting Donations	40
9. <u>OLD BUSINESS:</u>	
9. 1. Certify 2019 Property Taxes Payable in 2020	41
9. 2. Student Sex Nondiscrimination Policy 421	43
9. 3. Approve Technology Acceptable Use and Safety Policy 540	50
9. 4. Approve New Course: English 11	59
9. 5. Approve New Course: CIS Human Physiology, Technology and Medical Devices	69
9. 6. Approve New Course: Engineering Design	75
9. 7. Approve New Course: Organic Chemistry	81
9. 8. Ratify 2019-2021 Forest Lake Education Association Employment Agreement	87
10. <u>NEW BUSINESS:</u>	
10. 1. First Reading: Out-of-State Travel by School Board Members Policy 103B	147
10. 2. First Reading: Student Transportation Safety Policy 531	151
10. 3. First Reading: Harassment and Violence Policy 425	175
10. 4. New Course Proposal - IT Exploration	191
11. <u>REVIEW UPCOMING CALENDAR DATES</u>	
12. ADJOURN	197

Committee Meetings/School Board Meeting - December 19, 2019

Winter Break - December 23, 2019-January 1, 2020

School Resumes - January 2, 2020

Organizational School Board Meeting - January 9, 2020 (Listening Session: Peterson, Corcoran)

MSBA Leadership Conference - January 16-17, 2020 Minneapolis Convention Center

No School, Teachers Report - January 20, 2020

No School, Teachers Report - January 21, 2020

Committee Meetings/School Board Meeting -January 23, 2020

SEC Music Festival - February 3, 2020 Woodbury High School

School Board Meeting - February 6, 2020 (Listening Session: Luthner, Theisen)

Committee Meetings/School Board Meeting - February 20, 2020



# Positive Happenings

## Winter Catalog 2020

## New Classes Highlighted in Winter Catalog

Every season, Forest Lake Area Schools Community Education strives to offer new opportunities and experiences for the Forest Lake area community. This winter is no exception; exciting new class/program offerings are listed below. You can find more information about these opportunities in the new FLASCE winter catalog and online at [www.flaschools.org/ce](http://www.flaschools.org/ce).

### Adult Lifelong Learning

Yoga - Gentle Yoga for Healthy Spine & Hips  
Yoga - Specifically for Adults Over 50  
Essentrics: Stretch, Strengthen, Rebalance  
Burning Desire - Wood Burning Art  
Making Room: Steps To Decluttering  
Paint Your Pet  
2020: Your Year To Be Organized  
Essential Oil Infused Eye Pillow - Make & Take  
Essential Oils: DIY Natural Succulent Diffusers -  
Make & Take  
Manifesting Abundance Through Gratitude  
Yoga-Gentle Yoga for Back Pain  
Dance - Country Two-Step

### Youth Enrichment & Development

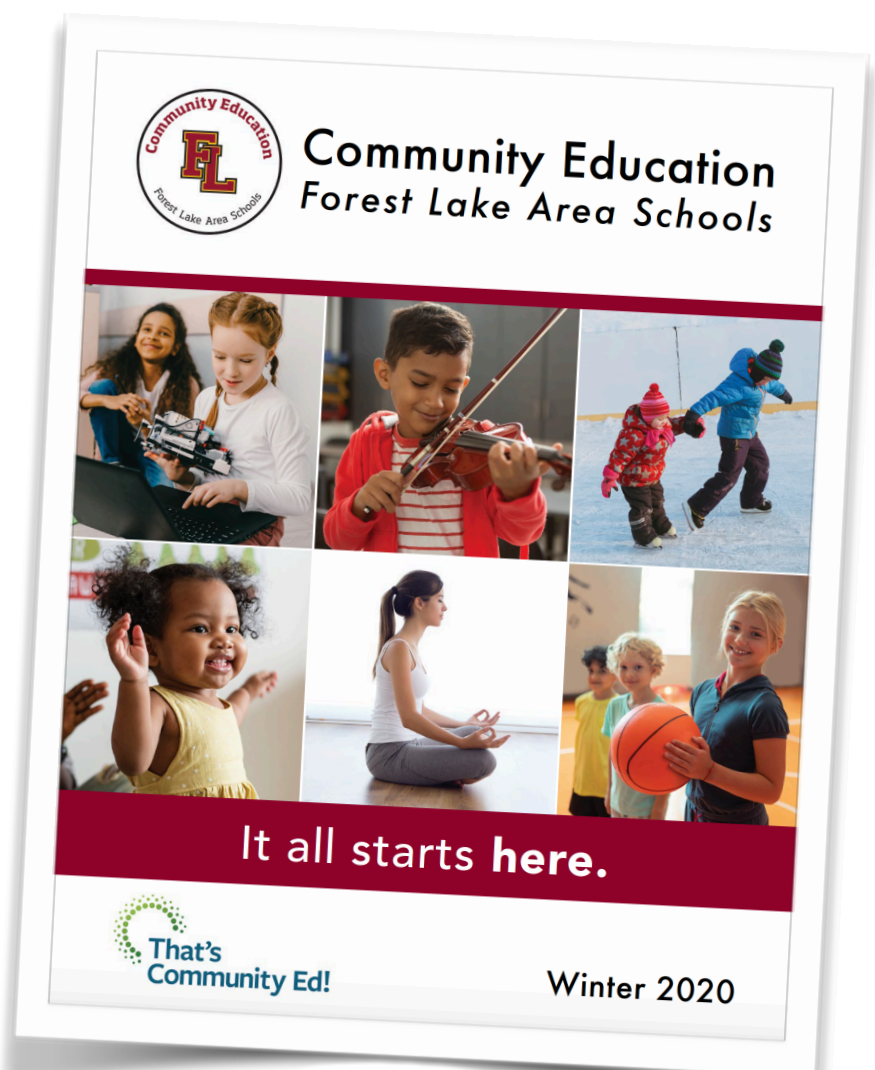
Co-ed Unified Basketball  
Forest Lake Fiddlers  
Intro to Strings  
Magical, Mystical Unicorns  
The How To's of Drawing  
Junior STEM Club  
{YEL} Extreme STEM: Catapults & Dragons  
Hip Hop - Boys

### Aquatics

Swim Classification Testing

### Early Childhood

Family Art Night  
Little Ranger Roadster  
Coping with Children's Anger  
Reading Your Child's Emotional Cues  
Where Do Babies Come From?



### Contact Information

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Marketing Coordinator  
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**INDEPENDENT SCHOOL DISTRICT NO. 831**  
**Forest Lake, Minnesota**  
**REGULAR SCHOOL BOARD MEETING**

November 14, 2019

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The regular meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order President Rob Rapheal at 7:00 p.m. on Thursday, November 14, 2019, at the School District Offices. Following the Pledge of Allegiance, roll was called and the following members were present: Julie Corcoran, Alex Keto, Kate Luthner, Jill Olson, Jeff Peterson, Rob Rapheal, Gail Theisen, and Superintendent Steve Massey, ex officio

**4. VISITORS:**

Listening Session: Member Corcoran reported two district employees attended. They discussed the English curriculum review process, and are appreciative of new textbooks and looking forward to future changes for the district.

The meeting agenda was reviewed and no changes were made.

**5. STUDENT ACHIEVEMENT:**

Forest View Elementary Principal Scott Urness introduced educators Amy Huset and Jeannette Maxfield. They talked about the strategies implemented after attending The Kid Whisperer training and shared a video of the impact on students and staff. Training will be offered to district staff in August 2020.

Positive Happenings: Dig Pink volleyball game, Everyone Belongs meeting, fall musical *13*, hockey games, Strategic Planning meeting, Stadium Task Force meeting, Turkey Bingo, Quad City meeting, PTO meetings, Girls On The Run 5K, and the high school Hauntcert.

**6. REPORTS:**

Workshop/Conference – No report given. Member Theisen stated the MSBA Leadership Conference is coming up in January.

916 – Member Olson reported they discussed the legislative platform, they are looking for permanent funding to address mental health needs of students in the Level IV programs, and Canvas Health gave a Therapeutic Assistance Program presentation.

Equity Alliance MN – No report given

Policy Committee – Member Olson reported they discussed Transportation Safety Policy 531 and it is to be continued, also talked about Student Sex Nondiscrimination and Technology Acceptable Use and Safety Policies.

Curriculum, Instruction & Equity – Member Theisen reported they received McKinney-Vento Act updates, met with Instructional Review team, and the Festival of Cultures – The Finale! will be held April 17, 2020.

Communications Committee – Member Luthner reported discussion of district outreach in and around communities, talked about the video project for each of the schools, and talked about Strategic Planning meetings.

Staff Welfare – Member Olson reported discussion of Stadium Task Force, charter schools, and Enrollment Task Force.

Buildings & Grounds – Member Peterson reported they received a bond project update.

Equity in Our Schools – Member Rapheal reported Regina Seabrook from Equity Alliance presented culturally responsive CRT framework, Round 2 of Equity Infusion training will take place in January and two Everybody Belongs meetings have taken place.

Finance Committee – Member Keto was not at the meeting but reported the committee agenda/minutes included FY19 audit status, FY20 budget status, future capital projects and high school athletic facility improvements.

City of Forest Lake – Member Keto reported the city is working on the Goodview Avenue and Highway 97 roundabout and looking at grants/funding for a pedestrian bridge or some other way to get students across Highway 97.

Superintendent’s Report – Dr. Massey thanked Principal Urness for his leadership and for the work of he and his staff. Massey and four directors attended a conference last week on staff recruitment, retention and succession planning. The district is building an enrollment framework for preschool and kindergarten addressing retention, marketing and recruiting. The next Strategic Planning meeting will be Monday night at 6:00 pm. The athletic field and softball task force has had three meetings and will bring the first reading to the school board at the January meeting. There were Veterans Day celebrations and recognition, and Everyone Belongs Project has had two of the three learning sessions.

7. CONSENT AGENDA ITEMS: Member Peterson moved to approve agenda items 7.1- 7.4. The motion was 2<sup>nd</sup> by Member Theisen. All members present voted aye. The motion carried.

7.1 Approved the Minutes of October 3 and 24, 2019

7.2 Approved the bills as of November 14, 2019

7.3 Approved Classified Personnel:

Authorization of Transfer:

- Berry, Jenny – from Noon Duty Supervisor at Forest View Elementary to Cook Helper at Lakes International, 15 hours per week and 37 weeks per year, effective November 11, 2019.
- Goodwin, Rebecca – from Special Education Paraprofessional to Deaf Blind Intervener at Wyoming Elementary, 32.5 hours per week and 37 weeks per year, effective November 5, 2019.
- Hill, Kimberly – from Noon Duty/Title Aide at Linwood to SAC/Noon Duty/Special Education Paraprofessional at Forest Lake Elementary, 40 hours per week and 37 weeks per year, effective November 11, 2019.

- Keis, Amy – ECFE Teaching Assistant from the Education Center to Lino Lakes Elementary, 34.25 hours per week and 31 weeks per year, effective October 28, 2019.
- Leahy, Kelly – School Bus Driver, from 30 to 25 hours per week and 37 weeks per year, effective October 28, 2019.

End of Employment:

- Schmidt, Anthony – School Bus Mechanic, effective November 1, 2019.

Leave of Absence(s):

- Johanson, Lisa – Early Childhood Special Education Paraprofessional from November 5 through 15, 2019.
- Korbal, Amber – Custodian at Wyoming Elementary, October 14 through 18, 2019.
- Martinson, Craig – Custodian at the Senior High, October 14 through December 31, 2019.
- Martinson, LeAnn – Benefits Coordinator at the District Office, October 14 through 18, 2019.
- Morrison, Brittany – School Age Childcare Program Aide at Wyoming Elementary, October 28 through November 1, 2019.
- Nelson, Earl – School Bus Driver from October 28 through December 9, 2019.
- Olson, Christopher – School Bus Driver from October 29 through November 5, 2019.
- Slowey, Michael – Custodian at Lino Lakes Elementary from October 30 – December 20, 2019.
- Thiele, Kirsten – Special Education Paraprofessional at the Education Center from March 9 through 20, 2020.
- Wollan, Nicolle – Admin Assistant at the FLA Community School from October 31 through November 14, 2019.

New Position(s):

- Community Education Marketing and Technology Support Assistant, 35 hours per week and 45 weeks per year, effective November 14, 2019.

Recommendation of Employment:

- Baldwin, HalleJo – School Age Childcare Jr Program Aide at Wyoming Elementary, 10 hours per week and 37 weeks per year, effective October 25, 2019.
- DeYoung, David – School Bus Driver, 25 hours per week and 37 weeks per year, effective 10/04/19.
- Folske, Scott – School Bus Driver, 25 hours per week and 37 weeks per year, effective 10/04/19.
- Garbow, Kat – School Age Childcare Program Aide at Forest View Elementary, 20 hours per week and 40 weeks per year, effective November 5, 2019.
- Hekele, Kyle – School Age Childcare Jr Program Aide at Wyoming Elementary, 10 hours per week and 40 weeks per year, effective October 23, 2019
- Kaufman, Kristin – Cook Helper at Lino Lakes Elementary, 20 hours per week and 37 weeks per year, effective November 5, 2019.
- Lofgren, Shannon – School Age Childcare Program Aide at Wyoming Elementary, 16 hours per week and 40 weeks per year, effective October 23, 2019.

- Oglesby, Mary – Noon Duty Supervisor at Forest Lake Elementary, 12.5 hours per week and 37 weeks per year, effective November 6, 2019.
- Peltier, Jeanie – Bus Driver, 32.5 hours per week and 37 weeks per year, effective October 28, 2019.
- Seim, Mackenzie – Special Education Paraprofessional at Columbus Elementary, 30 hours per week and 37 weeks per year, effective October 28, 2019.
- Siedow, Matthew – School Bus Mechanic, 40 hours per week and 52 weeks per year, effective November 4, 2019.

Resignation(s):

- Erickson, Jennifer – School Age Childcare Program Aide at Linwood Elementary, effective October 21, 2019.
- Keis, Amy – Early Childhood Family Education Teacher Assistant at Lino Lakes Elementary, effective November 22, 2019.

7.4 Approved Licensed Personnel:

A. UNPAID LEAVE(S) OF ABSENCE (LOA):

Gerschke, Laura: unpaid LOA for approx dates: 1/17/20-1/30/20

B. NON-CURRICULAR ASSIGNMENT(S):

1. Anderson, Jared: Head Drumline (SR)
2. Berube, Alea: Asst Musical/Play (MS)
3. Bolin, Hailey: .90 Asst Dance Team (SR)
4. Coleman, Craig: .60 Asst Boys' Basketball (SR)
5. Conley, Brian: Girls' Basketball 9 (SR)
6. Cremisino, Daniel: Head Boys' Basketball (SR)
7. Eichler, Zachery: Asst Strategy Club (MS)
8. Holmquist, Michael: Asst Boys' Basketball (SR)
9. Knighton-Johnson, Jason: Asst Boys' Basketball (SR)
10. Kotys, Christopher: .80 Asst Gymnastics (SR)
11. Laqua, Maurya: .40 Asst Girls' Basketball (SR)
12. Laszczak, James: .30 Asst Boys' Hockey (SR)
13. Route, Sara: Head Musical/Play (MS)
14. Rue, Mikayla: .90 Asst Dance Team (SR)
15. Rue, Rachel: Head Dance Team (SR)
16. Suess, Carolyn: .20 Asst Gymnastics (SR)
17. Wallinga, Mark: .85 Asst Boys' Hockey (SR)

C. EMPLOYMENT:

1. Honebrink, Serese: .67 FTE effective 10/25/19
2. Miller, Paulette: Position funded with compensatory dollars for 25 days during the 19-20 sy only & approve Agreement to Resume Teaching Services & Agreement to Extend Probationary Period
3. Nygaard, Carol: Position funded with Title I dollars for 214 hours during the 2019-20 sy only & approve Agreement to Resume Teaching Services & Agreement to Extend Probationary Period
4. Quesada, Kathryn: ABE teacher for 15 hpw for 37 weeks & 7 hpw for 7 weeks, effec 10/21/19

**D. RELEASE FROM CONTRACT**

Graves, Richard: effective EOD 11/6/19.

**E. AUTHORIZATION OF POSITION(S):**

1. One 25-day teacher @ Columbus funded with compensatory dollars for the 19-20 sy only (Paulette Miller)
2. One 214-hour teacher @ St. Peter's funded with Title I dollars for the 2019-20 sy only (Carol Nygaard)

8. Donations: Member Keto moved, 2<sup>nd</sup> by Member Olson to adopt the resolution and accept with appreciation the following donations: Mobile storage cart from Troy and Julie Larson, Wyoming, to Linwood SAC to be used by kids in SAC and Sonic in the name of Alysha Larson, valued at \$685.70. From Scandia PTO to Scandia Elementary: Play to Your Strengths Workshop valued at \$3500.00, cement work for bench area near parent pick up valued at \$1,850.00, 30 Lenovo Chromebooks and academic licenses to replace outdated Chromebooks valued at \$5,820.00, Phy-ed equipment valued at \$188.06 and coated paper rolls for Variquest poster maker valued at \$219.89. \$3,200.00 from Scandia Marine Lions to Scandia Elementary for classroom teachers to purchase items for classroom and students. \$4,357.28 from Forest Lake Alpine Booster Club to FLAHS alpine ski team for payment for assistant coach for the 2019-20 season; TI-84 graphing calculators from Rangers Supporting Rangers, FL, to FLAS District to provide 30 calculators to be loaned out to students – valued at \$3,192.18; \$5,519.15 from Full Court Club, FL, to FLHS boys' basketball for payment for two part time assistant coaches for the 2019-20 season; \$1,089.32 from The Wavemakers, FL, to FLAHS girls' swimming for payment for a .25 assistant coach; \$9,934.44 from Blue Line Club, FL, to FLAHS boys' hockey for payment of three assistant coaches for the 2019-2020 season; \$1,888.00 from girls' track booster club, FL, to FLAHS girls' track for payment portion of girls' track uniforms; \$1,200.00 from Forest Lake Lions Club, to FLAS Community Education ABE for lunches for Family Learning program participants; and from Lino Lakes PTO to Lino Lakes Elementary - \$350.82 for Maker Space supplies and a Craftsman impact driver drill set valued at \$120.00. All members present voted aye. The motion carried.

**OLD BUSINESS:**

- 9.1 Member Peterson moved to approve Washington County Election Services Agreement. The motion was 2<sup>nd</sup> by Member Keto, by roll call vote all members present voted aye. The motion carried.
- 9.2 Member Keto moved to approve First General Fund Budget Adjustment. The motion was 2<sup>nd</sup> by Member Olson, by roll call vote all members present voted aye. The motion carried.
- 9.3 Member Theisen moved to approve Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414. The motion was 2<sup>nd</sup> by Member Peterson, by roll call vote all members present voted aye. The motion carried.
- 9.4 Member Peterson moved to approve Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522. The motion was 2<sup>nd</sup> by Member Olson, by roll call voted all members present voted aye. The motion carried.
- 9.5 Member Keto moved to approve Family and Medical Leave Policy 428. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.

- 9.6 Member Olson moved to approve Student Medication Policy 528. The motion was 2<sup>nd</sup> by Member Luthner, by roll call vote all members present voted aye. The motion carried.
- 9.7 Member Peterson moved to approve Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds Policy 544. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.
- 9.8 Member Peterson moved to approve Discipline Policy 515. The motion was 2<sup>nd</sup> by Member Keto, by roll call vote all members present voted aye. The motion carried.
- 9.9 Member Peterson moved to approve Tobacco-Free Environment Policy 427. The motion was 2<sup>nd</sup> by Member Theisen, by roll call vote all members present voted aye. The motion carried.

**NEW BUSINESS:**

First Reading: Student Sex Nondiscrimination Policy 421. This item will be placed on the next regular agenda for board action.

First Reading: Technology Acceptable Use and Safety Policy 540. This item will be placed on the next regular agenda for board action.

First Reading: New Course Proposal – English 11. This item will be placed on the next regular agenda for board action.

First Reading: New Course Proposal – CIS Human Physiology, Technology and Medical Devices. This item will be placed on the next regular agenda for board action.

First Reading: New Course Proposal – Engineering Design. This item will be placed on the next regular agenda for board action.

First Reading: New Course Proposal – Organic Chemistry. This item will be placed on the next regular agenda for board action.

**COMMUNICATIONS:** The School Board reviewed communications and upcoming calendar dates.

At 8:18 pm Member Theisen moved, 2<sup>nd</sup> by Member Olson to recess the regular meeting to go into closed session to discuss negotiation strategy for principals and directors. All members present voted aye and the meeting recessed. The closed meeting convened 8:25 pm. Roll call was taken and all members were present.

At 8:50 pm Member Theisen moved, 2<sup>nd</sup> by Member Keto to go into open session. All members present voted aye. At 8:50 pm the regular meeting was reconvened. Roll call was taken and all members were present.

As there was no further business, Member Peterson moved, 2<sup>nd</sup> by Member Olson to adjourn. All members present voted aye and the meeting adjourned at 8:51 pm.

\_\_\_\_\_  
Rob Rapheal                      President

\_\_\_\_\_  
Jill Olson                                      Clerk

Approved date: \_\_\_\_\_

Bill summary - Nov. 14, 2019

WASHINGTON COUNTY ISD #831  
DATE: 11/07/2019  
TIME: 10:38:06

FOREST LAKE AREA SCHOOLS ISD #831  
VOUCHER REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	3,424.92
02	FOOD SERVICE	317.73
04	COMMUNITY SERVICE	337.73
15	SPEC ED FEDERAL	2,266.94
45	SPEC ED STATE	612.79
TOTAL REPORT		6,960.11

WASHINGTON COUNTY ISD #831  
DATE: 11/07/2019  
TIME: 10:16:41

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	273,707.89
02	FOOD SERVICE	4,647.51
03	TRANSPORTATION	204,302.93
04	COMMUNITY SERVICE	14,688.91
05	CAPITAL	45,689.08
15	SPEC ED FEDERAL	1,748.40
17	SPORTS CENTER	1,610.54
18	BLDG ROLLOVER	10,049.37
20	INTERNAL SERV MEDICAL	18,130.16
45	SPEC ED STATE	37,227.92
50	STUDENT ACTIVITY	6,390.98
	TOTAL REPORT	618,193.69

WASHINGTON COUNTY ISD #831  
DATE: 11/05/2019  
TIME: 13:55:01

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	27,895.25
03	TRANSPORTATION	94.34
04	COMMUNITY SERVICE	1,898.55
05	CAPITAL	2,177.62
06	BLDG CONSTRUCTION	2,006.15
15	SPEC ED FEDERAL	107.09
18	BLDG ROLLOVER	1,749.37
45	SPEC ED STATE	893.41
50	STUDENT ACTIVITY	1,483.86
	TOTAL REPORT	38,305.64

WASHINGTON COUNTY ISD #831  
DATE: 11/05/2019  
TIME: 10:05:12

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	7,246.34
50	STUDENT ACTIVITY	170.00
TOTAL	REPORT	7,416.34

WASHINGTON COUNTY ISD #831  
DATE: 11/01/2019  
TIME: 09:45:29

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	24,008.94
02	FOOD SERVICE	3,936.69
03	TRANSPORTATION	139.26
04	COMMUNITY SERVICE	1,302.32
05	CAPITAL	1,922.01
17	SPORTS CENTER	1,175.07
50	STUDENT ACTIVITY	2,540.00
TOTAL REPORT		35,024.29

WASHINGTON COUNTY ISD #831  
DATE: 10/30/2019  
TIME: 11:06:36

FOREST LAKE AREA SCHOOLS ISD #831  
VOUCHER REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	384.50
02	FOOD SERVICE	619.10
04	COMMUNITY SERVICE	-80.00
TOTAL REPORT		923.60

WASHINGTON COUNTY ISD #831  
DATE: 10/29/2019  
TIME: 09:59:51

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	27,414.75
03	TRANSPORTATION	1,327.54
50	STUDENT ACTIVITY	2,450.00
TOTAL REPORT		31,192.29

WASHINGTON COUNTY ISD #831  
DATE: 10/25/2019  
TIME: 11:22:59

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	4,542.64
03	TRANSPORTATION	75.68
04	COMMUNITY SERVICE	1,724.65
06	BLDG CONSTRUCTION	3,166.76
15	SPEC ED FEDERAL	425.00
18	BLDG ROLLOVER	313.34
45	SPEC ED STATE	32.84
50	STUDENT ACTIVITY	717.17
TOTAL REPORT		10,998.08

WASHINGTON COUNTY ISD #831  
DATE: 10/25/2019  
TIME: 09:47:26

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	11,919.35
03	TRANSPORTATION	284.25
04	COMMUNITY SERVICE	6,512.22
05	CAPITAL	4,280.40
15	SPEC ED FEDERAL	370.00
17	SPORTS CENTER	8,728.77
50	STUDENT ACTIVITY	446.36
TOTAL REPORT		32,541.35

WASHINGTON COUNTY ISD #831  
DATE: 10/22/2019  
TIME: 09:19:54

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	1,101.50
50	STUDENT ACTIVITY	134.06
TOTAL REPORT		1,235.56

WASHINGTON COUNTY ISD #831  
DATE: 10/18/2019  
TIME: 09:37:30

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	18,925.40
03	TRANSPORTATION	295.00
04	COMMUNITY SERVICE	200.00
15	SPEC ED FEDERAL	589.00
18	BLDG ROLLOVER	2,202.80
50	STUDENT ACTIVITY	24.99
TOTAL REPORT		22,237.19

WASHINGTON COUNTY ISD #831  
DATE: 10/17/2019  
TIME: 11:23:38

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	65.19
04	COMMUNITY SERVICE	233.44
TOTAL REPORT		298.63

WASHINGTON COUNTY ISD #831  
DATE: 10/16/2019  
TIME: 14:54:30

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
15	SPEC ED FEDERAL	9.28
TOTAL REPORT		9.28

WASHINGTON COUNTY ISD #831  
DATE: 10/15/2019  
TIME: 10:45:00

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	19,687.48
03	TRANSPORTATION	303.96
04	COMMUNITY SERVICE	131.09
05	CAPITAL	13.86
17	SPORTS CENTER	990.81
TOTAL REPORT		21,127.20

WASHINGTON COUNTY ISD #831  
DATE: 10/14/2019  
TIME: 13:31:31

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
06	BLDG CONSTRUCTION	1,172,251.79
TOTAL REPORT		1,172,251.79

WASHINGTON COUNTY ISD #831  
DATE: 10/11/2019  
TIME: 11:32:51

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	17,334.78
02	FOOD SERVICE	800.00
05	CAPITAL	8,548.04
45	SPEC ED STATE	2,200.00
50	STUDENT ACTIVITY	794.00
TOTAL REPORT		29,676.82

WASHINGTON COUNTY ISD #831  
DATE: 10/08/2019  
TIME: 10:11:52

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	5,831.83
04	COMMUNITY SERVICE	237.00
15	SPEC ED FEDERAL	184.06
TOTAL REPORT		6,252.89

WASHINGTON COUNTY ISD #831  
DATE: 10/04/2019  
TIME: 10:21:38

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	11,576.21
05	CAPITAL	406.56
07	DEBT SERVICE	2,000.00
15	SPEC ED FEDERAL	115.00
18	BLDG ROLLOVER	402.80
50	STUDENT ACTIVITY	131.16
TOTAL REPORT		14,631.73

WASHINGTON COUNTY ISD #831  
DATE: 10/01/2019  
TIME: 10:14:15

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	3,285.79
03	TRANSPORTATION	44.93
04	COMMUNITY SERVICE	1,571.40
15	SPEC ED FEDERAL	575.00
18	BLDG ROLLOVER	42.98
45	SPEC ED STATE	374.42
50	STUDENT ACTIVITY	117.22
TOTAL	REPORT	6,011.74

WASHINGTON COUNTY ISD #831  
DATE: 10/01/2019  
TIME: 09:56:43

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 4/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	12,658.71
04	COMMUNITY SERVICE	13,124.42
TOTAL REPORT		25,783.13

WASHINGTON COUNTY ISD #831  
DATE: 09/30/2019  
TIME: 13:37:44

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	19,289.46
02	FOOD SERVICE	40.17
03	TRANSPORTATION	109.32
04	COMMUNITY SERVICE	921.24
05	CAPITAL	2,800.93
06	BLDG CONSTRUCTION	4,531.53
15	SPEC ED FEDERAL	20.50
18	BLDG ROLLOVER	204.80
45	SPEC ED STATE	436.27
TOTAL REPORT		28,354.22

WASHINGTON COUNTY ISD #831  
DATE: 09/27/2019  
TIME: 10:08:34

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	58,924.44
03	TRANSPORTATION	1,677.07
04	COMMUNITY SERVICE	6,354.58
15	SPEC ED FEDERAL	325.00
50	STUDENT ACTIVITY	420.00
TOTAL REPORT		67,701.09

**INDEPENDENT SCHOOL DISTRICT NO. 831**  
**Forest Lake, Minnesota**  
**SCHOOL BOARD MEETING**  
**November 21, 2019**

A School Board Meeting of Independent School District No. 831, Forest Lake, Minnesota, was called to order by President Rob Rapheal at 8:00 pm on Thursday, November 21, 2019, at the School District Offices. Roll was called and the following members were present: Julie Corcoran, Alex Keto, Kate Luthner, Jill Olson, Jeff Peterson, Rob Rapheal, Gail Theisen and Superintendent Dr. Steve Massey, ex officio.

**3.0 CONSENT AGENDA ITEMS:**

Member Keto moved approval of agenda items 3.1 – 3.3. The motion was 2<sup>nd</sup> by Member Corcoran. All members present voted aye and the motion carried.

**3.1 Approved Bills as of November 21, 2019**

**3.2 Approved Classified Personnel:**

**Authorization of Transfer:**

- Byboth, MaryRuth – Noon Duty Supervisor at Wyoming Elementary, from 12.5 to 20 hours per week and 37 weeks per year, effective October 28, 2019.
- Hiers, Teresa – from School Bus Driver to Substitute, effective September 1, 2019.
- Husnick, Angela – from School Bus Driver to Substitute, effective September 1, 2019.
- Owen, Karen – from Title One Teacher Assistant to Special Education Paraprofessional II at Forest View Elementary, 30 hours per week and 37 weeks per year, effective November 14, 2019.

**Correction:**

- General Description Classified Employee Policies 2018-2020 for the Youth & Adult Program Coordinator. (see attachment)

**Position Eliminated:**

- Census Office Assistant IV at the District Office, effective October 25, 2019.

**Recommendation of Employment:**

- Bracht, Diana – Special Education Paraprofessional at the Forest Lake Area Middle School, 30 hours per week and 37 weeks per year, effective November 25, 2019.
- Chromey, Amanda – Noon Duty Supervisor at Scandia Elementary, 12.5 hours per week and 37 weeks per year, effective November 15, 2019.
- Colby, Laura - Noon duty Supervisor at Linwood Elementary, 15 hours per week and 37 weeks per year, effective November 25, 2019.
- Gee, Lonnie – Special Education Paraprofessional at Wyoming Elementary, 30 hours per week and 37 weeks per year, effective November 18, 2019.
- Hanninen, Sara – Cook Helper at Columbus Elementary, 15 hours per week and 37 weeks per year, effective November 18, 2019.
- Hovind, Jessie – Payroll Coordinator at the District Office, 40 hours per week and 52 weeks per year, effective November 25, 2019.

Resignation(s):

- Bjornjeld, Kristine – School Age Childcare Program Aide at Forest View Elementary, effective November 1, 2019.
- Lentz, Christine – Special Education Paraprofessional at Forest View Elementary, effective November 15, 2019.

Retirement(s):

- Marier, Mary Ann – School Bus Driver, effective January 1, 2020,

## 3.3 Approved Licensed Personnel:

## A. UNPAID LEAVE(S) OF ABSENCE (LOA):

Musbach, Elizabeth: Unpaid LOA for approx dates: 4/6/20 - 5/29/20

## B. NON-CURRICULAR ASSIGNMENT(S):

1. Armitage, Krista: Asst Gymnastics (SR)
2. Cardinal, Timothy: .20 Asst Wrestling & Wrestling 9 (SR)
3. Dahmes, Benjamin: Asst Wrestling (SR)
4. Gunderson, Katelyn: .30 Asst Dance Team (SR)
5. Hackenmueller, Andrew: Asst Wrestling (SR)
6. Kunshier, Joseph: Head Wrestling (SR)
7. Morgan, Gordon: .50 Asst Wrestling (SR)
8. Moua, Mai Nhia (April): .90 Asst Dance Team (SR)
9. Pierron, Lindsey: Head Gymnastics (SR)
10. Roberts, Jacob: Asst Wrestling (SR)

## C. EMPLOYMENT:

Lumbert, Heather: 450-hour Title 1 Teacher @ Linwood Elementary during the 2019-20 sy only

## D. AUTHORIZATION OF POSITION(S):

One 450-hour Title I Teacher @ Linwood Elementary during the 19-20 sy only  
(Heather Lumbert)

4.0 OLD BUSINESS:

Member Theisen moved to move the FLAS School Board Organizational Meeting from January 2, 2020 to January 9, 2020. The motion was 2<sup>nd</sup> by Member Olson, by roll call vote all members present voted aye. The motion carried.

5.0 NEW BUSINESS: No new business reported.

As there was no further business, Member Olson moved to adjourn. The motion was 2<sup>nd</sup> by Member Theisen. All members present voted aye and the meeting adjourned at 8:04 pm.

\_\_\_\_\_  
Rob Rapheal, President

\_\_\_\_\_  
Jill Olson, Clerk

Approved Date: \_\_\_\_\_

Bill summary- Nov. 21, 2019

WASHINGTON COUNTY ISD #831  
DATE: 11/14/2019  
TIME: 14:29:03

FOREST LAKE AREA SCHOOLS ISD #831  
VOUCHER REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	1,439.72
04	COMMUNITY SERVICE	72.68
15	SPEC ED FEDERAL	480.89
45	SPEC ED STATE	446.29
TOTAL REPORT		2,439.58

WASHINGTON COUNTY ISD #831  
DATE: 11/14/2019  
TIME: 14:12:27

FOREST LAKE AREA SCHOOLS ISD #831  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/20

FUND	FUND TITLE	AMOUNT
01	GENERAL	71,772.61
02	FOOD SERVICE	139,602.98
03	TRANSPORTATION	36,109.05
04	COMMUNITY SERVICE	2,617.00
05	CAPITAL	4,964.42
15	SPEC ED FEDERAL	814.09
17	SPORTS CENTER	561.09
18	BLDG ROLLOVER	73.59
45	SPEC ED STATE	615.00
TOTAL REPORT		257,129.83



FOREST LAKE AREA SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, MN 55025-9796  
CLASSIFIED PERSONNEL

BOARD MEETING: December 5, 2019  
REVISED

**Authorization of Transfer:**

- Bautch, Lisa - ECFE Teaching Assistant II at Forest View Elementary from 12 to 34.25 hours per week and 31 weeks per year, effective September 16, 2019.
- Cable, Jolene – School Age Childcare Program Aide from Scandia to Forest View Elementary, 23.75 hours per week and 40 weeks per year, effective December 2, 2019.
- Chouinard, Lee – ECFE Teaching Assistant II from Linwood/Columbus to the Education Center and from 12 to 18 hours per week and 31 weeks per year, effective September 16, 2019.
- Hunt, Carrie - ECFE Teaching Assistant II at the Education Center and from 9 to 25.75 hours per week and 31 weeks per year, effective September 16, 2019.
- Mohr, Tammy – ECFE Teaching Assistant II from the Education Center to Columbus Elementary and from 21.5 to 25.75 hours per week and 31 weeks per year, effective September 16, 2019.
- Redinger, Sue - ECFE Teaching Assistant II from Districtwide to Forest View Elementary, 30 hours per week and 31 weeks per year, effective September 16, 2019.
- Renville, Angela - ECFE Teaching Assistant II at the Education Center and from 26.5 to 20.5 hours per week and 31 weeks per year, effective September 16, 2019.
- Simonson, Wanda - ECFE Teaching Assistant II from Districtwide to the Lino Lakes Elementary, 30 hours per week and 31 weeks per year, effective September 16, 2019.
- Tessier-Schak, Anne – ECFE Teaching Assistant II at Columbus Elementary from 27.75 to 23.5 hours per week and 31 weeks per year, effective September 16, 2019.

**New position(s):**

- School Age Childcare Program Aide at Wyoming Elementary, 10 hours per day and 40 weeks per year, effective December 2, 2019.

**Termination(s):**

- Dochniak, Gina – School Age Childcare Program Aide at Forest View Elementary, effective May 14, 2019.
- ◆ Tague, Randall – School Bus Driver, effective December 2, 2019.

**Recommendation of Employment:**

- ◆ Branson, Craig – Substitute Bus Driver, effective November 15, 2019.
- ◆ DeYoung, David – Substitute Bus Driver, effective November 20, 2019.
- Holt, Brittany – Special Education Paraprofessional at Forest View Elementary, 30 hours per week and 37 weeks per year, effective November 18, 2019.
- Johnson, Jordan – Early Childhood Family Education Preschool Educator at the Education Center, 28.75 hours per week and 31 weeks per year, effective January 2, 2020.

- Knutson, Katie – ECSE Paraprofessional at the Education Center, 30 hours per week and 37 weeks per year, effective December 2, 2019.
- Payer, Natasha – School Age Childcare Program Aide at Scandia Elementary, 22.25 hours per week and 40 weeks per year, effective December 2, 2019.
- Rendl, Kimberly – School Age Childcare Program Aide at Wyoming Elementary, 10 hours per week and 40 weeks per year, effective November 14, 2019.
- Wicht, Kellie – School Age Childcare Program Aide at Forest View Elementary, 12.5 hours per week and 40 weeks per year, effective November 18, 2019.
- Zarzela De Gess, Anna – Noon Duty Supervisor at Forest View Elementary, 10 hours per week and 37 weeks per year, effective November 19, 2019.
- Zeleny, Joseph – Health Office Assistant IV at Lino Lakes Elementary, 30 hours per week and 37 weeks per year, effective January 2, 2020.

**Resignation(s):**

- Abbey, Joan – Noon Duty Supervisor at Lino Lakes Elementary, effective November 25, 2019.
- Johanson, Brittany – Early Childhood Special Education Paraprofessional at the Education Center, effective November 26, 2019.
- ◆ Olson, Christopher – School Bus Driver, effective November 22, 2019
- Rauschke, Jena – School Age Childcare Office Assistant III at the Education Center, effective November 14, 2019.

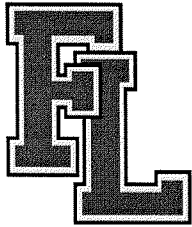
- Recommended by Donna Friedmann



D.M.F./L.A.M.

- ◆ Recommended by Lawrence Martini

12/02/19



INDEPENDENT SCHOOL DISTRICT NO. 831  
Forest Lake, MN 55025

December 5, 2019  
\* Revised

Agenda Item #7.4

TO: School Board

FROM: Donna M. Friedmann, Director  
Administration & Human Resources

SUBJ: LICENSED PERSONNEL

I recommend approval of the following licensed personnel:

**A. UNPAID LEAVE(S) OF ABSENCE (LOA):**

- \* 1. Harden, Holly: unpaid LOA for approximate dates:  
11/7/19 - ~~11/27/19~~ 12/6/19
- \* 2. Lindholm, Morgan: ~~unpaid LOA from 12/2/19 - 6/8/20~~  
unpaid LOA for approximate dates: 11/27/19 - 12/6/19

**B. NON-CURRICULAR ASSIGNMENT(S):**

- 1. Ackerman, Brianna GSA (SR) & Native Student Club (SR)
- 2. Gaffy, Christian: .80 Asst Boys' Hockey (SR)
- 3. Hunter IV, Charles: .5 Student Equity Leaders (SR)
- 4. Loo, Jonathan: Head Boys' Hockey (SR)
- 5. Mancini, Dominick: .90 Head Boys' Swim/Dive (SR)
- 6. Nelson, Kacie: .75 Asst Gymnastics (SR)
- 7. Olson, Caitlin: Asst Nordic Ski (SR)
- 8. Olson, Kellie: Asst Boys' Swim/Dive (SR)
- 9. Rosenberger, Tyler: .40 Asst Boys' Basketball (SR)
- 10. Schugel, Matthew: Asst Boys' Hockey (SR)
- 11. Steeves, Jason: .75 Football 9 (SR)
- 12. Welch, Deborah: Asst Boys' Swim/Dive (SR)  
& .10 Head Boys' Swim/Dive (SR)
- 13. Wright, Ryan: Head Nordic Ski (SR)
- 14. Zowin, Chad: .85 Asst Boys' Hockey (SR)

**C. EMPLOYMENT:**

- \* 1. Hunter IV, Charles: 1.0 FTE effective 2019-20 sy
- 2. Zosel, Martha: 1.0 FTE effective 11/27/19.

**D. CHANGE IN FTE/HOURS:**

- 1. Matlon, Marianne: from 4.6 hpd to 4.88 hpd effec 9/16/19
- 2. Wahlberg, Makayla: from 4.25 hpd to 5.14 hpd effect 9/16/19

**E. RESIGNATION AGREEMENT:**

- \* Slater, Curtis: effective 6/30/20.

**F. INTERIM PRINCIPAL AGREEMENT:**

- \* Kathryn Ungerecht, effective 12/9/19 thru the remainder of the 2019-20 sy



**INDEPENDENT SCHOOL DISTRICT NO. 831**

**Agenda Item 8**

DATE: December 5, 2019  
TO: School Board  
FROM: Steven Massey, Ed.D.  
Superintendent

**SUBJECT: GIFTS TO THE DISTRICT**

Minnesota Statute 123B.02, subdivision 6 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as a trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

**BE IT RESOLVED** by the School Board of Independent School District 831 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors:

<u>Donation</u>	<u>Donor</u>	
\$50.00	Anonymous	To Forest View Elementary to help with lunch debt
\$500.00	National Collegiate Athletic Association, IN	To Scandia Elementary because students earned 2 <sup>nd</sup> place in the "Read to the Final Four" contest
\$1,600.00	FL Girls' Lacrosse Booster Club	To FLAHS girls' lacrosse for partial payment for lacrosse kilts for season
\$180.00	Your Cause, Wells Fargo, TX	To Wyoming Elementary for general education (\$90 from Nov. 18 and \$90 from Nov. 20)
Kid cart	Joanne Benass, Scandia	To FLAS PT/OT - valued at \$100.00
Scholastic books	Scandia PTO	To Scandia Elementary classroom libraries – valued at \$2,242.00
Granola bars & trail mix	Drolson Family Foundation, FL	To FLASCE – ABE for snacks for students in need and unable to afford lunch –valued at \$45.00
<b>TOTAL: \$4,717.00</b>		

*Inspire the learner; ignite the potential!*

*Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer*



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 9.1**

**TOPIC: CERTIFY 2019 PROPERTY TAXES PAYABLE IN 2020**

**BACKGROUND:** Annually the School Board determines the property tax levy. The School Board approved the proposed property tax levy in September. The Department of Education finalized the data and Truth in Taxation statements were printed by the counties and sent to our property owners.

**PROCESS:** The School Board held a Truth in Taxation Hearing at 6:00 p.m. this evening, December 5, 2019. At the hearing, major levy category increases and decreases were discussed. The next step in the process is to approve the final property tax levy

**RECOMMENDATION:** The administration recommends approval of the 2019 payable 2020 property tax levy in the amount of \$28,137,912.78 as shown on the reverse side of this sheet.

I. COMPUTATION OF 2019 PAYABLE 2020 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

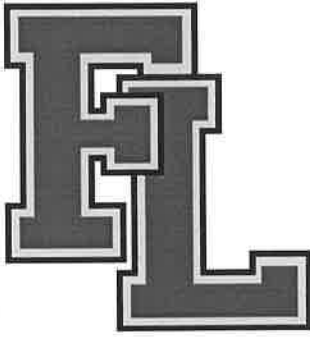
FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	6,426,181.71	141,758.07-	N/A			6,284,423.64
GEN-RMV OTHER-EXEMP	5,185,271.63	173,786.94-	N/A			5,011,484.69
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	6,158,293.26	394,162.80-	34,567.09			5,798,697.55
TOTAL GENERAL	17,769,746.60	709,707.81-	34,567.09			17,094,605.88
COM SERV-EXEMP	1,000,072.75	243,100.31	2,697.21			1,245,870.27
DEBT-VOTER-NONEXEMP	8,225,857.00		26,418.49			8,252,275.49
DEBT-OTHER-NONEXEMP	1,020,891.64					1,020,891.64
TOTAL DEBT SERV	9,246,748.64		26,418.49			9,273,167.13
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP	563,535.00	39,575.44-	309.94			524,269.50
TOTAL OPEB/PENSION	563,535.00	39,575.44-	309.94			524,269.50
TOTAL	28,580,102.99	506,182.94-	63,992.73			28,137,912.78

II. COMPARISON OF 2018 PAYABLE 2019 LEVY LIMITATION WITH 2019 PAYABLE 2020 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2018 PAY 2019 LIMITATION	2019 PAY 2020 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	16,995,519.63	17,094,605.88	99,086.25	.58
COMMUNITY SERVICE	1,213,432.66	1,245,870.27	32,437.61	2.67
GENERAL DEBT SERVICE	8,601,999.19	9,273,167.13	671,167.94	7.80
OPEB DEBT SERVICE	410,677.81	524,269.50	113,591.69	27.66
TOTAL	27,221,629.29	28,137,912.78	916,283.49	3.37

III. COMPARISON OF 2018 PAYABLE 2019 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2019 PAYABLE 2020 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2018 PAY 2019 CERTIFIED LEVY + ADJUSTMENTS	2019 PAY 2020 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	16,995,519.63			
COMMUNITY SERVICE	1,213,432.66			
GENERAL DEBT SERVICE	8,601,999.19			
OPEB DEBT SERVICE	410,677.81			
TOTAL AFTER ADJUSTMENTS	27,221,629.29			



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 9.2**

**TOPIC: Student Sex Nondiscrimination Policy #421**

**BACKGROUND:** Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

**PROCESS:** The Policy Committee has completed its periodic review of this policy. There are no changes recommended at this time.

**RECOMMENDATION:** Approval of this policy.

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Donna M. Friedmann, the Director of Administration and Human Resources, 6100 North 210<sup>th</sup> Street, Forest Lake, Minnesota 55025, 651/982-8123, dfriedmann@flschools.org as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the Superintendent or the school district Human Rights Officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as

well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district Human Rights Officer or to the Superintendent.

- B. In Each School Building. The building Principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building Principal immediately.
- C. Upon receipt of a report or grievance, the Principal must notify the school district Human Rights Officer immediately, without screening or investigating the report. The Principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Principal to the Human Rights Officer. If the report was given verbally, the Principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein will result in disciplinary action against the Principal. If the complaint involves the building Principal, the complaint shall be made or filed directly with the Superintendent or the school district Human Rights Officer by the reporting party or complainant.
- D. The School Board hereby designates Donna Friedmann, the Director of Administration and Human Resources (651/982-8123 or [dfriedmann@flaschools.org](mailto:dfriedmann@flaschools.org)), and Kelly Lessman, the Director of Special Education (651/982-8129 or [klessmann@flaschools.org](mailto:klessmann@flaschools.org)), 6100 North 210<sup>th</sup> Street, Forest Lake, Minnesota 55025 as the school district Human Rights Officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### IV. INVESTIGATION

- A. By authority of the school district, the Human Rights Officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

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

ADOPTED: 6/7/76  
REVISED: 3/3/80  
REVISED: 5/3/99  
REVISED: 2/2/06  
REVISED: 1/3/08  
REVIEWED: 3/3/11  
REVISED: 12/1/11  
REVIEWED: 12/6/12  
REVIEWED: 12/5/13  
REVISED (form): 12/4/14  
REVIEWED: 12/3/15  
REVISED: 12/1/16  
REVIEWED: 12/7/17  
REVIEWED: 12/6/18

Legal References:

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

Cross References:

- MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 831  
UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student:

Independent School District No. 831 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home address: \_\_\_\_\_

Work address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

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

If the alleged unlawful sex discrimination was toward another person, identify that person:  
\_\_\_\_\_

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

Where and when did the incident(s) occur: \_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Please submit this form to your building Principal.

Received by: \_\_\_\_\_

\_\_\_\_\_  
(Date)



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 9.3**

**TOPIC: Technology Acceptable Use and Safety Policy #540**

**BACKGROUND:** The purpose of this policy is to set forth policies and guidelines for access to the school district computer systems and acceptable and safe use of the Internet, including electronic communications.

**PROCESS:** The School Board Policy Committee has completed its periodic review of this policy and they are presenting it to the School Board with the changes noted.

**RECOMMENDATION:** Approval of this policy.

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer systems and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore global resources. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Acceptable uses are determined at the sole discretion of the district.

**IV. USE OF SYSTEM IS A PRIVILEGE**

While the school district's electronic systems are provided for the conduct of the school district's mission, it is understood that they may be used occasionally for personal use as well. Reasonable personal use is permitted, so long as it does not interfere with users' performance of their responsibilities and complies with applicable laws and policies. The personal use of both audio and video streaming media as well as the downloading of excessively large files for personal use interferes with the school district's use of the Internet and delivery of electronic mail and is therefore not acceptable personal use of the Internet.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

## V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
    - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
    - b. language or images that are inappropriate in the education setting or disruptive to the educational process;
    - c. information or materials that could cause damage or danger of disruption to the educational process;
    - d. language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, except as allowed in Policy 602 Controversial Issues.
  2. Users shall not use district e-mail as part of a political campaign to support or oppose a political issue or the nomination or election of a candidate for public office except as otherwise agreed upon in school district employment agreements.
  3. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass or bully another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  4. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
  5. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system

performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

6. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct consent of that person. Consent is implied for all users whose materials, information or files must be accessed by personnel performing authorized system maintenance on behalf of the district.
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user without the implied or direct consent of that person. Consent is implied for all users whose materials, district information or files must be accessed by personnel performing authorized system maintenance on behalf of the district. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another owner's property without the owner's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, school district personnel will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. It is prohibited for students or employees to attempt to bypass the district filter without permission.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right to investigate or review the contents of files generated by their student.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for loss or damage to personal devices or media attached to district equipment. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district media.
    - b. Information retrieved through school district computers, networks or online resources.
    - c. Personal property used to access school district computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student or staff member through the Internet is the sole responsibility of the student and/or the student's parents/guardians or the staff member incurring the obligation.
  - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 505, Use of Student Records.
  - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

## **XII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy.
- B. The school district shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district technology policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of technology, the school board shall conduct a periodic review of this policy.

Legal References: 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 et seq. (Copyrights)  
~~20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)~~  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § ~~121A.0695~~ 121A.031 (School Board Student Bullying Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)  
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)  
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)  
Kowalski v. Berkeley County Sch., 652 F.3d ~~656~~ 565 (4th Cir. 2011)  
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)  
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)  
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)  
~~J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)~~

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 406 (Public and Private Personnel Data)  
Policy 421 (Student Sex Nondiscrimination)  
Policy 504 (Interviews of Students by Outside Agencies)  
Policy 505 (Use of Student Records)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
Policy 515 (Student Discipline)  
Policy 536 (Student Disability Nondiscrimination)  
Policy 538 (Crisis Management Policy)  
Policy 539 (Instructional Materials – Films)  
Policy 541 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
Policy 605 (Instructional Materials Selection Policy)  
Policy 623 (Procedure for Review of Curriculum Content and Alternative Instruction)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

ADOPTED: May 6, 2002  
June 7, 2004  
October 5, 2006  
November 1, 2007 (No Changes)  
January 7, 2010  
March 3, 2011  
January 5, 2012 (No Changes)  
January 3, 2013  
December 5, 2013 (No Changes)  
January 8, 2015 (No Changes)  
January 7, 2016  
February 2, 2017  
December 7, 2017 (No Changes)  
December 6, 2018 (No Changes)



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 9.4**

**TOPIC: Recommendation to Approve New Course - English 11**

**BACKGROUND:**

In response to a need for a more comprehensive approach to English Language Arts in grades 9-12, the English Department reviewed current course offerings to determine opportunities that would better support our students in career and college readiness.

**PROCESS:**

The English Department determined that the development of this new course, *English 11*, would ensure all students were mastering Writing, Informative text, and Fiction text standards prior to their 12th grade year; eliminate a “gap” year in English that some students were experiencing in 11th grade; and support increased student achievement on standardized and college preparatory tests in 11th and 12th grade, while still providing choice for an English elective in their 12<sup>th</sup> grade year. The course outline and content overview accompanies this course proposal.

**RECOMMENDATION:** Recommendation to approve new course.

*\*To be offered in 20-21 pending Board Approval*



## Request for Curriculum Change New Course Proposal

Date: 10-30-2019

Department/Subject: Language Arts / English 11

Person(s) initiating the request: FLAHS admin team and Language Arts department.

Department members involved in the development of the course proposal:

Course proposal team: Amanda Brett, Joel Hall, Kelsey Shimshock, Kelley Ungerecht, Craig Zimanske.

School(s): Forest Lake Area High School

Grade(s): 11

Course Title: English 11A and English 11B

Describe the process that led to this request for a new course:

- Department members determined that an English 11 course would have the following benefits:
  - Ensure all students were mastering Writing, Informative text, and Fiction text standards prior to their 12th grade year.
  - Eliminate a “gap” year in English that some students were experiencing in 11th grade.
  - Support increased student achievement on standardized and college preparatory tests in 11th and 12th grade.
  - Creates a comprehensive 9-11 Language Arts program, which choice in the 12th grade year.
- A course proposal team was created based on teacher interest, expertise, and available subs.
- The proposal team met for a day to draft this proposal and a course outline.
- The whole department and admin team provided feedback in an after school meeting. Absent staff members were able to use a google form to provide feedback.

## Specific Information to Accompany Request

### Course Outline/Learner Outcomes

Complete a [Course Outline](#) for your proposed course and submit it with your proposal.

### Budget Considerations

Check any of the following that will be needed for your proposed course and indicate the anticipated cost for each:

#### *Textbooks*

Title(s): We will utilize the texts currently approved for Popular Literature, College Prep Composition, and Writing Workshop. We will need to order additional copies of each of these titles for this expanded English 11 course.

- Fiction novel: 300 copies
  - Non-fiction choice books: 75 copies each x 8 texts
  - Shakespeare play: 200 copies
  - American drama: 200 copies
- Approximate total cost: \$8900

#### *Digital Curriculum Resources*

Title(s):

Approximate total cost:

One-time cost or annual renewal?

#### *Other Curriculum Materials (consumables, supplies, ancillaries, etc.)*

Materials:

Consumable/non-consumable?

Approximate total cost:

#### *Technology Devices/Equipment/Hardware*

Devices/equipment needed:

Approximate cost:

#### *Staff Development*

Staff Development description:

- Curriculum writing time **4 teachers x 3 days (30.50 an hour or sub coverage)**
- Approximate cost:

## Effects of the New Course Proposal

**Provide a brief explanation for any of the following the new course proposal will affect:**

Current curriculum: Popular literature, College Prep Composition, and Writing Workshop will be removed as options for 11th grade students, and be offered to seniors only for next school year. Next year's 11th graders will choose either English 11 or AP English Language.

Programs in other departments/grade levels: none

Credit requirements: none

- \_\_\_ Prerequisite requirements: none
- \_\_\_ Staffing: none
- \_\_\_ Space allocation: none
- \_\_\_ Master schedule: Teachers will be assigned English 11A or B.
- \_\_\_ District Technology impact: none
- \_\_\_ Other:

## **Signatures**

*Signatures indicate agreement with the course proposal.*

Jeffrey Cavett  
Administrative Department Lead

John-Paul Jacobson  
Forest Lake Area Middle School Principal

Kelly Lafean  
Area Learning Center Principal

Jim Caldwell  
High School Principal

Diane Giorgi  
Director of Teaching and Learning



## Secondary Course Outline

### Forest Lake Area Schools

Course name: English 11A and B

Grade(s): 11th grade

Course description (as found in the registration guide):

Students will read a diverse selection of texts, including poetry, short stories, drama, novels, and non-fiction books. Additionally, students will write a variety of texts, including a personal narrative, expository essay, critical analysis, and a research-based argumentative paper. Throughout the course, students will engage in grammar and vocabulary study designed to increase their ability to navigate both technical and college-level texts. Upon completion, students will be prepared for choosing 12th grade elective courses aligned with their college and career interests.

Graduation standard(s) information: (alignment with Minnesota Academic Standards or national standards)

All Minnesota 11-12 standards in the following domains will be covered: Writing, Language, Reading: Literature, Reading: Informational Text

Learner outcomes:

- Students will be able to analyze fiction texts for main idea, theme, structure, author's point of view, purpose, and tone.
- Students will be able to read an informative text through a critical lens to determine the purpose of the text, identify central ideas, decode unfamiliar words, and analyze rhetorical strategies.
- Students will be able to use text evidence from both fiction and non-fiction texts to support their ideas and arguments.
- Students will be able to find and evaluate the credibility and potential bias of source materials.
- Students will be able to objectively analyze and evaluate multiple ideas and will be able to communicate those ideas.
- Students will be able to use a writing process to write and revise argumentative, explanatory, and narrative texts, both formally and informally.
- Students will be able to synthesize information to construct and support a clear, well-organized argument.
- Students will be prepared to take a post-secondary entrance exam.

Course content: (Write this in outline format.)

**11A**

Unit Title	Mastery Standards	Standard Description
Poetry	11.11.5.5	Demonstrate understanding of figurative language, word relationships, and nuances in word meanings: (a) Interpret figures of speech (e.g., hyperbole, paradox) in context and analyze their role in the text. (b) Analyze nuances in the meaning of words with similar denotations.
Short Stories	11.4.5.5	Analyze how an author's choices concerning how to structure specific parts of a text (e.g., the choice of where to begin or end a story, the choice to provide a comedic or tragic resolution) contribute to its overall structure and meaning as well as its aesthetic impact.
	11.4.9.9	Demonstrate knowledge of eighteenth-, nineteenth- and early-twentieth-century foundational works of American literature, including American Indian and other diverse cultures' texts and how two or more texts from the same period treat similar themes or topics.
Narrative writing	11.7.3.3	Write narratives and other creative texts to develop real or imagined experiences or events using effective technique, well-chosen details, and well-structured event sequences: (a) Engage and orient the reader by setting out a problem, situation, or observation and its significance, establishing one or multiple point(s) of view, and introducing a narrator and/or characters; create a smooth progression of experiences or events. (b) Use literary and narrative techniques, such as dialogue, pacing, rhythm, repetition, rhyme, description, reflection, and multiple plot lines, to develop experiences, events, and/or characters. (c) Use a variety of techniques to sequence events so that they build on one another to create a coherent whole and build toward a particular tone and outcome (e.g., a sense of mystery, suspense, growth, or resolution). (d) Use precise words and phrases, telling details, figurative and sensory language to convey a vivid picture of the experiences, events, setting, and/or characters. (e) Provide a conclusion (when appropriate to the genre) that follows from and reflects on what is experienced, observed, or resolved over the course of the narrative or creative text.
	11.11.3.3	Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening: (a) Vary syntax for effect, consulting references (e.g., Tufte's Artful Sentences) for guidance as needed; apply an understanding of syntax to the study of complex texts when reading.
Shakespearean Drama	11.4.4.4	Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grades 11–12 reading and content, choosing flexibly from a range of strategies: (a) Use context (e.g., the overall meaning of a sentence, paragraph, or text; a word's position or function in a sentence) as a clue to the meaning of a word or phrase. (b) Identify and correctly use patterns of word changes that indicate different meanings or parts of speech (e.g., conceive, conception, conceivable). (c) Consult general and specialized reference materials (e.g., dictionaries, glossaries,

		thesauruses), both print and digital, to find the pronunciation of a word or determine or clarify its precise meaning, its part of speech, its etymology, or its standard usage. (d) Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context or in a dictionary).
	11.4.6.6	Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.
American Drama	11.4.7.7	Analyze multiple interpretations of a story, drama, or poem (e.g., recorded or live production of a play or recorded novel or poetry), evaluating how each version interprets the source text. (Include at least one play by Shakespeare and one play by an American dramatist.)
	11.4.3.3	Analyze the impact of the author's choices regarding how to develop and relate elements of a story or drama (e.g., where a story is set, how the action is ordered, how the characters are introduced and developed).
Expository Writing	11.7.4.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 11.7.1.1, 11.7.2.2, and 11.7.3.3.)
	11.7.2.2	Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content: (a) Introduce a topic; organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a unified whole; include formatting (e.g., headings), graphics (e.g., figures, tables), and multimedia when useful to aiding comprehension. (b) Develop the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience's knowledge of the topic. (c) Use appropriate and varied transitions and syntax to link the major sections of the text, create cohesion, and clarify the relationships among complex ideas and concepts. (d) Use precise language, domain-specific vocabulary, and techniques such as metaphor, simile, and analogy to manage the complexity of the topic. (e) Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing. (f) Provide a concluding statement or section that follows from and supports the information or explanation presented (e.g., articulating implications or the significance of the topic).
	11.7.5.5	Use a writing process to develop and strengthen writing as needed by planning, drafting, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grades 11-12.)
Grammar	11.11.1.1	Demonstrate command of the conventions of standard English

		grammar and usage when writing or speaking: (a) Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested. (b) Resolve issues of complex or contested usage, consulting references (e.g., Merriam-Webster’s Dictionary of English Usage, Garner’s Modern American Usage) as needed.
	11.11.2.2	Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing: (a) Observe hyphenation conventions. (b) Spell correctly.

**11B**

<b>Unit Title</b>	<b>Mastery Standards</b>	<b>Standard Description</b>
Non-Fiction	11.5.10.10	By the end of grade 11, read and comprehend literary nonfiction in the grades 11-CCR text complexity band proficiently, with scaffolding as needed at the high end of the range. By the end of grade 12, read and comprehend literary nonfiction at the high end of the grades 11-CCR text complexity band independently and proficiently: (a) Self-select texts for personal enjoyment, interest, and academic tasks.
	11.5.2.2	Determine two or more central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to provide a complex analysis; provide an objective summary of the text.
	11.5.3.3	Analyze a complex set of ideas or sequence of events and explain how specific individuals, ideas, or events interact and develop over the course of the text.
	11.5.4.4	Analyze a complex set of ideas or sequence of events and explain how specific individuals, ideas, or events interact and develop over the course of the text. Determine the meaning of words and phrases as they are used in a text, including figurative, connotative, and technical meanings; analyze how an author uses and refines the meaning of a key term or terms over the course of a text (e.g., how Madison defines faction in Federalist No. 10).
	11.5.5.5	Analyze and evaluate the effectiveness of the structure an author uses in his or her exposition or argument, including whether the structure makes points clear, convincing, and engaging.
	11.5.5.6	Determine an author’s point of view or purpose in a text in which the rhetoric is particularly effective, analyzing how style and content contribute to the power, persuasiveness, or beauty of the text.
Critical Analysis	11.7.9.9	Draw evidence from literary or informational texts to support analysis, reflection, and research: (a) Apply grades 11–12 Reading standards to literature (e.g., “Demonstrate knowledge of eighteenth-, nineteenth- and early-twentieth-century foundational works of American literature, including how two or more texts from the same period treat similar themes or topics”). (b) Apply grades 11–12 Reading standards to literary nonfiction (e.g., “Delineate and evaluate the reasoning in seminal U.S. texts, including the

		application of constitutional principles and use of legal reasoning [e.g., in U.S. Supreme Court Case majority opinions and dissents] and the premises, purposes, and arguments in works of public advocacy [e.g., The Federalist, presidential addresses]”).
	11.5.1.1	Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain.
	11.7.6.6	Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.
Novel	11.4.1.1	Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain.
	11.4.2.2	Determine two or more themes or central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to produce a complex account; provide an objective summary of the text.
	11.4.10.10	Write routinely over extended time frames (time for reflection and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.
Argumentative writing	11.7.8.8	Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.
	11.7.7.7	Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.
	11.7.1.1	Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence: (a) Introduce precise, knowledgeable claim(s), establish the significance of the claim(s), distinguish the claim(s) from alternate or opposing claims, and create an organization that logically sequences claim(s), counterclaims, reasons, and evidence. (b) Develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience’s knowledge level, concerns, values, and possible biases. (c) Use words, phrases, and clauses as well as varied syntax to link the major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims. (d) Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing. (e) Provide a concluding statement or section that follows from and supports the argument presented.

	11.5.7.7	Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem.
Vocabulary	11.11.4.4	Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grades 11–12 reading and content, choosing flexibly from a range of strategies: (a) Use context (e.g., the overall meaning of a sentence, paragraph, or text; a word's position or function in a sentence) as a clue to the meaning of a word or phrase. (b) Identify and correctly use patterns of word changes that indicate different meanings or parts of speech (e.g., conceive, conception, conceivable). (c) Consult general and specialized reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation of a word or determine or clarify its precise meaning, its part of speech, its etymology, or its standard usage. (d) Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context or in a dictionary).
	11.11.6.6	Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

Required Curriculum Materials: (This section should contain information regarding textbooks, technology integration, films, videos and various resources used in teaching the course. Please note whether items already exist in-district or will need to be purchased. Any additional notes that are useful to teachers should be included.)



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 9.5**

**TOPIC: Recommendation to Approve New Course – CIS Human Physiology, Technology and Medical Devices**

**BACKGROUND:**

In an effort to expand the opportunities for students to earn college credit through coursework at Forest Lake Area High School, teachers and administrators explored potential departments and course offerings for consideration.

**PROCESS:**

Based in large part on student request, the science department determined that *CIS Human Physiology, Technology and Medical Devices* would be a good college credit-bearing alternative to the current *Human Anatomy* course, and would provide students with a new elective course offering to fulfill the 0.5 elective course requirement in science. The course outline and content overview accompanies this course proposal.

**RECOMMENDATION:** Recommendation to approve new course.

*\*To be offered in 20-21 pending Board Approval*



## **Request for Curriculum Change New Course Proposal**

Date: **November 1st, 2019**

Department/Subject: **Science/Biology**

Person(s) initiating the request: **Kelli Frericks**

Department members involved in the development of the course proposal: **Kelli Frericks**

School(s): **Forest Lake Area High School**

Grade(s): **12th**

Course Title: **College in the Schools (U of MN) - Human Physiology, Technology and Medical Devices**

Describe the process that led to this request for a new course: **Student request to make our current Human Anatomy course into a College in the schools course so they can earn college credits. The science department is also looking at new elective course offerings to offer students that fulfill the 0.5 elective requirement and connect to our other health career courses.**

## Specific Information to Accompany Request

### Course Outline/Learner Outcomes

Complete a [Course Outline](#) for your proposed course and submit it with your proposal.

### Budget Considerations

Check any of the following that will be needed for your proposed course and indicate the anticipated cost for each:

*Textbooks*

Title(s):

- ***Visual Essentials of Anatomy & Physiology*, Martini, F., Ober, W., Bartholomew, E., Nath, J. (2012), Benjamin Cummings**
- ***The Digital Doctor*, by Dr. Robert Wachter.**

Approximate total cost: **\$35.00 - Used on Amazon, \$15.99 - Amazon**

*Digital Curriculum Resources*

Title(s): **National Center for Case Studies**

Approximate total cost: **\$25.00**

One-time cost or annual renewal? **Annual Renewal**

*Other Curriculum Materials (consumables, supplies, ancillaries, etc.)*

Materials: **Dissection specimens (Sheep hearts, kidneys, & brains earthworms & Fetal pigs)  
POGIL Activities for Introductory Anatomy and Physiology Courses**

Consumable/non-consumable? **Consumable, non-consumable**

Approximate total cost: **\$1,200, \$34.95**

*Technology Devices/Equipment/Hardware*

Devices/equipment needed: **Vernier Probeware: EKG Sensor & Heart Rate Monitors**

Approximate cost: **\$134.00 (x3-5), \$89.00 (x3-5)**

*Staff Development*

Staff Development description: **CIS Teacher Workshop at the U of MN Campus**

Approximate cost: **\$300 (Sub costs)**

Frequency (one time? yearly?): **Yearly**

## Effects of the New Course Proposal

Provide a brief explanation for any of the following the new course proposal will affect:

Current curriculum: ***Accelerated and college credit bearing course for students that are looking into a health career outside of high school.***

Programs in other departments/grade levels: ***Elective that would directly connect with our health career courses: EMR, EMT and Nursing Assistant.***

Credit requirements: ***1.0 science elective***

\_\_\_ Prerequisite requirements: **General Biology or Advanced Placement Biology, General Chemistry A&B or AP Chemistry - earning a B or better.**

\_\_\_ Staffing: **Life Science teacher with 18 Masters credits (CIS Requirement)**

\_\_\_ Space allocation: **Science classroom w. attached lab**

\_\_\_ Master schedule: **Taught on a 50 min (Skinny) class for a full year.**

\_\_\_ District Technology impact: **None**

\_\_\_ Other:

## Signatures

*Signatures indicate agreement with the course proposal.*

Brad Ward

Administrative Department Lead

John-Paul Jacobson

Forest Lake Area Middle School Principal

Kelly Lafean

Forest Lake Area Community School Principal

Jim Caldwell

High School Principal

Diane Giorgi

Director of Teaching and Learning

Kelli Frericks - Course Instructor



# Secondary Course Outline

## Forest Lake Area Schools

Course name:

**College in the Schools - Human Physiology, Technology, and Medical Devices  
University of Minnesota - Biol 1015**

Grade(s): **12th**

Course description (as found in the registration guide):

**This life-science course is organized around the core principles of human physiology, such as homeostasis, information flow, causal mechanisms, structure and function relationships, and the levels of organization. Students first learn the concept of hierarchical organization of the body and the basic mechanism for homeostasis, which provides a foundation for all subsequent course topics related to health (e.g., cardiovascular fitness) and disease (e.g., atherosclerosis and Type 2 diabetes). In every class period, students will learn about technologies and/or medical devices associated with the science. For example, during units on the cardiovascular system students will engage in assignments focusing on pacemakers and stents, and how these technologies have affected both medical culture and the health of our wider society.**

Graduation standard(s) information: (alignment with Minnesota Academic Standards or national standards)

### **0.5 Science Elective credit**

Not a direct MN State Science Standard but associated with the following:

#### **9-12 4. Life Science**

##### **1. Structure and Function of Living Systems**

1. Organisms use the interaction of cellular processes as well as tissues and organ systems to maintain homeostasis.

##### **9.4.1.1.1**

Explain how cell processes are influenced by internal and external factors, such as pH and temperature, and how cells and organisms respond to changes in their environment to maintain homeostasis.

##### **9.4.1.1.2**

Describe how the functions of individual organ systems are integrated to maintain homeostasis in an organism.

Learner outcomes:

- Define anatomy, and explain the importance of understanding the relationship between structure and function.
- Describe four important types of organic molecules and their functions in the human body.
- Explain how the structures of a cell contribute to its function.
- List the structure & functions of the major body systems: skeletal, muscular, nervous, integumentary, endocrine, circulatory, respiratory, excretory, reproductive & digestive.
- Describe the digestion, absorption, and transport of carbohydrates, lipids, and proteins.
- Describe diagnostic blood test and the normal values for the tests, and give examples of disorders that produce abnormal test values.
- Describe the flow of blood through the heart, and name each of the chambers and structures through which the blood passes.
- Describe the relationships among chemical signals, receptor molecules, and receptor sites.
- List the major categories of hormones on the basis of their chemical structure.

Course content: (Write this in outline format.)

**Quarter 1 - Introduction to Physiology**

Unit 1--Introduction to Anatomy and Physiology

Unit 2--CHEMISTRY

Unit 3 and 4--CELLS and TISSUES

**QUARTER 2 - Musculo-skeletal, Digestive**

Unit 4--SKELETAL

Unit 5--MUSCULAR

Unit 6--DIGESTIVE

**QUARTER 3 - Cardiovascular**

Unit 7--BLOOD

Unit 8--HEART

Unit 9--VESSELS

**Quarter 4 - Nervous, Endocrine, Reproductive**

Unit 10--NERVOUS

Unit 11--ENDOCRINE SYSTEM

Unit 12--REPRODUCTIVE

Required Curriculum Materials: (This section should contain information regarding textbooks, technology integration, films, videos and various resources used in teaching the course. Please note whether items already exist in-district or will need to be purchased. Any additional notes that are useful to teachers should be included.)

Need to be purchased

- ***Visual Essentials of Anatomy & Physiology*, Martini, F., Ober, W., Bartholomew, E., Nath, J. (2012), Benjamin Cummings**
- ***The Digital Doctor*, by Dr. Robert Wachter.**
- **POGIL Activities for Introductory Anatomy and Physiology Courses**
- **Vernier Probeware & Sensors (EKG & Heart Rate Monitors)**



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 9.6**

**TOPIC: Recommendation to Approve New Course – Engineering Design**

**BACKGROUND:**

In reviewing their scope and sequence of course offerings, the Industrial Tech department recognized the need for a comprehensive engineering capstone class that teaches students the engineering design process.

**PROCESS:**

This new course, *Engineering Design*, will leverage prior knowledge of manufacturing, CAD design, math and science together and allow students to integrate them through the engineering process, moving from problem to prototype to solution. Students will utilize the new Design/Fab lab for research and development as well as prototype construction, testing and presentation. The course outline and content overview accompanies this course proposal.

**RECOMMENDATION:** Recommendation to approve new course.

*\*To be offered in 20-21 pending Board Approval*



## Request for Curriculum Change New Course Proposal

Date: 10/11/19

Department/Subject: **Industrial tech**

Person(s) initiating the request: **Irv Geary, Kelly Nicholls**

Department members involved in the development of the course proposal: **Irv Geary, Kelly Nicholls**

School(s): **Forest Lake High School**

Grade(s): **11-12**

Course Title: **Engineering Design**

Describe the process that led to this request for a new course:

**Our department recognized the lack of a complete engineering capstone class that teaches students the engineering design process. This class will pull prior knowledge of manufacturing, CAD design, math and science together and allow students to integrate them through the engineering process moving from problem to prototype to solution.**

**We further recognized the underutilization of the new Design/Fab Lab that was created for this exact type of class. Students will utilize the lab for research and development as well as prototype construction, testing and presentation.**

## Specific Information to Accompany Request

### Course Outline/Learner Outcomes

Complete a [Course Outline](#) for your proposed course and submit it with your proposal.

### Budget Considerations

Check any of the following that will be needed for your proposed course and indicate the anticipated cost for each:

\_\_\_ *Textbooks*  
NA,

\_\_\_ *Digital Curriculum Resources*

**Curriculum is based off of the nationally recognized Engineering Design Loop/Process which is readily available for free.**

\_\_\_ *Other Curriculum Materials (consumables, supplies, ancillaries, etc.)*

**Materials: Prototype materials which will vary per team.**

**Consumable: These are yearly consumables.**

**Approximate total cost: \$600-\$800 per class**

\_\_\_ *Technology Devices/Equipment/Hardware*

**Devices/equipment needed: The existing Fab Lab is already created and is nearly ready for utilization. Biggest need would be computers for research and development as well as CAD/CAM ready for prototype design and construction. Need is 14-16 laptops with Solid Works+CAM software loaded. Best situation would be to create a portable laptop cart to be utilized within the department with other classes such as Machine Tool, Metals Fabrication and CAD.**

Approximate cost: \$

\_\_\_ *Staff Development*

**I have already been through and taught the PLTW Engineering Design and Development class as well as their Professional Development so no extra staff training is necessary.**

## Effects of the New Course Proposal

Provide a brief explanation for any of the following the new course proposal will affect:

\_\_\_ Current curriculum:

**This course will pull together the manufacturing classes with the CAD design classes for the missing capstone of Engineering Design in which students will have to go from problem to prototype to presenting. This will be focused towards engineering bound students which will help integrate math and science students with the industrial tech department in a true STEM class.**

\_\_\_ Programs in other departments/grade levels:

See above.

\_\_\_ Credit requirements:

.5

\_\_\_ Prerequisite requirements:

**Intro to Metals, Intro to CAD, Engineer CAD 1**

\_\_\_ Staffing:

**Irv Geary**

\_\_\_ Space allocation:

**The Polaris Design Fab Lab**

\_\_\_ Master schedule:

**Offered on one block Spring Term**

\_\_\_ District Technology impact:

**Needed laptops with software.**

\_\_\_ Other:

## Signatures

*Signatures indicate agreement with the course proposal.*

Kelly Nicholls

Jason Miller

Administrative Department Lead

John-Paul Jacobson

Forest Lake Area Middle School Principal

Kelly Lafean

Forest Lake Area Community School Principal

Jim Caldwell

High School Principal

Diane Giorgi

Director of Teaching and Learning



# Secondary Course Outline

## Forest Lake Area Schools

Course name: **Engineering Design**

Grade(s): **11-12**

Course description (as found in the registration guide):

**Engineering Design is a course geared at taking students through the Design Process that all engineers use while problem solving solutions. Students will learn how to take a common problem from an abstract idea to creating and building a prototype to solve the problem and ultimately testing their solution. Students will utilize Solid Works CAD systems to create designs and then implement manufacturing technologies such as welding and machining to build their solutions. This is an entry level view of what students can expect in a college level engineering course.**

Graduation standard(s) information: (alignment with Minnesota Academic Standards or national standards)

**See Attached CTE Common Career Technical Core standards as well as National STEM Core Courses which include Problem Solving and Critical Thinking skills as well TeamWork and System Applications skills.**

Learner outcomes:

**Students will understand and be able to utilize the Engineering Design Process (Attached) This is the national foundation in every engineering curriculum and is used in all college level engineering programs. This class will integrate students experience in Science and Math with the Critical Thinking and Problem Solving skills needed to solve real world problems. Further, students will then integrate their design and manufacturing skills with the above skills to create a prototype to solve a specific problem. Students will ultimately test and present their findings to a panel of experts.**

Course content: (Write this in outline format.)

### Course Outline:

- I. **Engineering Design Process:**
  - a. **Overview and Application of Design Loop**
- II. **Identifying a Problem**
  - a. **Discover the Problem**
  - b. **Prove the Problem Exists**
  - c. **Supporting Documentation**
- iii. **Define the Problem**
  - a. **Create a Problem Statement**
  - b. **Research the Problem (Inquiry)**
  - c. **Create Problem Criteria**

- d. **Research all Constraints**
  
- iv. **Developing Possible Solutions**
  - a. **Brainstorming**
  - b. **Idea sketching**
  - c. **Idea evaluation**
  
- v. **Find Promising Solutions**
  - a. **technical refinement**
  - b. **user friendly**
  - c. **asthetics**
  - d. **probability of success**
  
- vi. **Prototype Construction**
  - a. **blueprint design**
  - b. **prototyping**
  - c. **model building**
  
- vii. **Testing/Evaluation**
  - a. **testing protocols/procedure**
  - b. **testing data/outcomes**
  
- viii. **Presentation of Findings**
  - a. **portfolio presentation**
  - b. **story board presentation**
  - c. **final conclusions**

Required Curriculum Materials: (This section should contain information regarding textbooks, technology integration, films, videos and various resources used in teaching the course. Please note whether items already exist in-district or will need to be purchased. Any additional notes that are useful to teachers should be included.)

**The primary need for the class is a set of laptops for R&D as well as CAD and CAM programming. The recommendation would be to set up a portable cart to use the laptops within the department as they can be used in the Intro to Metals/Machine Tool/Metal Fabrication classes as well as Engineering Design. The need would be 14-16 laptops on a cart with Solid Works/CAM for software as well as google presentations/PowerPoint/Prezi compatible.**



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 9.7**

**TOPIC: Recommendation to Approve New Course – Organic Chemistry**

**BACKGROUND:**

Based on a survey of our science students indicating an interest in upper level course offerings, the science department considered potential areas of study in science that would provide logical next steps to our current course offerings.

**PROCESS:**

The Science department determined that *Organic Chemistry*, the next course in sequence to Chemistry A and B and/or AP Chemistry, would be a good fit and would provide students interested in science, chemical engineering, and health-related career fields the opportunity for further exploration and deeper study in these areas. The course outline and content overview accompanies this course proposal.

**RECOMMENDATION:** Recommendation to approve new course.

*\*To be offered in 20-21 pending Board Approval*



## Request for Curriculum Change New Course Proposal

Date: October 23, 2019

Department/Subject: Science

Person(s) initiating the request: Lynda Penn

Department members involved in the development of the course proposal:

Lynda Penn

Cynthia Riesgraf

School(s): Forest Lake Area High

Grade(s): 11-12

Course Title: Organic Chemistry

Describe the process that led to this request for a new course:

Current science students were surveyed and a number of them showed interest in upper level science electives. Organic chemistry is the next course in sequence after Chemistry A and B (or AP Chemistry).

## Specific Information to Accompany Request

### Course Outline/Learner Outcomes

Complete a [Course Outline](#) for your proposed course and submit it with your proposal.

### Budget Considerations

Check any of the following that will be needed for your proposed course and indicate the anticipated cost for each:

\_\_\_ *Textbooks/Reference*

Title(s): Flinn Chemistry of Organic Compounds,  
Approximate total cost: \$0 (we own this)

\_\_\_ *Digital Curriculum Resources*

Title(s): CK12 Organic Chemistry, built and added to from existing resources  
Approximate total cost: \$0  
One-time cost or annual renewal?

\_\_\_ *Other Curriculum Materials (consumables, supplies, ancillaries, etc.)*

Materials: several new organic chemicals, Model Kits - Organic, Activity Booklet, Lab Kits-Flinn  
Consumable/non-consumable? Consumables  
Approximate total cost: \$300

\_\_\_ *Technology Devices/Equipment/Hardware*

Devices/equipment needed: student devices for accessing online textbook  
Approximate cost:

\_\_\_ *Staff Development*

Staff Development description: summer reading and course development  
Approximate cost: 40 hours summer writing  
Frequency (one time? yearly?): one time

## Effects of the New Course Proposal

**Provide a brief explanation for any of the following the new course proposal will affect:**

\_\_\_ Current curriculum: Addition of Organic Chemistry would not affect any of the current required courses. It would only provide elective opportunities for those students who wish to follow a STEM pathway.

\_\_\_ Programs in other departments/grade levels: This elective course should have no impact on other grades or departments except for increasing the number of elective options available to students.

\_\_\_ Credit requirements: Fulfills elective credit requirements

\_\_\_ Prerequisite requirements: Chemistry A and B OR AP Chemistry A, B and C.

\_\_\_ Staffing: Any teacher licensed in Chemistry would be able to teach this course

\_\_\_ Space allocation: Would be taught in one of our current science classrooms on 2nd floor.

\_\_\_ Master schedule: This would add another elective to the schedule. We will see where the biggest need for electives is, on a skinny or block.

\_\_\_ District Technology impact: none

\_\_\_ Other:

## Signatures

*Signatures indicate agreement with the course proposal.*

Lynda Penn - chemistry teacher

Brad Ward  
Administrative Department Lead

John-Paul Jacobson  
Forest Lake Area Middle School Principal

Kelly Lafean  
Forest Lake Area Community School Principal

Jim Caldwell  
High School Principal

Diane Giorgi  
Director of Teaching and Learning



## Secondary Course Outline

### Forest Lake Area Schools

Course name: Organic Chemistry

Grade(s): 11-12

Course description (as found in the registration guide):

Organic chemistry is the study of carbon compounds and the various functional groups that commonly are added. The focus will be on nomenclature and structure of these compounds. Students will have a lab component as well focusing on synthesis of small organic molecules and polymers, and characterization of their physical properties. Organic chemistry is a second course designed for science, chemical engineering, and health-related majors, as well as students who aspire to become chemical professionals.

Graduation standard(s) information: (alignment with Minnesota Academic Standards or national standards)

No official standards exist, but recommendations from the American Chemical Society will guide the development of the course and assessments.

- Nomenclature
- Structure, Hybridization, Resonance, Aromaticity
- Acids and Bases
- Stereoisomerism
- Nucleophilic Substitutions and Eliminations
- Oxidations and Reductions
- Spectroscopy
- Synthesis and Analysis

Learner outcomes:

Upon completion of this class, students will be able to name and draw structures for small organic compounds, predict bonding and three-dimensional structure, including chirality of organic compounds. Students will be able to predict the reactivity of specific functional groups, and construct efficient, simple mechanistic pathways for the synthesis of a given compound. Students will be able to identify compounds based on melting point and spectroscopic data.

Course content: (Write this in outline format.)

1. Review of Chemistry AB content (electronegativity, covalent bonds, Lewis structures)
2. Hydrocarbons (nomenclature, structure, resonance, isomerism)
3. Functional groups (nomenclature, structure, properties)
4. Organic reactions (alkylation, synthesis, simple mechanisms)
5. Spectroscopy (IR, NMR, UV/Vis)

Required Curriculum Materials: (This section should contain information regarding textbooks, technology integration, films, videos and various resources used in teaching the course. Please note whether items already exist in-district or will need to be purchased. Any additional notes that are useful to teachers should be included.)

model kits (5 additional needed), currently own 8 kits.

Flinn Chemistry of Organic Compounds - own this reference

Creation of CK12 online textbook - no cost

Organic Chemistry Activity Book (need to be ordered - \$38 for a set of 24)

about \$200 worth of new chemicals specific to Organic in addition to those already in the stockroom



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 9.8**

**TOPIC: RATIFY 2019-21 FOREST LAKE EDUCATION  
ASSOCIATION EMPLOYMENT AGREEMENT**

**BACKGROUND:** The employment agreement between the Forest Lake Education Association and the Forest Lake Area School District expired on June 30, 2019.

**PROCESS:** The School District and the Forest Lake Education Association have a tentative settlement of the Agreement for the time period of July 1, 2019 through June 30, 2021. The Forest Lake Education Association will vote on this Agreement on December 3, 2019 and if approved, it will be presented to the School Board for approval.

**RECOMMENDATION:** Administration recommends approval of the Forest Lake Education Association Employment Agreement for the time period of July 1, 2019 through June 30, 2021. This settlement is within the negotiation parameters set by the School Board.

**TENTATIVE AGREEMENT**

AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT 831

AND

THE FOREST LAKE EDUCATION ASSOCIATION

EFFECTIVE JULY 1, ~~2017~~ 2019 THROUGH JUNE 30, ~~2019~~ 2021

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AGREEMENT

ARTICLE I

PURPOSE

THIS AGREEMENT is entered into between Independent School District No. 831 (hereinafter referred to as the School District or District) and the Forest Lake Education Association (hereinafter referred to as the exclusive representative or Association) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as the P.E.L.R.A.) to provide the terms and conditions of employment for *teachers* employed by the School District during the duration of this Agreement.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes the Association as the exclusive representative of *teachers* employed by the School District which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A., and as described in the provisions of this Agreement.

Section 2. Rights of Association as Exclusive Representative:

Subd. 1. Pursuant to the P.E.L.R.A., the School District shall not meet and negotiate or meet and confer with any *teacher* or group of *teachers* except through the exclusive representative.

Subd. 2. Teachers, as professional employees, have the right to meet and confer with the School District in accordance with Article XIII of this Agreement.

ARTICLE III

DEFINITIONS

Section 1. Terms and Conditions of Employment: "Terms and conditions of employment" means the hours of employment, the compensation therefor, including fringe benefits, except retirement contributions or benefits, other than employer payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of the School District. The term in both cases is subject to the provisions of the P.E.L.R.A.

Section 2. Appropriate Unit: "Appropriate unit" shall mean all *teachers* employed by the School District but shall not include: the superintendent, assistant superintendent(s), principals and/or assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, emergency employees, and such other employees excluded by law.

Section 3. Teacher: "*Teacher*", as used in this Agreement, shall mean any person employed by the School District in a position for which licensure is required by the State of Minnesota or in a position of school nurse, physical therapist or occupational therapist, except superintendent, assistant superintendent(s), principals, and

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assistant principals who devote more than 50% of their time to administrative or supervisory duties, essential employees, and such other employees excluded by law.

Section 4. School District: Any reference to School District in this Agreement shall mean the School Board or its designated representatives.

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

ARTICLE IV

SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Association recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

Section 2. Management Responsibilities: The Association recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The Association recognizes that all teachers covered by this Agreement shall perform the teaching and related non-teaching services as may be reasonably prescribed by the School District. The School District has the right and duty to promulgate rules, regulations, directives and orders from time to time as deemed necessary. No provisions of this Agreement may be in violation of or conflict with state or federal laws, rules and regulations, directives, findings, determination or order of governmental agencies including but not limited to, the Minnesota and the United States Department of Education. Any specific provisions of this Agreement along with any other relevant collateral provisions, clauses, subdivisions, sections or articles in violation of any law, rule, regulations, directive, finding, determination or order will automatically become inoperative and unenforceable in any forum, including the grievance procedure in this Agreement. The School District has the obligation and inherent authority to comply with any such law, rule, regulation, directive, finding, determination or order.

ARTICLE V

**TEACHER AND ASSOCIATION RIGHTS**

Section 1. Right to Views: Pursuant to the P.E.L.R.A., nothing contained in this Agreement shall be construed to limit, impair or affect the right of any *teacher* or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative, if there be one, nor shall it be construed to require any teacher to perform labor or services against his/her will.

Section 2. Right to Join: Pursuant to the P.E.L.R.A., *teachers* shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. *Teachers* in an appropriate

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unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such *teachers* with the School District of such unit.

Section 3. Personnel Files:

Subd. 1. Pursuant to M.S. 122A.40, Subd. 19, as amended, all evaluations and files relating to each individual *teacher* shall be available during regular district business hours to each individual *teacher* upon his/her written request. A representative of the Association may, at the *teacher's* request, accompany the *teacher* in this review. The *teacher* shall have the right to reproduce any of the contents of the files at the *teacher's* expense and to submit for inclusion in the file written information in response to any material contained therein.

Subd. 2. A *teacher* shall receive a copy of any deficiency notice, negative letter, or report placed in his/her personnel file. The copy shall be mailed to or hand delivered to the *teacher* within ten (10) working days of placement in the personnel file.

Subd. 3. The School District may destroy the files as provided by law and shall expunge from the *teacher's* file any material found to be false or substantially inaccurate through the grievance procedure.

Section 4. Request for Dues Check Off: *Teachers* shall have the right to dues check off for the Association, provided that dues check off shall not be allowed to the Association if it has lost its right to dues check off pursuant to the P.E.L.R.A. Such authorization shall encompass the terms of this section and shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year by the teacher. Pursuant to such authorization, the School District shall deduct 1/16 of such dues from the *teacher's* regular salary check beginning with the second pay day in October and bi-monthly thereafter until fully paid, provided the School District is furnished authorization on a form provided by the School District at least twenty (20) days prior to the first deduction date in October. However, new *teachers* hired after the first student contact day shall be placed on the deduction schedule within a reasonable period of time upon filing of said authorization form with the School District. The School District will deduct from the *teacher's* paycheck the dues that have been certified by the Association. Deductions shall be transmitted to the Association each pay period.

Section 5. Fair Share Fee:

Subd. 1. In accordance with the P.E.L.R.A., any *teacher* who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any *teacher* shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues.

Subd. 2. Upon thirty (30) calendar days' notice, pursuant to Subd. 3 hereof, given the name of the *teacher* and the amount of the fair share fee, the School District shall deduct 1/16 of such fair share fee from the *teacher's* regular salary check beginning with the second pay day in October and bi-monthly thereafter until fully paid. The Association agrees to notify the School District promptly whenever any *teacher* subject to a fair share fee deduction becomes a member of the Association, and no further fair share fee deduction for such *teacher* will thereafter be made.

Subd. 3. The exclusive representative shall provide written notice of amount of the fair share fee assessment to the School District and to each *teacher* to be assessed the fair share fee.

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~~Subd. 4.~~ A challenge by a *teacher* or by a person aggrieved by the assessment shall be filed in writing with the Commissioner of the Bureau of Mediation Services, the School District, and the exclusive representative within thirty (30) calendar days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefor, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. In the event a challenge is filed, the deductions of a fair share fee shall be held in escrow by the School District pending a decision by the Commissioner or Court. Any fair share challenge shall not be subject to the grievance procedure.

~~Subd. 5.~~ The Association hereby warrants and covenants that it will defend, indemnify and save the School District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reasons of the deduction of the fair share fee dues specified by the Association as provided herein.

Section 6 5. Communications: The School District shall provide bulletin board space in each building in areas not normally accessible to students for use by the Association. The Association may use the School District mail service and teacher mail boxes for communications to teachers in quantities which do not interfere with regular School District mail service.

Section 7 6. Association Representative: Representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at reasonable times, provided that this activity shall not interfere with or interrupt school operations. Any representative of the Association not employed by the District, upon entering a school building, will check into the building in the usual procedure for visitors as established by the building or district.

Section 8 7. Information: The parties agree that the Association shall have access, upon written notice, to appropriate and available information necessary for the Association to exercise its responsibilities as exclusive representative.

Section 9 8. School Buildings and Facilities: The Association shall have the right, upon request, to reasonable use of school buildings and facilities subject to the right of the School Board to assess reasonable charges for additional custodian expenses or other additional operational expenses beyond normal maintenance costs resulting from such use provided further that said use shall not interfere with normal school activities or functions.

~~Section 10 9. Other Rights:~~ Nothing contained herein shall be construed to deny or restrict to any *teacher*, rights he/she may have under the Minnesota School Laws or other applicable laws and regulations.

~~Section 11 10. Association Leaves:~~ At the beginning of every school year, the Association shall be credited with eighty (80) days of paid leave to be used by *teachers* who are officers or agents of the Association. Such leave shall be used as authorized by the Association president. The Association agrees to notify the School District at least forty-eight (48) hours prior to the date of such leave. The School District will provide the substitute teachers made necessary by this section.

Subd. 1. Time off for elected officers and/or appointed representatives of the exclusive representative is allowed with pay to a maximum of thirty (30) days per year. The remaining fifty (50) days will be charged to the exclusive representative at the substitute rate of pay. "Substitute rate of pay" means the rate provided to substitutes who have substituted the previous year for fewer than 50 days pursuant to School District Policy #417, Section 1.

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Subd. 2. All requests for time off shall be in writing and shall include the names of the individuals and amount of time off required.

Subd. 3. The Association President shall designate the individuals and dates involved by notifying the Superintendent, or his/her designee, at least two (2) days prior to the absence whenever possible.

Section ~~42~~ 11. Educational Growth and Development Council: The School Board established an Educational Growth and Development Council comprised of three (3) members appointed by the exclusive representative, and three (3) members appointed by the Superintendent. This committee is charged with the study of professional development in the District and with making recommendations to the Superintendent for action to improve professional growth and educational development among professional staff members. The organizational and procedural rules for its operations shall be developed by the Committee with the approval of the School Board and the Superintendent. The budget for the council shall be recommended by the Superintendent and subject to approval by the School Board.

Section ~~43~~ 12. Association President: The Association President or his/her designee shall be a voting member of the Administrative Council. Time needed to attend these meetings shall not be deducted from Association Leave.

ARTICLE VI

LENGTH OF SCHOOL YEAR

Section 1. *Teacher Duty Days:* The District shall establish the school calendar for the coming school year, and the *teacher* shall perform services on those days as determined by the District, including those legal holidays on which the District is authorized to conduct school, and pursuant to such authority has determined to conduct school.

The length of the school year shall consist of 187 duty days for *teachers* including: student days, orientation and workshop days, and in-service training days as determined by the District. *Teachers* new to the system shall report for four (4) additional duty days as scheduled by the district at the beginning of the year and/or as determined through the course of the school year. At least three of the four 'new teacher' duty days will be scheduled prior to the beginning of the school year, with the balance of the 4 days scheduled as partial days extending regular teacher duty days, as established by the district calendar.

Regularly contracted *teachers* employed less than full time shall be compensated at their regular rate to attend orientation and workshop days, in-service training days and parent teacher conferences as determined by the Superintendent or his/her designee.

Section 2. *Modifications in Calendar, Length of School Day:*

Subd. 1. In the event of energy shortage, severe weather, or other exigency, the School District reserves the right to modify the school calendar, and, if school is closed on a normal duty day(s), the *teacher* shall perform duties on such other days in lieu thereof as the School District shall determine, if any.

Subd. 2. In the event of energy shortage, severe weather, or other exigency, the School District further reserves the right to modify the length of the school day, as the School District shall determine, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day but the total weekly hours not more than the regular five (5) day week.

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Subd. 3. Prior to modifying the scheduled length of the school day pursuant to Subd. 2 hereof, the School District shall afford to the Association the opportunity to meet and confer on such matters.

Section 3. Meet and Confer: Prior to establishing the calendar in Section 1 hereof or adjusting it in Section 2 hereof, the School District shall afford the Association the opportunity to meet and confer regarding such matters.

ARTICLE VII

HOURS OF SERVICE

Section 1. Basic Day: The *teacher's* basic day, inclusive of lunch, shall be eight (8) hours. Under normal conditions, other than lunch, such hours shall be consecutive. However, this shall not prohibit the School District from employing an individual *teacher* on a split day if the teacher and the District so agree. For the ~~2018-2019 school year~~ 2019-20 and 2020-21 school years, for time identified on the District calendar as teacher work time, teachers may exercise discretion about the location of their completion of their professional duties. Exceptions to this 'discretionary location' provision are: work time scheduled during teacher workshop week prior to the start of school, and; work time scheduled on the final day of the duty year. The parties recognize that, during this discretionary time, teachers retain professional obligations that may require them to interact with other staff members and/or students. Teachers will make themselves available as required to serve student needs. This provision will be re-evaluated as part of the parties' negotiations for the ~~2019-2021~~ 2021-2023 collective bargaining agreement.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the School District. The specific hours of each building will be designated by the School District. Opportunity will be afforded to the Association to meet and confer with the School District on building hours.

Section 3. Additional Activities: In addition to the basic school day, *teachers* may be required to reasonably participate in school activities beyond the *teacher's* basic day to attend to those matters requiring their attention including consultation with parents, faculty meetings, open houses, curriculum meetings and other professional teaching responsibilities, when such activities cannot reasonably be scheduled during the regular work day.

Section 4. Duty Free Lunch: *Teachers* shall have a duty free lunch period of not less than thirty (30) minutes, except in cases of emergency.

Section 5. Preparation Time and Assignments:

Subd. 1. Teaching and classroom assignments shall be designated by the Superintendent or his/her designee. Normally, the teacher's basic day will include a minimum preparation time which will approximate fifty (50) minutes per day. At the secondary level, one (1) class period will constitute the preparation time.

Subd. 2. At the elementary level, a full-time teacher shall be provided with preparation time during the student day as per the following:

- a. Preparation time will be provided through the use of music, and physical education and media specialists teachers, as well as teachers licensed in other areas, including media or

other fields. The District will endeavor to develop and select programs where teachers with Tier 2 or higher licenses are likely to be available and will seek to hire teachers with Tier 2 or higher licenses if teachers are available and suitable for hire.

- b. The District shall provide substitute teachers due to the absence of ~~specialists in the areas of physical education, music, and media~~ a teacher when that specialist's teacher's teaching activities on that particular day(s) provide preparation time for the classroom teacher.
- c. A full-time elementary teacher shall receive a minimum of 3-3/4 hours of instructional preparation time per week during the elementary student day.
- d. The School District will attempt, consistent with the needs of the program, to provide preparation time during the elementary day in useable blocks of not less than 30 minutes each whenever feasible.

Subd. 3. Changing methods of instruction and scheduling may result in variations of the preparation time on a day to day basis. However, under no circumstances can preparation time be reduced when averaged on a weekly (five-day) basis or other scheduling cycle which may be employed. During this prep time, the teacher will be available for parent conferences, for individual help for students, for faculty, department or curriculum meetings and such other District related business which cannot reasonably be scheduled at another time.

## ARTICLE VIII

### BASIC COMPENSATION

#### Section 1. Rates of Pay:

Subd. 1. Schedules: The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the ~~2017-2018~~ 2019-2020 school year and the wages and salaries reflected in Schedule B, attached hereto, shall be a part of the Agreement for the ~~2018-2019~~ 2020-2021 school year.

Subd. 2. Advancement: **Teachers** shall advance on the salary schedule one (1) step for the ~~2017-2018~~ 2019-2020 school year, including advancement on the longevity schedule. **Teachers** shall advance on the salary schedule one (1) step for the ~~2018-2019~~ 2020-2021 school year, including advancement on the longevity schedule. Minimum number of days worked to be eligible for step movement is governed by this Agreement, below.

Subd. 3. Withholding of Increments: Step movements as provided in this Agreement are subject to the right of the District to withhold, for just cause, increases in the form of increments or lane changes. Such increase shall not be withheld unless the **teacher** is notified of the deficiency in writing and given reasonable opportunity to correct such deficiency. If, thereafter, the District decides to withhold the increment or lane change salary increase it shall notify the **teacher** and Association in writing. An action withholding an increment or lane change salary increase shall be subject to the grievance procedure. A **teacher** who has had a lane change or increment withheld pursuant to this section may seek reinstatement to his/her normal position on the salary schedule no sooner than twelve (12) months after the withholding action, providing there is affirmative evidence of correction of the deficiency as determined by the Superintendent.

Subd. 4. National Board Certification: A full-time (1.0 FTE) teacher who obtains a national board certification in a field germane to the teacher's license which meets all criteria below shall be paid a stipend of \$1000 per year and a part-time teacher who obtains such certification shall be paid a prorated portion of the full stipend based on the percentage of a full-time work schedule for which such part-time teacher is

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employed. If a teacher's national board certification terminates for any reason, this stipend will no longer be payable. The national board certification criteria are as follows:

- A. The national certifying board must be non-partisan to applicant group or individual.
- B. Certification must be beyond entry-level. Application eligibility must include language that stipulates that applicants must possess at least a baccalaureate degree and at least three (3) years of work experience in the field of certification.
- C. Certification process must be non-graduate credit earning and not eligible for salary schedule lane advancement.

Section 2. Status of Salary Schedule: The salary schedule shall not be construed to be a part of the *teacher's* continuing contract. In the event a successor Agreement is not entered into prior to the commencement of school in ~~2017~~ 2021, no adjustment shall be made in step position in a *teacher's* compensation, but horizontal lane changes shall be granted pursuant to this Agreement until a successor Agreement is negotiated.

Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a *teacher* on the appropriate salary schedule.

Subd. 1. Germane: Credits to be considered for application on any lane of the salary schedule must be germane to the *teacher's* assignment.

Subd. 2. Grade and Credits: All of the credits beyond the bachelor's degree must be graduate credits and carry a grade equivalent of C or higher. Credits to apply to lanes beyond a particular degree lane must be earned subsequent to the earning of the degree. "Credits" in this Article shall mean semester credits or their equivalent, and must be taken through an accredited college or university. All others are at the discretion of the Superintendent or designee.

Subd. 3. Lane Change Credits: Courses provided by the School District staff development program may be applied toward a local salary lane change. These courses must be pre-approved by the Superintendent or his/her designee and the School Board. *Teachers* will be allowed ten lane change credits between the BA and MA step and ten more after the master's degree has been completed under this subdivision.

Subd. 4. Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved by the Superintendent or his/her designee in writing prior to the taking of the course. A *teacher* taking a course without receiving prior approval does so at his/her own risk.

Subd. 5. Vocational Certification: A teacher may advance lanes of the salary schedule through the development of a portfolio required for vocational CTE certification. For purposes of the lane advancement, completion of 1 portfolio shall be the equivalent of 5 semester credits. All portfolio work must be pre-approved by the superintendent or designee prior to the portfolio being completed to count for lane advancement. If a teacher takes any classes in order to earn vocational CTE credit, those credits shall count toward lane advancement provided written pre-approval by the superintendent or designee.

Subd. 5 6. Effective Date: The training level of the *teacher* as of July 30 or September 15 will be the basis of pay for that school year, except eligible credits submitted by March 15 shall be counted in determining the basis of pay for the second semester. Applications for a salary adjustment due to a change in

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the training level of a *teacher* shall be made to the Superintendent by the submission of an official transcript prior to July 30 or September 15 for first semester and prior to March 15 for second semester adjustment. If an official transcript is not available by these dates, other satisfactory evidence of the completion of a course will be recognized pending the receipt of the official transcript. However, the salary adjustment shall not be made until the official transcript is received, at which time the salary adjustment will be retroactive.

Subd. 6 7. Advanced Degree Program: A *teacher* shall be paid on an advanced degree lane only if the degree program is in the current teaching licensure and the degree program is approved in writing by the Superintendent in advance.

Subd. 7 8. Payment of Present Salary: The rules contained herein relating to the application of credits on the salary schedule shall not deprive any *teacher* of any salary schedule placement already recognized and actually being paid.

Subd. 8 9. Prior Experience: Credit for prior teaching experience in school systems (including ISD #831 or other school system) or in other related fields of endeavor will be granted on the salary schedule as agreed between the School District and the *teacher*. A *teacher* with previous teaching experience in School District #831, if re-employed, will upon return to the system be placed on the salary schedule at least one (1) step above the step they occupied at the time they left the District provided the step advancement is consistent with operation of this Agreement for others in the bargaining unit who are similarly situated.

Subd. 9 10. Minimum Service: To receive a year of credit for experience for the purposes of step movement (if provided by the CBA) or a year toward experience for longevity compensation, a *teacher* must teach at least eighty-seven (87) days during a school year under contract in the School District. (NOTE: This standard for step movement may be different than the number of student service days necessary under Minnesota Statutes in order to satisfy a year of probation toward continuing contract status.)

Section 4. Regular Teacher Substituting:

Subd. 1. In those cases where regular substitutes are not available and a teacher serves as a substitute during his/her preparation time along with his/her regular duties, said teacher will be paid at the teacher's hourly rate of pay for each period substituted or prorata portion thereof. The teacher must submit a time sheet for payment for such substituting as soon as possible after such substituting and, in any event, within the same fiscal year. When a teacher is assigned students from another class because a substitute is not available, such teacher shall be paid at the teacher's hourly rate of pay per hour of substitute work or prorated portion thereof.

- a. For the purposes of this subdivision, 'class' shall be defined as the entire group of students normally assigned to another teacher during that time. If the group of students is divided between two or more teachers, the additional compensation due shall be divided among the number of teachers receiving additional students. The district will make reasonable efforts to consult with teacher(s) in receiving classroom(s) so as to minimize disruption to students and staff members.
- b. For the purposes of this subdivision and for the purposes of Article IX, Section 10, a teacher's hourly rate of pay shall be determined by dividing the teacher's annual salary rate, as found on the salary schedule (A or B) by the total number of duty days established in this Agreement, and then dividing by 8.

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Section 5. Payroll Deduction: Whenever payroll deduction is necessary for absence without pay, 1/187 of the teacher's annual basic salary shall be deducted for each day's absence.

Section 6. Schedule of Payment and Payment Practices:

Subd. 1. Number of Payments: The teacher's annual salary shall be payable in twenty-six (26) equal installments. All teachers will be paid in twenty-six (26) equal installments only.

Subd. 2. Pay day: Pay day shall be every other Friday. The maximum number of pay days per year shall be twenty-six (26). The initial pay date shall be established by Superintendent regulation and be on a regular scheduled rotation as per Article VIII, Section 6, Subd. 1.

Subd. 3. Summer Payrolls: All summer compensation amounts shall be deposited according to the normal direct deposit procedures to the teacher no later than the second payroll period in June.

Subd. 4. Direct Deposit: All teachers shall use direct deposit.

Section 7. Part-Time Teachers: Part-time teachers employed less than 600 hours per year shall be compensated at a rate as provided in School District policy.

ARTICLE IX

EXTRA COMPENSATION

Section 1. Additional Assignments: Extra assignments associated with additional compensation shall not be construed to be part of the continuing contract unless expressly so provided in the individual contract.

Section 2. Noncurricular Compensation: The wages and salaries reflected in Schedule C, attached hereto, shall be a part of this Agreement for the ~~2017-2018 and 2018-2019~~ 2019-2020 and 2020-2021 school years.

Section 3. Assignment of Noncurricular Duties: The School District may assign the teacher to noncurricular or other assignments, subject to established compensation for such services. An assignment shall not be made without agreement of the teacher except when no qualified teacher is willing to assume the assignment. In such case, the assignment shall be only on a year to year basis by letter of assignment until a qualified teacher is available to accept the assignment. In the event that involuntary assignments are necessary, such assignments shall be rotated as equitably as practicable among the eligible teachers, giving consideration to a teacher's training, experience, aptitude, and teaching load.

Section 4. Extra Class: In the event a full-time teacher is required to teach an extra, regular, full-time class, such teacher shall be compensated at the rate of 1/6 of his/her salary. In the event the extra class assignment is for less than a year, it shall be prorated accordingly. However, in no instance, shall a teacher be assigned an extra class two years in succession unless the teacher agrees to the assignment.

Section 5. Extended Employment: "Extended employment" is defined as work beyond the basic contract year as defined in Article VI herein, and when such work is included in the teacher's individual contract or specified on an annual Notice of Assignment, the teacher shall be compensated as follows:

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$$\frac{\text{weeks worked}}{\text{weeks in regular contract year (37.4)}} \times \text{salary from schedule}$$

However, the salary as arrived at by such formula shall not exceed \$1220.00 based on a regular day as defined in Article VII, Section 1. In the event the duty day is less than the regular duty day, the compensation and maximum shall be prorated accordingly.

Section 6. Compensation for Senior High/Community School Deans. Senior High and Community School Deans shall have additional compensation for the contract year with the following stipulations:

Subd. 1. Senior High School and Community School Deans shall have an additional \$6000 added to their base pay for the contract year.

Subd. 2. The additional compensation granted under this Section for assigned additional duties is in lieu of any other forms of compensation including compensatory time.

Subd. 3. Senior High and Community School Deans will be compensated for assigned extended employment weeks for the number of weeks as provided on an annual Notice of Assignment as defined in Section 5, above.

Section 7. Compensation for Junior High Middle School and ALC Community School Counselors. Each junior high Middle School eCounselor and ALC Community School Counselor shall have an additional \$2000 for the contract year added to their base pay.

Subd. 1. Middle School Counselors and Community School Counselors will be compensated for assigned extended employment weeks for the number of weeks as provided on an annual Notice of Assignment as defined in Section 5 above.

Section 8. Compensation for Curriculum Coordinators. Each Curriculum Coordinator shall have additional compensation for the contract year with the following stipulations:

Subd. 1. Each Curriculum Coordinator shall have ~~four (4) weeks of~~ extended employment as provided on an annual Notice of Assignment as defined in Section 5 above.

Subd. 2. Each Curriculum Coordinator shall have an additional \$6000 added to their base pay for the contract year.

Subd. 3. The additional compensation granted under this Section for assigned additional duties is in lieu of any other forms of compensation including compensatory time.

Section 9. Consideration for Compensation: The District may consider additional compensation to maintain or transfer an individual teacher in a teaching area where it is difficult to find suitable replacements. Any additional compensation can only be implemented by mutual agreement with the School District and the Forest Lake Education Association.

Section 10. School Programs: A teacher who is assigned to a concert or school program outside the regular school day will be compensated at the teacher's hourly rate of pay, as determined via the method detailed in Art. VIII, Sec. 4, Subd. 1, up to a maximum of 2.5 hours per event, unless compensation for the activity is established under Schedule C of this Agreement. A teacher who is assigned to more than one open house per year (maximum of 2.5

hours per event) will also be paid at the teacher's hourly rate of pay for that time. In order to be eligible for compensation at the teacher's hourly rate of pay, the event must be identified in advance, in writing, as eligible for this rate of pay.

## ARTICLE X

### GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District subject to the right of the Association to meet and confer on such matter.

Section 2. Medical-Hospitalization Insurance - Health Maintenance Organizational Plans:

Subd. 1. Single Coverage: The School District shall pay the premium for single medical-hospitalization insurance for all full-time teachers employed by the School District who qualify for and are enrolled in the plan.

Subd. 2. Dependent Coverage: The School District shall contribute a sum not to exceed the following per month for dependent coverage in addition to the premium for single coverage for all full-time teachers employed by the School District who qualify for and are enrolled in the plan.

Effective at the beginning of the 2017-18 school year: \$745.00

Effective at the beginning of the 2018-19 school year: \$745.00

Section 3. Flexible Benefit Plan: The School District shall sponsor a Flexible Benefit Plan.

Section 4. Health Care Reimbursement Plan: The School District shall sponsor a Health Care Reimbursement Plan which will either make direct payment or provide reimbursement for hospital-medical and dental insurance and other eligible health care expenses as defined under the provisions of the School District's Health Care Reimbursement Plan. The maximum contribution to the Plan by the District on behalf of each eligible *teacher* who is enrolled in the plan shall not exceed \$850.00 per contract year.

Subd. 1. All other terms and conditions of the Plan, including but not limited to maximum reimbursements and other administrative procedures, shall be set forth under the provisions of the Plan document.

Subd. 2. Supplemental HRA Contribution: Teachers eligible for and enrolled in the district's Medical-Hospitalization Plan (Section 2 above) will receive \$850.00 (or prorata portion, thereof) contributed in equal installments beginning with the first pay date in September to the employee's Medical-Hospitalization Plan HRA. This contribution will be made into the vested portion of the employee's account, referred to as the "rollover" account. For purposes of this provision, an "enrolled" employee includes the spouse of an employee who is characterized as a dependent of an employee who is the holder of the Medical-Hospitalization Plan, as long as the dependent employee is an eligible member of this bargaining unit. The payments will be made in equal installments beginning with the first pay date in September.

Subd. 3. Teachers eligible for the district's Medical-Hospitalization Plan (Section 2 above) who do not enroll in the insurance plan will receive \$850.00 (or prorata portion, thereof) to their individual Retirement Health Care Savings Account (RHCSA) (Section 5 below) in equal installments beginning with

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the first pay date in September. This employer contribution is separate from any contribution received under Section 5, below.

Subd. 4. Eligibility shall be governed by Section 9 of Article X, Group Insurance.

Section 5. Retirement Health Care Savings Account (RHCSA): The School District shall sponsor a RHCSA whereby 1% of a *teacher's* base salary will go into their RHCSA. This coverage becomes effective at the beginning of the 9<sup>th</sup> year of teaching in the District. This employee contribution is separate from any contribution received under Section 4, above.

Section 6. Dental Insurance:

Subd. 1. The School District shall pay the premium for single dental insurance for all full-time *teachers* employed by the School District who qualify for and are enrolled in the plan.

Subd. 2. *Teachers* who are enrolled in the plan are eligible for dependent coverage at the employee's expense.

Subd. 3. Eligibility shall be governed by Section 9 of Article X, Group Insurance.

Section 7. Income Protection Insurance:

Subd. 1. The School District shall deduct from the *teacher's* paycheck the premium for the current long-term disability plan in effect in the School District for which the teacher is qualified. This deduction shall be made in after tax dollars. All full-time teachers who qualify for and are enrolled in the plan shall participate in the district long-term disability policy coverage.

Subd. 2. Such policy provides for a sixty (60) calendar day waiting period and 2/3 of base salary as determined by Salary Schedule A or B, subject to coordination and limitations as provided in said policy.

Section 8. Life Insurance: The School District will purchase a group term life insurance policy in the amount of \$100,000 for each eligible *teacher* who qualifies for and is enrolled in the plan. The policy shall contain provisions for double indemnity in the case of accidental death, benefits for loss of sight and/or dismemberment and waiver of premium in case of total disability.

Section 9. Eligible *Teachers*:

Subd. 1. Regularly contracted full-time *teachers* shall be eligible for benefits as outlined in this article.

~~Subd. 2. Regularly contracted *teachers* employed less than a full day but at least 600 hours per year shall be eligible for fifty (50%) percent of the School District contribution for medical hospitalization and fifty (50%) percent of the School District contributions for dental insurance and fifty percent (50%) of the School District contributions to health care reimbursement as provided in Sections 2, 4, 5, and 6 of this article, but shall not be eligible for income protection insurance, Section 7, or life insurance, Section 8, of this article.~~

~~Effective July 1, 2018, r~~Regularly contracted *teachers* employed less than .75 FTE but at least 600 hours per year shall be eligible for fifty (50%) percent of the School District contribution for medical-hospitalization and fifty (50%) percent of the School District contributions for dental insurance and fifty

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percent (50%) of the School District contributions to health care reimbursement as provided in Sections 2, 4, 5, and 6 of this article, but shall not be eligible for income protection insurance, Section 7, or life insurance, Section 8, of this article.

~~Effective July 1, 2018~~ Regularly contracted *teachers* employed less than a full day but at least .75 FTE shall be eligible for seventy-five (75%) percent of the School District contribution for medical-hospitalization and seventy-five (75%) percent of the School District contributions for dental insurance and seventy-five percent (75%) of the School District contributions to health care reimbursement as provided in Sections 2, 4, 5, and 6 of this article, but shall not be eligible for income protection insurance, Section 7, or life insurance, Section 8, of this article.

Subd. 3. *Teachers* employed less than 600 hours per year shall not be eligible for any benefits in this article.

Subd. 4. For purposes of this section, a full-time *teacher* shall mean teachers who provide services for the full school year and full school day as defined in Article VI and VII hereof.

Subd. 5. In determining eligibility, the extent and duration of employment as anticipated at the time of commencement of employment shall govern a *teacher's* eligibility within the meaning of Subd. 4 hereof.

Subd. 6. Long-term substitutes employed for the full school day and with anticipated employment of at least 600 hours per year shall be eligible for all insurance benefits as outlined in this article. A substitute teacher with anticipated employment of less than 600 hours per year shall not be eligible for any insurance benefits provided in this article.

Section 10. Claims Against the School District: The parties agree that any description of insurance benefits contained in this article are intended to be informational only and the eligibility of any *teacher* for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 11. Insurance Application: From the date of disability, the School District will continue its contribution for all group insurance coverage outlined in this article for a period not to exceed six (6) months.

Section 12. Duration of Insurance Contribution: A *teacher* is eligible for School District contribution as provided in this article as long as the *teacher* is employed by the School District. Upon termination of employment, all School District participation and contribution shall cease, effective on the last working day, except that a *teacher* who completed the full school year shall be eligible for twelve (12) months of coverage.

Section 13. Continued Coverage: A *teacher* shall be eligible to continue participation in the School District group hospitalization-major medical insurance plan, if permitted by the terms of the policy with the insurance carrier, by paying the entire premium for such insurance under the following circumstances:

- a. The *teacher* retires early pursuant to Article XV of this Agreement,
- b. The *teacher* retires prior to age 65 and is not eligible for the early retirement provisions of Article XV, but is at least fifty-five (55) years of age and has completed at least ten (10) years of continuous service in the School District,
- c. The *teacher* is on unrequested leave of absence,
- d. The *teacher* is disabled beyond six (6) months,

e. The *teacher* is on an approved leave of absence without pay.

It is the responsibility of the *teacher* to make arrangements with the District business office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District. The right of participation pursuant to this section shall not be retroactive in application

Section 14. Survivor Benefits: In the event that a *teacher* dies while in the employ of the School District, the deceased *teacher's* dependent spouse and children shall be eligible for continued District paid group health insurance benefits pursuant to all State and Federal statutes and any accrued benefits in the Health Care Reimbursement Plan.

## ARTICLE XI

### LEAVES OF ABSENCE

#### Section 1. Sick Leave:

Subd. 1. All full-time *teachers* shall earn sick leave at the rate of fifteen (15) days for each year of service in the employ of the School District. *Teachers* on an extended employment contract shall earn additional sick leave at the rate of one (1) day for each twenty (20) days of extended employment.

Subd. 2. Unused sick leave days may accumulate according to the following schedules:  
For employees hired prior to January 1, 1987: 320.

Employees hired after January 1, 1987 may accumulate a maximum of 285 sick days.

Subd. 3. Sick leave pay shall be allowed by the School District whenever a *teacher's* absence is due to illness which prevented his/her attendance at school and performance of duties on that day or days or as otherwise allowed under the provisions of this section.

Subd. 4. In the event of concern regarding abuse of sick leave, the School District may require that *teacher* to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

Subd. 5. In the event that a medical certificate will be required, the *teacher* will be so advised at the time the illness is reported.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the *teacher*.

Subd. 7. Sick leave may also be used for illness of a *teacher's* child who is under 18 years of age or under 20 years of age and is still attending a secondary school or for a person under the teacher's legal guardianship. Sick leave may be used by an eligible teacher for other family members according to the terms of Minnesota statutes.

Subd. 8. Sick leave, up to five (5) days per year, may also be used for illness involving the *teacher's* spouse or parent. The specific amount of leave allowed under this section shall be within the discretion of the Superintendent. Sick leave may be used by an eligible teacher for other family members according to the terms of Minnesota statutes.

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Subd. 9. A *teacher* may utilize available sick leave subject to the provisions of this section and Section 6, hereof, for periods of disability relating to pregnancy, miscarriage, abortion or child birth. Such a *teacher* shall notify the Superintendent in writing no later than the end of the sixth month of pregnancy indicating her intention to utilize sick leave and also, at such time shall provide a physician's statement indicating the estimated date of delivery of the child and estimated time of disability.

Subd. 10. At the time a *teacher* becomes eligible to receive long-term disability compensation as provided in this Agreement, such *teacher* may continue to use accrued sick leave on a prorated basis, provided the combined benefit does not exceed 100% of salary.

Subd. 11. When a *teacher* is injured on the job in the service of the School District and collecting workers' compensation insurance as well as drawing on sick leave and receiving full salary from the School District, the salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd. 12. A *teacher* in the School District shall be permitted to utilize the annual fifteen (15) day accrual, in advance of accrual. However, actual sick leave payment shall not be made until he/she has performed his/her duties or been eligible for paid leave (excluding the current year's prospective sick leave) for at least three (3) working days. In the event that such days are utilized prior to the earning thereof, such days will be deducted from future accumulations. In the event that a *teacher* who has been permitted to utilize sick leave in advance of accrual under these provisions should leave the employ of the School District, he/she shall be liable to the School District for any sick leave pay advanced beyond his/her earned accrual. Sick leave days shall not accumulate during a period of time when a teacher is on unpaid leave or long-term disability.

Subd. 13. The School District may, in its sole discretion, grant sick leave beyond the *teacher's* accrual in special circumstances. The teacher shall be liable to the School District for any sick leave pay advanced under this subdivision.

Subd. 14. The School District reserves the right to require an examination and/or consultation by a qualified physician, selected by the *teacher* from a list of three physicians supplied by the School District, as a condition of payment of sick leave under this section, the expense of such exam and/or consultation to be borne by the School District.

Section 2. Sick Leave Buy Back: The School District will buy back a specific number of unused sick leave days from a *teacher* who has used a minimum amount of sick leave in a contract year. The School District will pay the *teacher* the substitute teacher's rate for each day the District buys back according to the following schedule:

<u>DAYS OF SICK LEAVE USED DURING EACH CONTRACT YEAR</u>	<u>NO. OF DAYS THE SCHOOL DISTRICT WILL BUY BACK AT THE SUBSTITUTE TEACHER RATE</u>
0	4
1	3
2	2
3	1

"Substitute teacher's rate" means the rate provided to substitutes who have substituted the previous year for fewer than 50 days pursuant to School District Policy #417, Section 1.

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Section 3. Bereavement Leave:

Subd. 1. In the case of death in the immediate family (“immediate family” shall mean the *teacher's* spouse, child, parent, parent-in-law, brother, sister, son/daughter-in-law, or ~~(effective 7/1/2016:)~~ a person under the teacher’s legal guardianship) up to five (5) days will be allowed per death without deduction in pay.

Subd. 2. In the case of death in the close family (“close family” shall mean the *teacher's* brother-in-law, sister-in-law, grandparents and grandchildren) up to two (2) days will be allowed per death without deduction in pay.

Subd. 3. Days granted under this section shall not be deducted from sick leave. The particular amount of leave permitted under this section shall be at the discretion of the Superintendent depending upon the circumstances surrounding the death.

Section 4. Military Leave: Military leave shall be granted to a teacher pursuant to M.S. Chapter 192 and other applicable law. Pursuant to Minn. Stat. 471.975:

Subd. 1. Subject to the limits of Subdivision 2, the District will pay to each eligible member of the National Guard or other reserve component of the armed forces of the United States an amount equal to the difference between the *teacher's* basic active duty military salary and the salary the *teacher* would be paid as an active District employee, including any adjustments the *teacher* would have received if not on leave of absence. The pay differential will be based upon a comparison between the *teacher's* daily rate of active duty pay, calculated by dividing the *teacher's* military monthly salary by the number of paid days in the month, and the *teacher's* daily rate of pay for the *teacher's* District salary, calculated by dividing the *teacher's* total District salary by the number of contract days. The *teacher's* salary as a District employee includes the *teacher's* basic salary and any additional salary the teacher earns from the District for noncurricular activities. The differential payment under this paragraph is the difference between the daily rates of pay times the number of District contract days the *teacher* misses because of military active duty. This payment will be made only to a *teacher* whose basic active duty military salary is less than the salary the *teacher* would be paid as an active District employee. Payments may be made at the intervals at which the *teacher* received pay as a District employee. Payment under this section will not extend beyond four years from the date the *teacher* reported for active service, plus any additional time the *teacher* may be legally required to serve.

Subd. 2. The District will continue the *teacher's* enrollment in health and dental coverage, and the employer contribution toward that coverage, until the *teacher* is covered by health and dental coverage provided by the armed forces. If the *teacher* had elected dependent coverage for health or dental coverage as of the time that the *teacher* reported for active service, the District will offer the *teacher* the option to continue the dependent coverage at the *teacher's* own expense. The District will permit the *teacher* to continue participating in any pretax account in which the *teacher* participated when the *teacher* reported for active service, to the extent of employee pay available for that purpose.

Subd. 3. An eligible member of the reserve components of the armed forces of the United States is a reservist or National Guard member who was an employee of the District at the time the member reported for active service on or after May 29, 2003, or who is on active service on May 29, 2003.

Subd. 4. For purposes of this section, “active service” has the meaning given in Minnesota

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Statutes Section §190.05, subdivision 5, but excludes service performed exclusively for purposes of:  
(1) basic combat training, advanced individual training, annual training, and periodic inactive duty training;  
(2) special training periodically made available to reserve members; and  
(3) service performed in accordance with section 190.08, subdivision 3.

Section 5. Child Care Leave:

Subd. 1. A *teacher* shall be granted a child care leave of absence according to the procedures outlined in this section. This leave shall be granted to one (1) parent for the purpose of maternity or care of a pre-school child provided such parent is caring for the child on a full-time basis.

Subd. 2. A pregnant *teacher* shall notify the Superintendent in writing not later than the end of the sixth month of pregnancy and also, at such time, provide a physician's statement, indicating the estimated date of delivery of the child. A ~~male~~ *teacher* who is not pregnant but will be the parent of a child shall make a request for such leave not less than ninety (90) days in advance of usage. The *teacher* shall submit a written request to the Superintendent for child care leave, including commencement date and return date. Once a child care leave commences pursuant to this section, a *teacher* shall not be eligible for sick leave pursuant to Section 1 hereof.

Subd. 3. The effective beginning date of such leave and its duration shall be determined by the Superintendent and submitted to the School Board for its action. In recommending the date of commencement and duration of the leave, the Superintendent shall review each case on its individual merits taking into consideration the following:

1. The continuity of the instructional program for the students. Child care leave dates should normally coincide with the start of the school year or the beginning of a marking period,
2. The desires of the *teacher*,
3. The specific employment duties of the *teacher* involved,
4. The health and welfare of the *teacher* or unborn child,
5. The recommendation of the *teacher's* physician,
6. Any other relevant criteria.

Subd. 4. In making a determination under Subd. 3 concerning the commencement and duration of a child care leave of absence or resignation if the *teacher* elects to resign, the School Board may, but shall not in any event be required to:

1. Grant any leave more than twelve (12) months in duration,
2. Permit the *teacher* to return to employment prior to the date designated in the request for a child care leave, unless by mutual agreement of the teacher and the School District.

Subd. 5. If the *teacher* complies with all provisions of this section, the School Board shall notify the *teacher* in writing of its action on the requested leave.

Subd. 6. A *teacher* returning from child care leave shall be re-employed in a position for which the *teacher* is qualified commensurate with a position occupied prior to the leave, subject to the following conditions:

1. That the position has not been abolished pursuant to M.S. 122A.40,
2. That the *teacher* is not physically or mentally disabled from performing the duties of such position.

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Subd. 7. Failure of the *teacher* to return pursuant to the date determined in this section may constitute grounds for termination in the School District pursuant to M.S. 122A.40.

Subd. 8. The parties further agree that any child care leave of absence granted under this section shall be a leave without pay or fringe benefits.

Section 6. Adoption Leave:

Subd. 1. Adoption leave for a minor child shall be granted by the School District pursuant to applicable provisions of Section 6 and this section.

Subd. 2. Upon learning of the date of adoption, the *teacher* shall submit a written application for adoption leave to the School District.

Subd. 3. Adoption leave will commence at the date of adoption and may be for a period of up to one (1) year.

Subd. 4. Paid leave of up to five (5) days per adoption may be granted to an adoptive parent. Such days must be used within 20 days of the date of adoption and shall be deducted from the *teacher's* sick leave balance.

Subd. 5. Paid leave of up to two (2) days per adoption shall be granted to adoptive parents for required court appearances prior to the adoption. Such leave shall be deducted from the *teacher's* sick leave balance.

Section 7. Medical Leave:

Subd. 1. A continuing contract *teacher* who is unable to teach because of illness or injury and has exhausted all sick leave credit available or has become eligible for long-term disability compensation shall, upon written request, be granted a medical leave of absence, without pay, up to one (1) year. The School District may, in its discretion, renew such a leave.

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

Subd. 3. A *teacher* who fails to comply with the provisions of this section shall be terminated by the School District. If a *teacher* is not granted a renewal of a medical leave of absence, at the discretion of the School District, such *teacher's* employment may be terminated pursuant to M.S. §122A.40.

Section 8. Sabbatical Leave:

Subd. 1. A sabbatical leave may be granted to *teachers* in the School District for the purpose of professional improvement, subject to the provisions of this section and pursuant to M.S. §122A.49.

Subd. 2. To be eligible for sabbatical leave, a *teacher* must have been consecutively employed as a full-time teacher for at least seven (7) years in the School District.

Subd. 3. Application for sabbatical leave shall be submitted in writing to the Superintendent no

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later than February 1 of the previous year. The application for sabbatical leave shall contain a detailed description of intended activities and expected benefits to the School District. The proposed program must be approved in advance by the Superintendent and the School Board. Any other procedure of applying for sabbatical leave and for determining the distribution of such leave shall be established by the Superintendent. Applicants shall receive written notification on or before May 1 following application for sabbatical leave.

Subd. 4. The granting of such leave shall be at the discretion of the School Board and shall normally not exceed two (2%) percent of the teaching staff in the school year in which the request is made. The decision of the School Board to grant or deny a sabbatical leave shall not be subject to the arbitration clause of the grievance procedure.

Subd. 5. The allowance granted to a *teacher* on sabbatical leave shall be one-half (1/2) of the basic contract salary (not including any noncurricular pay) of the teacher for the school year in which the application for sabbatical leave is made.

Subd. 6. A *teacher* receiving a sabbatical leave of absence must agree in writing to return to the School District for at least two (2) years of service after completion of the sabbatical leave. A *teacher* who has received a sabbatical leave and fails to complete two (2) years of service within the School District, for any reasons other than the *teacher's* incapacity to teach, shall refund those monies received from the School District for sabbatical leave, and said monies shall be due and payable to the School District forthwith upon the cessation of employment in the School District.

Subd. 7. Upon satisfactory completion of a sabbatical leave, the *teacher* shall be assigned to a position commensurate to that occupied prior to the leave or such other position as agreed by the teacher and the School District.

Subd. 8. A *teacher* on sabbatical leave shall retain such amount of emergency leave days and other accrued benefits which he/she had accrued, if any, at the time he/she went on sabbatical leave for use upon his/her return. No additional leave shall accrue for the period of time that a teacher is on sabbatical leave.

Subd. 9. A *teacher* is eligible to continue his/her group insurance benefits, if permitted by the terms of his/her policy, including School District contribution pursuant to Article X of this Agreement.

Subd. 10. A *teacher* returning from sabbatical leave will be placed on the salary schedule as if he/she had been teaching during the year of sabbatical leave.

Subd. 11. Prior to the commencement of a sabbatical leave, the Superintendent and the *teacher* shall meet and mutually agree upon a plan for a full-time program during the sabbatical leave and a method of reporting on the progress of sabbatical activity pursuant to Subd. 3 of this section. Submission of the agreed upon progress report indicating adherence to the full-time program during the duration of the sabbatical leave shall be a condition of payment pursuant to Subd. 5 of this section.

Section 9. Accrued Benefits: A *teacher* on unpaid leave shall retain such amount of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period of time that any *teacher* is on leave under this section.

Section 10. Jury Duty Leave: A *teacher* who serves on jury duty shall be granted the day or days necessary, as stipulated by the court, to discharge this responsibility without any salary deduction or loss of basic leave

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allowance. In the event a **teacher** serves on jury duty pursuant to this section, the School District will compensate the **teacher** the difference between his/her regular salary and the amount received as jury duty pay. The **teacher** will retain mileage and expense allowances paid by the court.

Section 11. Personal Leave: At the beginning of every school year, each **teacher** shall be credited with two (2) personal leave days to be used at the discretion of the **teacher**. A full-time **teacher** with five (5) or more years of experience in the District shall be credited with one (1) additional personal leave day (3 days). A full-time **teacher** with fifteen (15) or more years of experience in the District shall be credited with an additional personal leave day (4 days).

Subd. 1. Limitations:

1. No more than five (5) percent of the **teaching** staff will be approved for personal leave and/or compensatory leave on a given day.
2. Requests for personal leave shall be made in writing to both the building principal and the human resources office at least five (5) days in advance except in emergencies. Approval of personal leave is contingent upon the availability of substitutes.
3. Leave will not be granted during the first five (5) days and last five (5) days of any school year unless mutually agreed by both parties.
4. Requests for personal leave which would occur on scheduled School District in-service days listed on the school calendar shall be approved at the discretion of the Superintendent.
5. Personal leave days may be taken in half or whole day increments.

Subd. 2. At the written request of the **teacher**, the School District will annually buy back any unused personal leave days at the current casual substitute teacher daily rate of pay. "Current casual substitute teacher daily rate of pay" means the rate provided to substitutes who have substituted the previous year for fewer than 50 days pursuant to School District Policy #417, Section 1.

Subd. 3. Unused or unsold personal leave days shall accumulate to a maximum credit of five (5) personal leave days per **teacher**.

Subd. 4. Any unused personal leave days not bought back by the School District as described in Subdivision 2 of this Section, or credited to the accrual as described in Subdivision 3 of this Section, shall annually be credited to accumulated sick leave.

Section 12. Eligibility: Leave benefits as outlined in this article shall apply to all **teachers** (defined in Article III, Section 3) as per the following stipulations:

Subd. 1. Teachers employed 187 full days shall be eligible for benefits as outlined in this article.

Subd. 2. Regularly contracted **teachers** employed less than a full day but at least 600 hours per year shall be eligible for the benefits of this article on a prorata basis.

Subd. 3. Teachers employed less than a full day and less than 600 hours per year shall not be eligible for any benefits in this article.

Subd. 4. For purposes of this section, a full-time **teacher** shall mean a teacher who provides services for the full school year and full school day as defined in Articles VI and VII hereof.

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Subd. 5. In determining eligibility, the extent and duration of employment as anticipated at the time of commencement of employment shall govern a *teacher's* eligibility within the meaning of Subd. 4 hereof.

Subd. 6. Long-term substitutes employed for the full school day and with anticipated employment of at least 600 hours per year shall be eligible for leave benefits as outlined in this article. A substitute *teacher* with anticipated employment of less than 600 hours per year shall not be eligible for any leave benefits of this article.

Section 13. Seniority: For purposes of seniority standing, a *teacher* on leave, pursuant to this article, shall continue to accrue seniority during such leave of absence.

Section 14. Deadline for Written Notice of Return: A *teacher* taking a leave under the following sections of this Article must give written notice of intention to return according to the following schedule. A *teacher* taking a leave under Sections 5, 6, 8 or any other nonmedical unpaid leave granted by the School District in which the leave ends at the end of a school year, must confirm in writing his or her intention to return the following school year by March 1 of the leave year. *Teachers* taking a leave under Minn. Stat. § 122A.46 must provide written notice pursuant to the statute. Failure to provide such written notice will result in an automatic renewal of the leave for the following year. If the *teacher* has been on a leave for two years, failure to provide written notice will result in a nonrenewal of the leave and may result in termination. The School District agrees to inform the *teacher* of the notice deadline upon approval of the leave by the School District.

## ARTICLE XII

### VACANCIES AND TRANSFERS

Section 1. Publishing of Vacancies:

Subd. 1. Where a permanent vacancy in any professional position in the School District shall appear, the School District shall cause to be published a notice of such vacancy. The notice shall be delivered to the Association and its members via the School District e-mail system. No vacancies shall be filled until notice of such vacancies shall have been posted for at least five (5) calendar days during the months of September through June. No posting period shall be required during the months of July and August. A position description and other pertinent information shall be accessible. The School District may fill vacancies temporarily, pending posting of vacancies and processing of applications. Vacancies of a temporary nature, defined as likely to exist for less than a year, need not be posted.

Subd. 2. Any teacher possessing the necessary qualifications may apply for a vacancy and all applications shall be carefully considered. All applications shall be in writing and shall set forth the position for which the applicant is to be considered.

Subd. 3. Unsuccessful candidates who have been interviewed for a position shall be so notified in writing within seventy-two (72) hours of the decision.

Subd. 4. In the event that a temporary position is later changed to a permanent status, the position shall be posted in accordance with Subd. 1. The current occupant of the position may reapply along with any other interested, qualified teachers in the District.

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Section 2. Transfers - Voluntary:

Subd. 1. Teachers may apply for a transfer to a specified or unspecified location or assignment at any time during the school year. Transfer pertains to the movement of the members of the Association from one school site to another school site, but does not apply to a change in assignment at a particular school site nor to the assignment of a member of the Association to a particular classroom, grade level, or subject area. Changes in school assignment for teachers who are assigned to two (2) or more school sites or facilities shall not be considered transfers, providing they are still performing the same duties within the position.

Subd. 2. Teachers desiring a transfer shall submit a written request to the Superintendent stating the specific assignment or nature of the assignment and school or school preferred, if any.

Subd. 3. Each transfer applicant shall be notified of the status of his/her application on or before June 1 of the school year in which the request is made. In the event the request is denied, the applicant may request the reasons for denial.

Section 3. Transfer - Involuntary:

Subd. 1. Notice of involuntary transfer shall be given to the teacher involved by June 1 whenever possible. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or his/her designee. In identifying one or more teachers for involuntary transfer, the district will consider seniority in addition to other factors relative to the educational needs of students, buildings, and programs. The district's decision regarding transfers will be final.

Subd. 2. A teacher subject to involuntary transfer to a different building may receive up to one (1) day of leave with pay to visit the location of assignment to which the teacher has been transferred.

ARTICLE XIII

MEET AND CONFER

Section 1. Pursuant to the P.E.L.R.A., the School District and Association agree to meet and confer. The parties to this process shall develop policies, procedures and desired outcomes for meet and confer sessions.

Section 2. The Association shall select representatives to meet and confer with representatives of the School District on matters not contained in this Agreement.

Section 3. The School District shall provide the facilities and set the time for such conferences to take place, provided that the parties shall meet together at least once each four (4) months, providing either party makes a request for such meetings, or at such times as may be mutually agreed by the parties.

ARTICLE XIV

SEVERANCE FOR TEACHERS  
WHO WERE EMPLOYED BY THE SCHOOL DISTRICT  
PRIOR TO JANUARY 1, 1987

Section 1. Eligibility for Severance Pursuant to this Article: Subject to M.S. §465.72, full-time teachers who were hired prior to January 1, 1987, are at least fifty-five years of age and have either completed at least fifteen (15) years of continuous service with the School District or have completed at least twenty-five (25) qualifying years of teaching years of teaching service in Minnesota Public Schools (including not less than ten (10) years in the School District) shall be eligible for severance pay, pursuant to the provisions of this article, upon submission of a written resignation accepted by the School District. For the purposes of this section, “qualifying service” shall mean Minnesota teaching service as defined in Minnesota Statutes Section 354.05, Subd. 13 (TRA). Severance pay shall not be granted to any teacher who is discharged for cause by the School District under M.S. § 122A.40. All teachers who were originally hired prior to January 1, 1987 who meet the other eligibility criteria are eligible for this benefit, irrespective of any break in service. However, once a teacher has received this benefit, the teacher cannot become eligible again, even if re-hired after receiving the benefit.

Section 2. Unused Sick Leave Pay for Severance:

Subd. 1. An eligible teacher upon retirement shall receive as severance pay the total number of his/her unused sick leave days not to exceed 187 days. The amount of pay for these days shall be the teacher’s daily rate of pay upon retirement as defined by Section 3. The number of eligible unused sick leave days will be computed as of June 30 in the school year during which retirement is requested.

Subd. 2. Subject to the limitations included in this Article, the school district will contribute the value of the employee’s severance pay directly into the retiree’s accounts within the district’s special retirement pay plan account. The retiree will not receive any direct payment from the school district for severance pay.

The school district’s annual contribution into the retiree’s special retirement pay plan account must not exceed the IRS contribution limit. If the amount calculated exceeds the available limits in the year of separation, the school district will make a contribution up to the IRS maximum into the retiree’s special retirement pay plan account in the following year(s).

A *teacher* shall receive the severance pay in two (2) equal installments; the first one-half (1/2) shall be paid upon separation from the School District pursuant to the article, and the second one-half (1/2) shall be paid January 1 of the following calendar year.

Section 3. Daily Rate of Pay: In applying these provisions, a *teacher’s* daily rate of pay shall be the daily rate during the last full school year that the *teacher* performed service in the School District as provided in the basic salary schedule for said school year and shall not include any additional compensation for non-curricular activities, extended employment or other extra compensation. Such daily rate of pay shall be multiplied by the number of days as provided in Section 2, hereof.

Section 4. School District Maximum Obligation: Notwithstanding any other provisions of the article, the School District’s maximum obligation to severance pay shall not exceed the sum of \$800,000 in any one fiscal year.

In the event that application of eligible teachers submitted pursuant to this article would otherwise constitute a liability to the School District in excess of the limitations as contained in this section, the amount each teacher would be eligible to receive under the terms of this article shall be reduced to proportionate share of the School

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District's annual liability notwithstanding Section 2, Subd. 2 of this Article. However, those teachers, if any, receiving a reduced proportionate share in one fiscal year will have priority to receive the reduced amount in the following fiscal years prior to any teachers resigning and eligible in the subsequent year.

For example, if the total dollars which are payable for severance is \$850,000 the following formula would determine the percentage of the total severance pay each teacher would receive:

$$\$800,000 / \$850,000 = (x)$$

(x) is then applied to the full amount of eligible severance for an individual

Section 5. Unused Sick Leave Account for Medical Reimbursement after Retirement:

Subd. 1. Amount of Days: At separation of service, any eligible sick leave days over the 187 days used for severance pursuant to Section 2 of this article, shall be placed in an unused sick leave account that may be used for reimbursement of medical benefits after retirement, up to a maximum of 98 days. The number of eligible unused sick leave days will be computed as of June 30 in the school year during which retirement is requested.

Subd. 2. Amount of Reimbursement and Use of Funds: The reimbursement value shall be at the rate provided to substitute teachers who have substituted the previous year for fewer than 50 days pursuant to School District Policy #417, Section 1 for each day in the unused sick leave account. With the above dollars, the School District will pay premiums to the insurance company of the teacher's choice until the teacher's unused sick leave account is depleted. The coverage of the retiree shall not be interrupted until the account is depleted.

Section 6. Application Date: To be eligible for the benefits of this article, a *teacher* must submit application no later than February 1 of the school year of retirement unless changed by written mutual agreement of the parties.

Section 7. Survivor Benefits: After age 55 and when eligible under Section 1, each eligible *teacher* who should die before resignation shall have earned severance pay and unused sick leave account benefits, which benefits shall be made payable to his/her designated beneficiary and, if no designated beneficiary is in effect at the time of death, to said *teacher's* estate.

ARTICLE XV

SEVERANCE FOR TEACHERS  
WHO WERE HIRED BY THE SCHOOL DISTRICT  
ON OR AFTER JANUARY 1, 1987

Section 1. Eligibility for Severance Pursuant to this Article: Subject to M.S. 465.72. full time *teachers* who were hired after January 1, 1987, are at least fifty-five years of age and have either completed at least fifteen (15) years of continuous service with the School District or have completed at least twenty-five (25) qualifying years of teaching years of teaching service in Minnesota Public Schools (including not less than ten (10) years in the School District) shall be eligible for severance pay, pursuant to the provisions of this Article, upon submission of a written resignation accepted by the School District. For the purposes of this section, "qualifying service" shall mean Minnesota teaching service as defined in Minnesota Statutes Section 354.05, Subd. 13 (TRA). Severance pay shall not be granted to any teacher who is discharged for cause by the School District under M.S. § 122A.40.

Section 2. Unused Sick Leave Days Used for Medical Reimbursement After Retirement.

Subd. 1. Amount of Days: At separation of service, any eligible sick days the *teacher* has accumulated beyond 187 days but not to exceed a total of 98 days shall be placed in an unused sick leave account that may be used for reimbursement of medical benefits after retirement. The number of eligible unused sick leave days will be computed as of June 30 in the school year during which retirement is requested.

Subd. 2. Amount of Reimbursement and Use of Funds: The reimbursement value shall be at the rate provided to substitute teachers who have substituted the previous year for fewer than 50 days pursuant to School District Policy #417, Section 1 for each day in the unused sick leave account. With the above dollars, the School District will pay premiums to the insurance company of the *teacher's* choice until the *teacher's* unused sick leave account is depleted. The coverage of the retiree shall not be interrupted until the account is depleted.

Section 3. Application Date: To be eligible for the benefits of this article, a *teacher* must submit application no later than February 1 of the school year of retirement unless changed by written mutual agreement of the parties.

Section 4. Survivor Benefits: After age 55 and when eligible under Section 1, each eligible *teacher* who dies before resignation shall have earned unused sick leave account benefits payable to his/her designated beneficiary and, if there is no designated beneficiary, to the *teacher's* estate.

ARTICLE XVI

MATCHING 403(B) PLAN

Section 1. Eligibility: The district will maintain a 403(b) plan as long as such a plan is authorized by state and federal statutes. All *teachers* are eligible to participate in the district's 403(b) plan without regard to eligibility for any district matching contribution to the *teacher's* account. All *teachers* who are employed by the School District in positions of at least 600 hours per year and are participating in the School District's 403(b) plan will be eligible to receive a matching annual contribution by the School District pursuant to M.S. 356.24 according to the provisions contained in this article and the School District 403(b) Plan documents. No teacher who has received a retirement or severance benefit from this district is eligible for the 403(b) match, but may contribute to the employee's 403(b) account on his or her own.

Subd. 1. The School District will match the amount of the *teacher's* annual contribution as determined by the following schedule and in increments to be set by the plan documents:

<u>Years of service in School District</u>	<u>Amount of matching annual contribution</u>
After one year of completed service	Up to \$ 500.00
6-10	Up to \$1000.00
11-15	Up to \$1500.00
16-20	Up to \$2000.00
21 and thereafter	Up to \$2500.00

Section 2. Years of Service: "Years of service" shall mean years of experience in the School District. Years of service shall be measured as of July 1, each year.

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Section 3. Limits Regarding the School District's Matching Contribution: The School District's total teacher lifetime matching contribution shall be limited to \$50,000 (fifty thousand dollars) for each participating teacher.

Section 4. Deduction From Severance for Employees Hired Prior to January 1, 1987: The School District's total matching contribution to an individual teacher's 403(b) plan will be deducted from any severance the individual teacher is eligible for pursuant to Article XIV Section 2. The teacher will receive any remaining severance amount.

ARTICLE XVII

UNREQUESTED LEAVE OF ABSENCE AND SENIORITY

~~Section 1. Unrequested Leave: The parties acknowledge that both parties are governed by applicable Minnesota Statutes, M.S. 122A.40, except as otherwise modified or agreed to herein. Notwithstanding the terms of that statute, however, the parties agree that if a teacher is placed on unrequested leave of absence (on or after July 1, 2016) and is subsequently offered a position for which the teacher is licensed, the teacher's right of recall and seniority rights shall end if the teacher declines the offered position.~~

~~Section 2. Seniority List: The seniority list shall be completed pursuant to the following:~~

~~Subd. 1. Seniority will be based on the initial date of employment involving continuous service. The initial date of employment shall be designated as August 25. Teachers employed after that date and during any school year shall have a seniority date based upon their first day of teaching. For the purposes of this subdivision, teacher shall be defined as in M.S. §122A.40.~~

~~Subd. 2. Employment as a long term substitute that is continuous with employment on a regular basis will be granted full seniority credit.~~

~~Subd. 3. Reinstatement rights shall automatically cease five (5) years from the date unrequested leave was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent with each qualified teacher.~~

~~Subd. 4. Probationary teachers are on the list for informational purposes only and will not acquire seniority within the meaning of M.S. §122A.40, Subd. 11, until completion of the probationary period, at which time the seniority date will relate back to the original date of employment as a regular contract teacher.~~

~~Subd. 5. The School District shall cause a seniority list (by name, date of employment, qualification and subject matter or field) to be prepared from its records. The School District shall thereupon notify each teacher with a copy of the completed list.~~

~~Subd. 6. Any person whose name appears on such list and who may disagree with the findings of the School District and the order of seniority in said list shall have twenty (20) working days from the date of posting to supply written documentation, proof, and request for seniority change to the Superintendent or designee.~~

~~Subd. 7. Within twenty (20) working days thereafter, the School District shall evaluate any and all~~

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such written communications regarding the order of seniority contained in said list and may make such changes the Superintendent deems warranted. Any teacher affected by Subd. 6 will be notified by the Superintendent and have twenty (20) working days to respond to, or refute any documentation, proof, or any proposed change. A final seniority list shall thereupon be prepared by the Superintendent, which list, as revised, shall be binding on the School District and any teacher. The Superintendent, on December 15<sup>th</sup>, shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. Such yearly revised list shall govern the application of the unrequested leave of absence policy until thereafter revised.

Subd. 8. Teachers shall be placed on the seniority list in accordance with the following criteria:

1. The most recent date of employment as an individually contracted teacher. If two (2) or more teachers have a similar employment date, then item 2 will apply.
2. The total cumulative years in the District will be deemed more senior. If seniority is still equal, then item 3 will apply.
3. Full time is senior to part time: A teacher who in the year of proposed leave placement occupies a full time, full school year position, including one who is on authorized requested leave of absence, shall be deemed senior to one placed on leave from a less than full time, full year position. If seniority is still equal, then item 4 will apply.
4. Lateral Placement: A greater number of earned credits, as they apply to the salary schedule will be deemed senior (Example: B.S. +30 will be senior to B.S. +15). If seniority is still equal, then item 5 will apply.
5. Cumulative total years of experience. If seniority is still equal, then item 6 will apply.
6. A greater number of licensed areas will be deemed more senior. If seniority is still equal, then item 7 will apply.
7. Determination by Superintendent and School District.

Subd. 9. Leaves of absence shall not affect the seniority of a teacher pursuant to Article XI.

Subd. 10. The seniority list will include all licensed employees as defined under M.S. §122A.40.

Subd. 11. Seniority credit shall apply only to days of the regular school year, as defined in Article VI, and shall not apply to additional employment such as summer school and extended employment.

Subd. 12. In any year in which a reduction of teaching staff is occurring and the School District is placing teachers on unrequested leave of absence, only those licenses actually received by the Superintendent's office for filing as of February 1 of such year shall be considered for purposes of determining lay off within areas of licensure for the following school year. A license filed after February 1 shall be considered for purposes of recall, but not in the current reduction.

Section 3. Teacher: For purposes of this article, "teacher" means a continuing contract *teacher* who is employed at least an average of fourteen (14) hours per week and 100 days per year. A *teacher* employed less than an average of fourteen (14) hours per week and 100 days per year and casual substitute teachers shall not acquire seniority.

Section 4. Limitations on Realignments and Displacements:

Subd. 1. Notwithstanding the terms of Minn. Stat. § 122A.40, the following positions are not able to be claimed by other bargaining unit members due to bumping, realignment, or reassignment:

Dean of Students  
Curriculum Coordinator  
Q-Comp Coordinator  
Q-Comp Peer Coach

Subd. 2. Immersion Programs Requiring Specialized Skill or Training: Notwithstanding the terms of Minn. Stat. § 122A.40, positions which have been previously designated as requiring a specialized skill irrespective of licensure shall not be claimed by another bargaining unit member unless that member both meets the licensure criteria and is able to satisfactorily demonstrate, as defined by the School District, that s/he holds the specialized skill required for such a position. If only a portion of a teacher's assignment requires the specialized skill, the entire assignment shall be subject to the terms of this subdivision.

Section 1. Purpose: The purpose of this article is to set forth a plan providing for unrequested leaves of absence (ULA) because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 2. Establishment of Seniority List:

Subd. 1. Seniority applies only to continuing contract teachers, as defined by Minn. Stat. §122A.40, subd. 1. An employee's seniority is defined as the initial date of employment involving continuous service. The initial date of employment for any teacher hired prior to the start of the duty year shall be designated as August 25. Teachers employed after that date and during any school year shall have a seniority date based upon their first day of teaching.

Subd. 2. Employment as a long-term substitute that is continuous with employment on a regular basis will be granted full seniority credit. The terms of this Subdivision do not alter the statutory probation period in any way.

Subd. 3. The seniority list will include all licensed employees as defined under M.S. §122A.40. Teachers who have not reached or are not eligible for continuing contract status, including Tier 1, Tier 2 and probationary teachers will be included on the list for informational purposes only but will not acquire seniority until completion of the probationary period, at which time the seniority date will be established as the original date of employment as a regular contract teacher.

Subd. 4. Each year, the School District shall prepare a seniority list (by name, date of employment, education level and subject matter or field) to be prepared from its records. The School District shall thereupon notify each teacher with a copy of the completed list.

Subd. 5. Any person whose name appears on such list and who may disagree with the findings of the School District and the order of seniority in said list shall have twenty (20) working days from the date of posting to supply written documentation, proof, and request for seniority change to the Superintendent or designee.

Subd. 6. Within twenty (20) working days after receipt of a written submission according to Subd. 5, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the Superintendent deems warranted. Any teacher affected by any change to the list will be notified by the Superintendent and have twenty (20) working days to respond to, or refute any documentation, proof, or any proposed change. A final seniority list shall thereupon be prepared by the School District, which list, as revised, shall be binding on the School

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District and any teacher. The School District, on December 15th, shall update the seniority list to reflect any addition or deletion of personnel due to retirement, death, resignation, other cessation of services, or new employees. Such yearly revised list shall govern the application of the unrequested leave of absence policy until thereafter revised.

Subd. 7. Tiebreakers: If two (2) or more teachers have the same employment date, then the following tiebreakers will apply, in the order listed, until there is no longer a tie.

1. The total cumulative years in the District will be deemed more senior.
2. Full-time is senior to part-time: A teacher who in the year of proposed leave placement occupies a full-time, full school year position, including one who is on authorized requested leave of absence, shall be deemed senior to one placed on leave from a less than full-time, full year position.
3. Lateral Placement: A greater number of earned credits, as they apply to the salary schedule will be deemed senior (Example: bachelor's +30 will be senior to bachelor's +15).
4. Cumulative total years of experience.
5. A greater number of licensed areas will be deemed more senior.
6. Determination by Superintendent and School District.

Subd. 8. Leaves of absence pursuant to Article XI shall not affect the seniority of a teacher.

Subd. 9. Seniority credit shall apply only to days of the regular school year, as defined in Article VI, and shall not apply to additional employment such as summer school and extended employment.

Section 3. ULA Procedure:

Subd. 1. Terms and Notice: The School Board may place on ULA such continuing contract teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Teachers placed on such leave shall receive notice to that effect by June 30 prior to the commencement of such leave with reasons for said placement.

Subd. 2. Placement: Teachers shall be placed on ULA in inverse order of seniority in the licensure field and subject matter employed, providing that remaining teachers are able to fulfill particular program needs, according to the terms of this Article. Such leave shall be effective no later than June 30 or at such earlier time as mutually agreed upon by the teacher and the School Board.

Subd. 3. Alternate Employment: Any teacher placed on such leave may engage in teaching or any other occupation during ULA. A teacher on ULA may be eligible for re-employment insurance if otherwise eligible for such compensation under that law. The seniority of a teacher on ULA will not be affected by placement on ULA.

Section 4. Limitations on Realignment and Displacements:

Subd. 1. Realignment: For purposes of placement on or recall from ULA, the District may, but is not required to, reassign any teacher into a position that requires the teacher to teach in a licensure field different from the field(s) in which the teacher taught immediately prior to the ULA. The Superintendent will make the decision of whether to realign or reassign a teacher, and will consider student and program needs, the opinions and desire of the teacher (this factor will include a conversation between the Superintendent and the teacher), the input of the school principal or program director, Director of

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Administration and Human Resources, the Director of Teaching and Learning, the Director of Special Education (if applicable), and any other relevant factors.

Subd. 2. The following positions are not able to be claimed by other bargaining unit members due to bumping, realignment, reassignment, or recall:

Dean of Students	<u>CTE Coordinator</u>	<u>Academic Support Specialist</u>
Curriculum Coordinator	<u>Instructional Coach</u>	<u>Behavior School Psychologist</u>
Q-Comp Coordinator	<u>Innovation Specialist</u>	
Q-Comp Peer Coach	<u>Special Education Facilitator</u>	

Subd. 3. Specialized Ability or Training: The school district will not be required to nonrenew a probationary teacher, or place a continuing contract teacher on ULA, or dismiss a Tier 1 or Tier 2 teacher if doing so would cause the School District to eliminate a class offering or program the School District would not otherwise have eliminated. In order for this subdivision to be effective, the probationary or less-senior teacher must hold a demonstrable ability / skill / certification / approval to teach in a program for which such a particularized ability / skill / certification / approval is necessary. *Such assignments include language immersion classes and College in Schools courses.* If a less senior or a probationary teacher is to be retained in order to continue to offer such classes, that teacher's assignment will also be eligible for retention so as to provide that teacher with the entire FTE allotment that the teacher held during the school year prior to the layoff.

Section 5. Dropping of License: A teacher may not exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment through the ULA process. If a teacher drops the license which qualified the teacher for the teacher's current assignment, the School District may place the teacher on ULA, and the teacher shall have no bumping rights nor realignment rights into another licensure area, but may be recalled to a position that requires the remaining licensure, subject to the limitations in this Article.

Section 6. Recall:

Subd. 1. Request for Recall: A teacher placed on such an unrequested leave of absence must file with the ISD 831 Director of Administration and Human Resources, by February 1<sup>st</sup> of each year, a written statement requesting recall. Any teacher on ULA who does not timely file such a statement with the District in any given year shall have no further recall rights.

Subd. 2. Recall to Positions: No new teacher shall be employed by the School District while any qualified teacher is on ULA in the same field and subject matter. Teachers placed on ULA shall be reinstated to the positions from which they have been given leave or any other available positions in the School District in the fields in which they are licensed, subject to the limitations in this Article, as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on ULA. However, if a vacancy occurs during the school year, and a teacher on ULA declines a recall pursuant to the terms in subd. 4, the School District may employ a different teacher in that license area.

Subd. 3. Comparable FTE: A teacher who meets the criteria in this Article to be eligible for recall to a position is eligible for recall for a position up to and including the FTE level the teacher held when the teacher was placed on ULA. If a position becomes available at a higher FTE than the teacher held when placed on ULA, the teacher may apply for the position. If selected, the teacher will resume employment at

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the new FTE level as if the employee were recalled from ULA. If the teacher returns at a lesser FTE than the teacher held when placed on ULA, the teacher will retain recall rights to an FTE up to that which the teacher held when placed on ULA for the duration of the ULA period provided in this Article.

Subd. 4. Notice of Recall: When placed on ULA, a teacher must file his/her address, email address, and telephone number to which any notice of reinstatement or availability of position shall be directed, with the School District Human Resources office. A notice of recall shall be sent to the email address on file with the District, and the District will also contact the person to be recalled by the telephone number on file. The District will retain a copy of the electronic record of the email as proof of service by the School District. The School District representative placing the telephone call shall also retain a notation of the date and time contact was attempted, and, if able to do so, will leave a message on the voice mail of that number requesting a return contact. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been emailed as provided in this article.

Subd. 5. Acceptance of Recall: A teacher who is eligible for recall shall have ten (10) calendar days from the date of such notice is emailed to the teacher to accept the reemployment. Failure to accept, in writing, within such ten (10)-day period shall constitute a waiver on the part of the teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights. However, if a teacher on ULA declines a recall because the teacher is employed in a different school district and cannot secure a release from contract within five (5) calendar days, the teacher will not lose the right of recall due to declining that recall.

Subd. 6. Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the School Board and the qualified teacher.

Section 7. Filing of Licenses: In any year in which a reduction of teaching positions is occurring and the School Board is placing teachers on ULA, only those licenses actually received in the Superintendent's office for filing as of February 1 of such year shall be considered for purposes of determining lay-off within areas of licensure for the following school year. A license filed after February 1 shall be considered for purposes of recall but not for the current reduction.

Section 8. Effect: This Article shall be effective as of July 1, 2019.

Section 9. Procedure: Any challenge by a teacher who is proposed for placement on or recall from ULA shall be subject to review by the school board and shall not be subject to the grievance procedure.

ARTICLE XVIII

EARLY CHILDHOOD (ECFE) / ABE STAFF TERMS

Section 1. Applicability of Agreement: Unless otherwise specified, ABE teachers will be defined as those who teach in the Adult Basic Education Program and ECFE teachers will be defined as those teachers who are Early Childhood Teachers or Parent Educators in Family Center programs and licensed by the Minnesota Department of Education, as required by the Minnesota Board of Teaching. Terms and conditions for Adult Basic Education (ABE) and Early Childhood Family Education (ECFE) teachers will be the same as those agreed upon between FLEA and District #831 in the remainder of this Agreement unless specified in this Article.

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Section 2. Limitations: Articles VI, VII, VIII, IX, XI Sections 1 and 11, XII, XIV, XV, and XVII of the agreement do not apply to ABE and ECFE teachers. Schedules A and B do apply to teachers employed prior to August 5, 2010, but do not apply to teachers employed after that date. The subjects of those articles and schedules either are not relevant to ABE and ECFE teachers or are described herein.

Section 3. Duty Year/Duty Day: The parties agree that specific duties, scheduled assignments, duty days, hours, and calendar for ABE and ECFE teachers shall be determined by the Director of Community Education (Director). The parties also agree that the ABE and ECFE programs will be conducted over the period of a fiscal year on a calendar different from that of the K-12 teaching staff.

Subd. 1 ABE Assigned Time:

- Contact time shall be defined as class time.
- Non-contact time will be assigned each year by the Director.
- Assigned time shall be defined as contact time plus non-contact time.

Subd. 2. ECFE Assigned Time:

- Contact time shall be defined as: Class time + .25 hours for any class two hours or less. For class time of more than two hours, contact time shall equal class time.
- Non-contact time shall be defined as: class time x 0.48.
- Assigned time shall be defined as contact time plus non-contact time.

Subd. 3. For ABE and ECFE teachers, non-contact time shall include curriculum development during the school year, staff meetings, in-service meetings and preparation time. Teachers will be compensated at their regular hourly rate of pay for both contact and non-contact time. The District maintains the authority to set or modify program hours, reassign staff to areas of need in the ABE and ECFE programs, and to reduce or increase hours of employment in order to meet program needs.

Section 4. Evaluations: Teachers new to District #831 ECFE and ABE programs will receive performance evaluations for a period of three (3) years. During this three (3) year period, such teachers' contracts may or may not be continued as the School Board sees fit. Following this three (3) year period, teachers will receive regular performance reviews and may be disciplined or discharged for just cause or laid off for programmatic or economic reasons. ABE and ECFE teachers are not subject to continuing contract provisions as set forth in Minn. Stat. § 122A.40.

Section 5. Seniority: Seniority will be based on the earliest date of hire for continuous employment in ABE and ECFE programs in a licensed position. Upon completion of the evaluation period, ABE and ECFE teachers shall accrue seniority dated back to their first day of continuous service. ABE and ECFE seniority lists shall be separate and apart from any K-12 seniority lists with no bumping or recall rights between groups. ABE and ECFE seniority lists shall be independent of each other.

Subd. 1. ECFE: Any layoffs shall be in inverse order of seniority and relevant licensure. If a recall opportunity occurs, the last person placed on layoff will be asked to return to work first. When it is necessary to reduce more than 33% of a teacher's assigned hours, that teacher shall have the option to reclaim up to the number of lost hours, as scheduling permits, in order of seniority and relevant licensure. Reclaimed hours would be generated from the first available hours in inverse order of seniority. Should it become necessary to eliminate positions, ECFE teachers will be placed on layoff in inverse order of seniority and relevant licensure.

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Subd. 2. ABE: Any layoffs shall be in inverse order of seniority and relevant licensure. If a recall opportunity occurs, the last person placed on layoff will be asked to return to work first. The position of ABE Coordinator is an appointed position and no part of this position is eligible for bumping or reassignment based on seniority.

Section 6. Compensation: ABE and ECFE teachers are paid on an hourly basis and shall be compensated every other week based on the voucher submitted. This method of payment shall be continued during the summer for teachers who are employed during the summer months. The District and teachers agree that hours may vary from one pay period to the next. When subbing for another teacher in the program, an ABE or ECFE teacher will be compensated at their current hourly rate.

Subd. 1. The ABE Coordinator is eligible for a \$2,000 stipend per ABE year. ABE teachers shall be paid according to the Forest Lake ABE/ECFE Salary Schedule.

Subd. 2. ECFE: ECFE teachers employed by the District as of August 5, 2010 shall be paid an hourly rate of pay based on the master contract salary schedule. The hourly rate for ECFE teachers so employed will be calculated according to the following formula: (salary schedule cell/187days)/8.0 hours = hourly wage). ECFE teachers employed after August 5, 2010 shall be paid according to the Forest Lake ABE/ECFE Salary Schedule.

Subd. 3. Schedule:

ABE/ECFE SALARY SCHEDULE  
~~2017-2019~~ 2019-2021 SCHOOL YEARS  
 (Applicable to ABE/ECFE teachers hired after August 5, 2010)

<del>2017-2018</del>			
<del>STEP</del>	<del>BA</del>	<del>BA +30</del>	<del>MA</del>
<del>1</del>	<del>24.14</del>	<del>25.39</del>	<del>28.00</del>
<del>2</del>	<del>24.86</del>	<del>26.13</del>	<del>28.83</del>
<del>3</del>	<del>25.58</del>	<del>26.91</del>	<del>29.67</del>
<del>4</del>	<del>26.34</del>	<del>27.69</del>	<del>30.55</del>
<del>5</del>	<del>27.11</del>	<del>28.51</del>	<del>31.45</del>
<del>6</del>	<del>27.91</del>	<del>29.35</del>	<del>32.37</del>
<del>7</del>	<del>28.73</del>	<del>30.21</del>	<del>33.33</del>
<del>8</del>	<del>29.58</del>	<del>31.11</del>	<del>34.32</del>
<del>9</del>	<del>30.45</del>	<del>32.03</del>	<del>35.33</del>
<del>10</del>	<del>31.34</del>	<del>32.97</del>	<del>36.37</del>
<del>11</del>	<del>32.27</del>	<del>33.95</del>	<del>37.45</del>
<del>12</del>	<del>33.22</del>	<del>34.95</del>	<del>38.57</del>

<del>2018-2019</del>			
<del>STEP</del>	<del>BA</del>	<del>BA +30</del>	<del>MA</del>
<del>1</del>	<del>24.63</del>	<del>25.90</del>	<del>28.56</del>
<del>2</del>	<del>25.35</del>	<del>26.66</del>	<del>29.40</del>
<del>3</del>	<del>26.09</del>	<del>27.45</del>	<del>30.27</del>
<del>4</del>	<del>26.86</del>	<del>28.25</del>	<del>31.16</del>
<del>5</del>	<del>27.65</del>	<del>29.08</del>	<del>32.08</del>
<del>6</del>	<del>28.47</del>	<del>29.93</del>	<del>33.02</del>
<del>7</del>	<del>29.31</del>	<del>30.82</del>	<del>34.00</del>

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<del>8</del>	<del>30.17</del>	<del>31.73</del>	<del>35.01</del>
<del>9</del>	<del>31.06</del>	<del>32.67</del>	<del>36.04</del>
<del>10</del>	<del>31.97</del>	<del>33.63</del>	<del>37.10</del>
<del>11</del>	<del>32.92</del>	<del>34.62</del>	<del>38.20</del>
<del>12</del>	<del>33.89</del>	<del>35.64</del>	<del>39.34</del>

	<u>2019-2020</u>		
<u>STEP</u>	<u>BA</u>	<u>BA +30</u>	<u>MA</u>
<u>1</u>	<u>25.37</u>	<u>26.68</u>	<u>29.42</u>
<u>2</u>	<u>26.11</u>	<u>27.46</u>	<u>30.28</u>
<u>3</u>	<u>26.87</u>	<u>28.27</u>	<u>31.18</u>
<u>4</u>	<u>27.67</u>	<u>29.10</u>	<u>32.09</u>
<u>5</u>	<u>28.48</u>	<u>29.95</u>	<u>33.04</u>
<u>6</u>	<u>29.32</u>	<u>30.83</u>	<u>34.01</u>
<u>7</u>	<u>30.19</u>	<u>31.74</u>	<u>35.02</u>
<u>8</u>	<u>31.08</u>	<u>32.68</u>	<u>36.06</u>
<u>9</u>	<u>31.99</u>	<u>33.65</u>	<u>37.12</u>
<u>10</u>	<u>32.93</u>	<u>34.64</u>	<u>38.21</u>
<u>11</u>	<u>33.91</u>	<u>35.66</u>	<u>39.35</u>
<u>12</u>	<u>34.91</u>	<u>36.71</u>	<u>40.52</u>

	<u>2020-2021</u>		
<u>STEP</u>	<u>BA</u>	<u>BA +30</u>	<u>MA</u>
<u>1</u>	<u>25.88</u>	<u>27.21</u>	<u>30.01</u>
<u>2</u>	<u>26.63</u>	<u>28.01</u>	<u>30.89</u>
<u>3</u>	<u>27.41</u>	<u>28.84</u>	<u>31.80</u>
<u>4</u>	<u>28.22</u>	<u>29.68</u>	<u>32.74</u>
<u>5</u>	<u>29.05</u>	<u>30.55</u>	<u>33.70</u>
<u>6</u>	<u>29.91</u>	<u>31.44</u>	<u>34.69</u>
<u>7</u>	<u>30.79</u>	<u>32.38</u>	<u>35.72</u>
<u>8</u>	<u>31.70</u>	<u>33.34</u>	<u>36.78</u>
<u>9</u>	<u>32.63</u>	<u>34.32</u>	<u>37.86</u>
<u>10</u>	<u>33.59</u>	<u>35.33</u>	<u>38.98</u>
<u>11</u>	<u>34.59</u>	<u>36.37</u>	<u>40.13</u>
<u>12</u>	<u>35.60</u>	<u>37.44</u>	<u>41.33</u>

Subd. 4. Step Movement: Minimum of 600 hours per fiscal year to be eligible for step movement on July 1. Those working less than 600 hours per year may be granted a step increase after two years of service. Step movements are subject to the same timing provisions as those found in Art. VIII, Section 1, Subd. 2.

Section 7. Sick Leave: Sick leave for ECFE and ABE teachers is established in this Section. Usage and application of sick leave is governed by Article XI, Section 1, Subdivisions 3-11 of this Agreement.

Subd. 1. ECFE Sick Leave: For every 173 hours worked, 8 hours of sick leave will be available for use by the teacher. ECFE teachers assigned 600 hours or more per year shall be eligible for sick leave as described herein.

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Subd. 2. ABE Sick Leave: ABE teachers shall earn 12 days of sick leave per year (one day per month). A day will be equal to the average number of hours worked in a day during the week. (Example 35 hours a week divided by 5 days would equal 7 hours sick pay for the sick day.) ABE teachers are eligible for 9 paid holidays per year (eight holidays and one day which is a floater). ABE teachers must work at least 34 weeks per year and at least fifteen hours per week to be eligible for any type of leave.

Subd. 3. Accrual: Eligible teachers under this Section may accrue sick leave from year to year up to a maximum of 1600 hours. An employee who is eligible to earn and use sick leave whose scheduled work hours subsequently drop below a level of eligibility shall retain accrued sick leave and shall resume eligibility to earn and use sick leave if her/his scheduled hours return to a level of eligibility.

Section 8. Emergency Leave:

Subd. 1. A *teacher* may be granted a leave with pay at the discretion of the Superintendent up to two (2) days per year, nonaccumulative, for situations that arise requiring the *teacher's* emergency attention which cannot be attended to when school is not in session and which are not otherwise covered under other policies. Days used will be deducted from sick leave.

Subd. 2. Deaths, funerals, court appearances, and estate settlements are examples of situations for which this leave may be granted at the discretion of the Superintendent.

Subd. 3. Requests for emergency leave must be made in writing to the Superintendent at least three (3) days in advance, whenever reasonably possible. The request shall state the reason for the proposed leave. The Superintendent reserves the right to refuse to grant such leave if, under the circumstances involved, the Superintendent determines that such leave should not be granted. The reason for denial shall be made in writing if requested by the *teacher*.

Subd. 4. An emergency leave day normally shall not be granted for the day preceding or the day following holidays or vacations, nor the first five (5) days or the last five (5) days of the school year.

Subd. 5. Additional emergency leave may be granted in extreme emergencies at the discretion of the Superintendent.

Section 9. Insurance Eligibility: An ECFE or ABE employee will be deemed to be a full-time employee for the purposes of Insurance Eligibility according to Article X of this Agreement if the employee holds an assignment for the fiscal year in which the employee is anticipated to work at least 1403 hours.

Section 10. Inclement Weather: If programs are cancelled for the day or are shortened because of inclement weather, an employee whose work time was unexpectedly reduced may make up lost work time. The employee must receive approval from her/his supervisor with respect to what duties will be assigned and when the make up time will occur.

ARTICLE XIX

GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by a teacher, group of teachers, or the Association that there has been a violation or disagreement as to the interpretation or application of any term or terms of this Master Agreement.

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Section 2. Representative: The teacher, administrator, exclusive representative, or School District may be represented during any step of the procedure by any person or agent designated by such party to act on their behalf.

Section 3. Definitions and Interpretations:

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

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A “working day” is defined as all week days not designated as holidays by state law.

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

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Subd. 5. Formal Grievance: A grievance shall be considered a formal grievance when it is reduced to writing and presented to the School District.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the teacher's immediate supervisor, except if another School District representative is designated by the School District, setting forth the fact(s) and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within **twenty (20) days** after the date the first event giving rise to the grievance occurred, or within **twenty (20) days** after the grievant(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher and the teacher's immediate supervisor, except if another School District representative is designated by the School District.

Section 5. Adjustment of Grievance: The parties shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through discussion, the School District designee shall give a written decision on the grievance to the parties involved within **seven (7) days** after receipt of the written grievance.

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

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Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure at the request of the grievant or at its own instance, provided the School District or the grievant provides written notice within **ten (10) days** after a decision in Level I or Level II has been rendered. In the event the School Board determines to review a grievance, it shall hold a hearing and issue a decision within twenty (20) working days after the written notice. The Association shall receive written advance notice as to the date of said hearing. In the event of such review, the School Board reserves the right to affirm, reverse, or modify such decision. At the option of the School Board, a committee or representatives of the School Board may be designated by the School Board to hear the appeal at this level, and report its findings and recommendations to the School Board.

Section 7. Denial of Grievance: Failure by the School District to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the grievant(s) and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within **fifteen (15) days** following the decision in Level II, or within **fifteen (15) days** after the decision of the School Board if the School Board reviews a decision pursuant to Section 6 of the grievance procedure.

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

Subd. 3. Selection of Arbitrator: Upon the prior submission of a grievance under the terms of this procedure, the parties shall, within **ten (10) days** after the request to arbitrate, attempt to agree upon the selection of any arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to forward a panel of five (5) arbitrators, providing such request is made within **twenty (20) days** after request for arbitration. The selection of a single arbitrator shall then be made by the parties by the alternate striking process. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 5. Scheduling of Grievance Matters: Scheduling of grievance hearings pursuant to Section 5, Subd. 1 (Level I) and Subd. 2 (Level II) shall be during the duty day but outside of the student day whenever practicable, and teachers participating in such meetings with the School District shall not suffer loss of wages. Arbitration proceedings shall be scheduled during non-duty hours except if otherwise agreed by the parties. In the event the parties agree to schedule such arbitration proceedings during the regular duty day, teachers shall not lose wages due to their necessary participation within the following limitations:

- a. The School District will compensate a number of teachers equal to the number of persons participating in the grievance procedure on behalf of the School District, or

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- b. If the number of persons participating on behalf of the School District is less than three (3), three (3) teachers may still participate in the proceedings without a loss of wages.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within **thirty (30) days** after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations on arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally the fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The requesting party shall pay the full cost of transcribing or recording of the proceedings and transcript copy. If both parties request a transcript or recording, the cost shall be equally shared. If the second party orders a transcript after the first party has paid for transcribing and recording, the second party shall also reimburse the first party for one-half (1/2) of those costs incurred, in addition to paying for the transcript copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement, nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein, nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operation.

Section 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined herein, the grievant(s) shall waive his/her/its right to initiate a grievance pursuant to this article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

Section 10. Grievance Form: A form which must be used for filing grievances shall be provided by the School District (Attachment E). Such form shall be accessible in all school buildings.

Section 11. Grievance Procedure: Failure to agree on a grievance procedure in a successor Agreement will result in return to the Bureau of Mediation Services' grievance procedure provided by law.

ARTICLE XX

MISCELLANEOUS

Section 1. Copies of Agreement: Copies of this Agreement, entitled “Agreement between the Independent School District 831 and the Forest Lake Education Association,” shall be provided electronically to all *teachers* in the District. *Teachers* are permitted reasonable use of district technology to print copies of the Agreement.

Section 2. Individual Contract: Any individual contract between the School District and an individual *teacher*, hereinafter executed shall be subject to, and shall not be inconsistent with, the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Section 3. Mileage Allowance: A mileage allowance shall be paid for authorized use of personal cars in connection with School District business. The mileage allowance shall be paid pursuant to School District policy.

Section 4. Summer Programs-Projects:

Subd. 1. All teachers shall submit summer programs and/or projects in writing to the Superintendent or his/her designee to be considered for approval by the School Board. Each summer project and/or program shall include the following:

1. Objectives and goals,
2. Cost to the District (budget),
3. Number of students to be involved,
4. Method used in selecting students,
5. Evaluation procedures.

Subd. 2. All duties and hours will be assigned by the Superintendent or his/her designee. Extra pay will not begin until the regular scheduled school year for teachers has expired. All summer work will be paid by the hour. The normal work week will be thirty-five (35) hours. The rate of pay shall be the miscellaneous rate of pay.

Subd. 3. Teachers may submit summer programs and/or projects to the Superintendent or his/her designee on a flat cost per program and/or project. Each project/or program shall include the same detail as stated in Section 4, Subdivision 1, of this article.

Section 5. New Positions: If new positions are created involving supplementary pay, Schedule C, the School District will meet and negotiate with the Association regarding rates of pay for such new positions.

Section 6. Licensure: Teachers are responsible for maintaining appropriate licensure. Teachers without a valid license appearing on the Minnesota Professional Educator Licensing and Standards Board (PELSB) website will be placed on an unpaid leave until such time as the teacher’s valid license appears on the Minnesota PELSB website.

Section 7. Professional Development Work: For the ~~2018-2019~~ 2019-20 and 2020-21 school years, not including the two weeks prior to the start of the school year, teachers will be provided the opportunity to self-select and engage in two (2) hours of professional development time on at least two district-scheduled professional development days. Each teacher may choose to work individually or with a group of their choice. These individually

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chosen PD options must have direct application to student educational needs, teacher professional needs, or other necessary connection to the educational needs of the students or educational program the teacher oversees. Options deemed to be outside of these parameters are subject to administrative review. Teachers will retain a record of their activities during self-directed time including a reflection of how the activities applied to student educational or teacher professional needs.

ARTICLE XXI

DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, ~~2017~~ 2019 through June 30, ~~2019~~ 2021, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, ~~2019~~ 2021, written notice of such intent as stated in Minnesota statutes.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative of the teachers of the School District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement in accordance with Minnesota statutes except by mutual agreement.

Section 4. Severability: No provision of this Agreement shall be in conflict with state and federal laws or rules promulgated under law or resolutions, provided that the rules and resolutions are consistent with this chapter.

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

For \_\_\_\_\_  
Forest Lake Education Association  
6100 North 210th Street  
Forest Lake, MN 55025

For \_\_\_\_\_  
Ind. School District No. 831  
6100 North 210th Street  
Forest Lake, MN 55025

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Teacher Negotiator

\_\_\_\_\_  
Clerk

Dated this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

Dated this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

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SCHEDULE A

~~SALARY SCHEDULE 2017-18  
BASED ON SEMESTER CREDIT SYSTEM~~

<u>Step</u>	<u>BA</u>	<u>BA+10</u>	<u>BA+20</u>	<u>BA+30</u>	<u>BA+40</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>	<u>MA+30</u>	<u>MA+40</u>	<u>PhD/EdD</u>
B	36035	36718	37400	37987	39248	42231	42833	43418	44000	44585	45585
C	36369	37079	37787	38377	39657	42747	43338	43905	44477	45048	46048
D	37595	38344	39096	39728	41076	44277	44866	45439	46009	46582	47582
E	38821	39621	40416	41105	42544	45800	46389	46960	47533	48106	49106
F	40150	40991	41825	42730	44592	47536	48157	48761	49365	49970	50970
G	41477	42317	43145	44047	45898	49132	49752	50353	50955	51557	52557
H	43112	43951	44779	45681	47532	50869	51490	52089	52691	53292	54292
I	45564	46403	47231	48133	49983	53424	54043	54643	55245	55846	56846
J	48016	48854	49683	50586	52435	55875	56495	57095	57696	58301	59301
K	51275	52113	52942	53844	55695	59134	59754	60354	60956	61564	62564
L	54467	55324	56172	57093	58985	62502	63136	63748	64364	64987	65987
M	57117	57974	58822	59743	61635	65152	65786	66398	67014	67637	68637
<del>LONGEVITY IN INDEPENDENT SCHOOL DISTRICT #831</del>											
			-14:	3750							
			-16:	2700							
			-20:	2500							
			-25:	1500							

The indicated longevity increments, above, become effective upon the start of the teacher's indicated number of years of service within ISD 831. (At the beginning of the teacher's 14<sup>th</sup> year of service within ISD 831, the 14 year longevity increment becomes applicable to that teacher.) In order to receive credit for a year of service toward longevity, the teacher must have performed services on at least the number of duty days within a school year to meet the terms for eligibility for a step movement, as provided in this agreement. The increments are cumulative. NOTE: Because clarifying terms were added to the 2011-13 Agreement, no teacher shall be deemed retroactively ineligible for any longevity increment previously received, irrespective of number of duty days worked in any year prior to 2011-12.

2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

SCHEDULE B

~~SALARY SCHEDULE 2018-19  
BASED ON SEMESTER CREDIT SYSTEM~~

<u>Step</u>	<u>BA</u>	<u>BA+10</u>	<u>BA+20</u>	<u>BA+30</u>	<u>BA+40</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>	<u>MA+30</u>	<u>MA+40</u>	<u>PhD/EdD</u>
B	36035	36718	37400	37987	39248	42231	42833	43418	44000	44585	45585
C	36369	37079	37787	38377	39657	42747	43338	43905	44477	45048	46048
D	37595	38344	39096	39728	41076	44277	44866	45439	46009	46582	47582
E	38821	39621	40416	41105	42544	45800	46389	46960	47533	48106	49106
F	40150	40991	41825	42730	44592	47536	48157	48761	49365	49970	50970
G	41477	42317	43145	44047	45898	49132	49752	50353	50955	51557	52557
H	43112	43951	44779	45681	47532	50869	51490	52089	52691	53292	54292
I	45564	46403	47231	48133	49983	53424	54043	54643	55245	55846	56846
J	48016	48854	49683	50586	52435	55875	56495	57095	57696	58301	59301
K	51275	52113	52942	53844	55695	59134	59754	60354	60956	61564	62564
L	54467	55324	56172	57093	58985	62502	63136	63748	64364	64987	65987
M	58267	59124	59972	60893	62785	66302	66936	67548	68164	68787	69787
<del>LONGEVITY IN INDEPENDENT SCHOOL DISTRICT #831</del>											
			-14:	3750							
			-16:	2700							
			-20:	2500							
			-25:	1500							

The indicated longevity increments, above, become effective upon the start of the teacher's indicated number of years of service within ISD 831. (At the beginning of the teacher's 14<sup>th</sup> year of service within ISD 831, the 14 year longevity increment becomes applicable to that teacher.) In order to receive credit for a year of service toward longevity, the teacher must have performed services on at least the number of duty days within a school year to meet the terms for eligibility for a step movement, as provided in this agreement. The increments are cumulative. NOTE: Because clarifying terms were added to the 2011-13 Agreement, no teacher shall be deemed retroactively ineligible for any longevity increment previously received, irrespective of number of duty days worked in any year prior to 2011-12.

2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

SCHEDULE A

SALARY SCHEDULE 2019-20  
 BASED ON SEMESTER CREDIT SYSTEM

Step	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20	MA+30	MA+40	PhD/EdD
B	38235	38918	39600	40187	41448	44431	45033	45618	46200	46785	47785
C	38569	39279	39987	40577	41857	44947	45538	46105	46677	47248	48248
D	39595	40344	41096	41728	43076	46277	46866	47439	48009	48582	49582
E	40821	41621	42416	43105	44544	47800	48389	48960	49533	50106	51106
F	41650	42491	43325	44230	46092	49036	49657	50261	50865	51470	52470
G	42977	43817	44645	45547	47398	50632	51252	51853	52455	53057	54057
H	44612	45451	46279	47181	49032	52369	52990	53589	54191	54792	55792
I	46764	47603	48431	49333	51183	54624	55243	55843	56445	57046	58046
J	49016	49854	50683	51586	53435	56875	57495	58095	58696	59301	60301
K	52275	53113	53942	54844	56695	60134	60754	61354	61956	62564	63564
L	55467	56324	57172	58093	59985	63502	64136	64748	65364	65987	66987
M	60067	60924	61772	62693	64585	68302	68936	69548	70164	70787	71787
LONGEVITY IN INDEPENDENT SCHOOL DISTRICT #831											
			14:	3750							
			16:	2700							
			20:	2500							
			25:	1500							

The indicated longevity increments, above, become effective upon the start of the teacher's indicated number of years of service within ISD 831. (At the beginning of the teacher's 14<sup>th</sup> year of service within ISD 831, the 14-year longevity increment becomes applicable to that teacher.) In order to receive credit for a year of service toward longevity, the teacher must have performed services on at least the number of duty days within a school year to meet the terms for eligibility for a step movement, as provided in this agreement. The increments are cumulative. NOTE: Because clarifying terms were added to the 2011-13 Agreement, no teacher shall be deemed retroactively ineligible for any longevity increment previously received, irrespective of number of duty days worked in any year prior to 2011-12.

2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

SCHEDULE B

SALARY SCHEDULE 2020-21  
 BASED ON SEMESTER CREDIT SYSTEM

Step	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20	MA+30	MA+40	PhD/EdD
B	40050	40733	41415	42002	43263	46246	46848	47433	48015	48600	49600
C	40319	41029	41737	42327	43607	46697	47288	47855	48427	48998	49998
D	41195	41944	42696	43328	44676	47877	48466	49039	49609	50182	51182
E	42421	43221	44016	44705	46144	49400	49989	50560	51133	51706	52706
F	42650	43491	44325	45230	47092	50386	51007	51611	52215	52820	53820
G	43877	44717	45545	46447	48298	51982	52602	53203	53805	54407	55407
H	45512	46351	47179	48081	49932	53369	53990	54589	55191	55792	56792
I	47664	48503	49331	50233	52083	55624	56243	56843	57445	58046	59046
J	49916	50754	51583	52486	54335	57875	58595	59195	59796	60401	61401
K	53175	54013	54842	55744	57595	61234	61854	62454	63056	63664	64664
L	56367	57224	58072	58993	60885	64502	65236	65848	66464	67087	68087
M	61467	62324	63172	64093	65985	69802	70436	71048	71664	72287	73287
LONGEVITY IN INDEPENDENT SCHOOL DISTRICT #831											
			14:	3750							
			16:	2700							
			20:	2500							
			25:	1500							

The indicated longevity increments, above, become effective upon the start of the teacher's indicated number of years of service within ISD 831. (At the beginning of the teacher's 14<sup>th</sup> year of service within ISD 831, the 14-year longevity increment becomes applicable to that teacher.) In order to receive credit for a year of service toward longevity, the teacher must have performed services on at least the number of duty days within a school year to meet the terms for eligibility for a step movement, as provided in this agreement. The increments are cumulative. NOTE: Because clarifying terms were added to the 2011-13 Agreement, no teacher shall be deemed retroactively ineligible for any longevity increment previously received, irrespective of number of duty days worked in any year prior to 2011-12.

2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

SUPPLEMENTARY PAY SCHEDULE

~~2017-2018 and 2018-2019~~

2019-2020

Schedule C

Group I	Group II	Group III	Group IV	Group V
11% of BA Step 1 Salary	8% of BA Step 1 Salary	6% of BA Step 1 Salary	4% of BA Step 1 Salary	3% of BA Step 1 Salary
<del>\$3964</del> <u>\$4206</u> - Head <del>\$2775</del> <u>\$2944</u> - Asst <del>\$2775</del> <u>\$2944</u> - 1 <sup>st</sup> Asst <del>\$2378</del> <u>\$2524</u> - 2 <sup>nd</sup> Asst	<del>\$2883</del> <u>\$3059</u> - Head <del>\$2018</del> <u>\$2141</u> - Asst	<del>\$2162</del> <u>\$2294</u> - Head <del>\$1513</del> <u>\$1606</u> - Asst	<del>\$1441</del> <u>\$1529</u> - Head <del>\$1009</del> <u>\$1071</u> - Asst	<del>\$1081</del> <u>\$1147</u> - Head <del>\$757</del> <u>\$803</u> - Asst <del>\$432</del> <u>\$459</u> - Elem
Band HS Choir HS Drumline HS FFA HS LINK HS Nat'l Honor Society HS Orchestra HS Student Council HS Theater Musical HS Theater Plays HS	DECA HS	Auto Skills - HS Band Pep HS Jr Class Adv & Prom HS Student Council <del>JH</del> <u>MS</u> Super Mileage - HS Video Club <del>JH</del> <u>MS</u> WEB <del>JH</del> <u>MS</u> Yearbook <del>JH</del> <u>MS</u> Fall Dance Team - HS	<del>Clay Target</del> - HS Environmental Club HS Foreign Exchange HS FPS <del>JH</del> <u>MS</u> International Club HS <del>SADD</del> HS Ski Club <del>JH</del> <u>MS</u> Speech <del>JH</del> <u>MS</u> Theater Plays <del>JH</del> <u>MS</u> Yearbook <del>ALC</del> <u>CS</u> <del>Open Healthy Minds</del> HS Gay/Straight Alliance - HS	Art Club <del>JH</del> <u>MS</u> Band Jazz HS Band <del>JH</del> <u>MS</u> Band Jazz <del>JH</del> <u>MS</u> Choir <del>JH</del> <u>MS</u> Choir Gen Music Elem * DI Elem * FPS Elem * Math Masters Orchestra <del>JH</del> <u>MS</u> Robotics HS <del>SADD HS/JHMS/ALC/CS</del> Strategy Club - <del>JH</del> <u>MS</u> *Student Council-Elem Weight Training- <del>JH</del> <u>MS</u> * Yearbook Elem <del>Clay Target</del> - HS History Club - HS Special Olympics - HS - Fall  - Winter  - Spring  * Head Rate

KEY:

HS = Senior High  
~~JH~~ = Junior High  
MS = Middle School  
CS = Community School  
 Elem = Elementary  
 Asst = Assistant

The Assistant / 1<sup>st</sup> Assistant rates are established at 70% of the applicable Head rate. The 2<sup>nd</sup> Assistant rate is established at 60% of the applicable Head rate. The Elementary rate in Group V is established at 40% of the Group V Head rate.

2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

SUPPLEMENTARY PAY SCHEDULE  
 2017-2018 and 2018-2019  
 2020-2021

Schedule C

Group I	Group II	Group III	Group IV	Group V
11% of BA Step 1 Salary	8% of BA Step 1 Salary	6% of BA Step 1 Salary	4% of BA Step 1 Salary	3% of BA Step 1 Salary
<del>\$3964</del> <u>\$4406</u> - Head <del>\$2775</del> <u>\$3084</u> - Asst <del>\$2775</del> <u>\$3084</u> - 1 <sup>st</sup> Asst <del>\$2378</del> <u>\$2643</u> - 2 <sup>nd</sup> Asst	<del>\$2883</del> <u>\$3204</u> - Head <del>\$2018</del> <u>\$2243</u> - Asst	<del>\$2162</del> <u>\$2403</u> - Head <del>\$1513</del> <u>\$1682</u> - Asst	<del>\$1441</del> <u>\$1602</u> - Head <del>\$1009</del> <u>\$1121</u> - Asst	<del>\$1081</del> <u>\$1202</u> - Head <del>\$757</del> <u>\$841</u> - Asst <del>\$432</del> <u>\$481</u> - Elem
Band HS Choir HS Drumline HS FFA HS LINK HS Nat'l Honor Society HS Orchestra HS Student Council HS Theater Musical HS Theater Plays HS	DECA HS	Auto Skills - HS Band Pep HS Jr Class Adv & Prom HS Student Council <u>JH MS</u> Super Mileage - HS Video Club <u>JH MS</u> WEB <u>JH MS</u> Yearbook <u>JH MS</u> Fall Dance Team - HS	<del>Clay Target</del> - HS Environmental Club HS Foreign Exchange HS FPS <u>JH MS</u> International Club HS SADD <u>HS</u> Ski Club <u>JH MS</u> Speech <u>JH MS</u> Theater Plays <u>JH MS</u> Yearbook <u>ALC CS</u> <del>Open Healthy</del> Minds HS Gay/Straight Alliance - HS	Art Club <u>JH MS</u> Band Jazz HS Band <u>JH MS</u> Band Jazz <u>JH MS</u> Choir <u>JH MS</u> Choir Gen Music Elem * DI Elem * FPS Elem * Math Masters Orchestra <u>JH MS</u> Robotics HS SADD <u>HS/JHMS/ALC/CS</u> Strategy Club - <u>JH MS</u> *Student Council-Elem Weight Training- <u>JH MS</u> * Yearbook Elem <del>Clay Target</del> - HS History Club - HS Special Olympics - HS - Fall  - Winter  - Spring  * Head Rate

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The Assistant / 1<sup>st</sup> Assistant rates are established at 70% of the applicable Head rate. The 2<sup>nd</sup> Assistant rate is established at 60% of the applicable Head rate. The Elementary rate in Group V is established at 40% of the Group V Head rate.

2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

ATHLETIC COACHES

~~2017-2018 and 2018-2019~~  
2019-2020

Group I	Group II
19% of BA Step 1 Salary = Head Coach Rate 70% of Head = Asst Coach Rate 10% of BA Step 1 Salary = 9 <sup>th</sup> Grade Coach Rate 7% of BA Step 1 Salary = 7/8 Head Coach Rate 6% of BA Step 1 Salary = 7/8 Asst Coach Rate	15% of BA Step 1 Salary = Head Coach Rate 70% of Head = Asst Coach Rate 10% of BA Step 1 Salary = 9 <sup>th</sup> Grade Coach Rate 7% of BA Step 1 Salary = 7/8 Head Coach Rate 6% of BA Step 1 Salary = 7/8 Asst Coach Rate
<del>\$6847</del> <del>\$7265</del> - Head <del>\$4793</del> <del>\$5085</del> - Asst <del>\$3604</del> <del>\$3824</del> - 9 <sup>th</sup> Grade <del>\$2522</del> <del>\$2676</del> - 7 <sup>th</sup> /8 <sup>th</sup> Grade Head <del>\$2162</del> <del>\$2294</del> - 7 <sup>th</sup> /8 <sup>th</sup> Grade Asst	<del>\$5405</del> <del>\$5735</del> - Head <del>\$3784</del> <del>\$4015</del> - Asst <del>\$3604</del> <del>\$3824</del> - 9 <sup>th</sup> Grade <del>\$2522</del> <del>\$2676</del> - 7 <sup>th</sup> /8 <sup>th</sup> Grade Head <del>\$2162</del> <del>\$2294</del> - 7 <sup>th</sup> /8 <sup>th</sup> Grade Asst
*Auditorium Manager Baseball Basketball Football Gymnastics-5 <sup>th</sup> Asst Paid As 7 <sup>th</sup> /8 <sup>th</sup> Head Hockey * <del>Jr. High</del> MS Activities Coordinator Soccer-9 <sup>th</sup> Grade Head Only Softball Track Volleyball *Weight Room Wrestling  * Full year positions paid at an annual rate of 19% of BA Step 1 salary	Cross Country Dance Team Debate Golf Lacrosse Skiing-Alpine Skiing-Nordic Soccer Speech Swimming Swimming-Synchronized Tennis-2 <sup>nd</sup> Asst Paid As 7 <sup>th</sup> /8 <sup>th</sup> Head

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2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

ATHLETIC COACHES

~~2017-2018 and 2018-2019~~  
2020-2021

Group I	Group II
19% of BA Step 1 Salary = Head Coach Rate 70% of Head = Asst Coach Rate 10% of BA Step 1 Salary = 9 <sup>th</sup> Grade Coach Rate 7% of BA Step 1 Salary = 7/8 Head Coach Rate 6% of BA Step 1 Salary = 7/8 Asst Coach Rate	15% of BA Step 1 Salary = Head Coach Rate 70% of Head = Asst Coach Rate 10% of BA Step 1 Salary = 9 <sup>th</sup> Grade Coach Rate 7% of BA Step 1 Salary = 7/8 Head Coach Rate 6% of BA Step 1 Salary = 7/8 Asst Coach Rate
<del>\$6847</del> <del>\$7610</del> - Head <del>\$4793</del> <del>\$5327</del> - Asst <del>\$3604</del> <del>\$4005</del> - 9 <sup>th</sup> Grade <del>\$2522</del> <del>\$2804</del> - 7 <sup>th</sup> /8 <sup>th</sup> Grade Head <del>\$2162</del> <del>\$2403</del> - 7 <sup>th</sup> /8 <sup>th</sup> Grade Asst	<del>\$5405</del> <del>\$6008</del> - Head <del>\$3784</del> <del>\$4205</del> - Asst <del>\$3604</del> <del>\$4005</del> - 9 <sup>th</sup> Grade <del>\$2522</del> <del>\$2804</del> - 7 <sup>th</sup> /8 <sup>th</sup> Grade Head <del>\$2162</del> <del>\$2403</del> - 7 <sup>th</sup> /8 <sup>th</sup> Grade Asst
*Auditorium Manager Baseball Basketball Football Gymnastics-5 <sup>th</sup> Asst Paid As 7 <sup>th</sup> /8 <sup>th</sup> Head Hockey * <del>Jr. High</del> MS Activities Coordinator Soccer-9 <sup>th</sup> Grade Head Only Softball Track Volleyball *Weight Room Wrestling  * Full year positions paid at an annual rate of 19% of BA Step 1 salary	Cross Country Dance Team Debate Golf Lacrosse Skiing-Alpine Skiing-Nordic Soccer Speech Swimming Swimming-Synchronized Tennis-2 <sup>nd</sup> Asst Paid As 7 <sup>th</sup> /8 <sup>th</sup> Head

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 Elem = Elementary  
 Asst = Assistant

2017-2019 2019-2021

ELEMENTARY AND SECONDARY DISTRICT DEPARTMENT HEADS

\$2784 per year

ELEMENTARY AND SECONDARY BUILDING DEPARTMENT CHAIRPERSONS

\$2227 per year

Building Departments with two or more members shall be eligible for Department Chair pay on the schedule. Building Departments with less than two members will receive the miscellaneous rate of pay for each meeting that they are required to attend.

MISCELLANEOUS RATES OF PAY
----------------------------

EVENTS

2017-2019 2019-2021

Site Manager:

- Football \$400 for the season
- Lacrosse \$400 for the season
- Gymnastics \$480 for the season
- Basketball \$1080 for the season
- Volleyball \$640 for the season
- Wrestling \$450 for the season
- Soccer \$500 for the season
- Saturday Tournaments \$20 per hour as needed
- All other events as needed \$40 per event

Crowd Supervision: \$35 per event

Table Workers:

- Ticket Taker/Seller \$35 per event
- Announcer \$35 for a varsity game or match

Scoreboard/Scorebook: \$35 for single varsity game/match  
 \$50 for doubleheader varsity or JV/varsity game or match (same day)

HOURLY RATES

Miscellaneous Employment not covered by Article IX, Section 5	\$30.50
Homebound Instruction (plus mileage reimbursement as per School District policy)	\$30.50
Summer School Teaching	\$30.50
Alternative School Teaching	\$30.50
Elementary Honor Band Teaching	\$30.50
Summer Music Lessons	\$30.50



2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

STEP II (IF NECESSARY)

A. Date Received by Superintendent or Designee \_\_\_\_\_

B. Disposition by Superintendent or Designee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

STEP III (IF NECESSARY)

A. Date Received by School Board \_\_\_\_\_

B. Disposition by Board \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

2017-2019 2019-2021 Ind School District 831 and the Forest Lake Education Association Agreement

STEP IV (IF NECESSARY)

A. Date of Arbitration Request \_\_\_\_\_

B. Date Submitted to Arbitration \_\_\_\_\_

C. Disposition and Award of Arbitrator \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Decision

MEMORANDUM OF UNDERSTANDING  
Between Independent School District No. 831  
And the Forest Lake Education Association

ATPPS Plan for School Year 2014-2015

This Memorandum of Understanding is entered into between the Forest Lake School District, ISD 831, ("the District") and Forest Lake Education Association ("FLEA"), to establish and implement an Alternative Teacher Professional Pay System (ATPPS) for the teachers of Forest Lake schools. All teachers, as defined by MN Stat. 122A.40 (the Continuing Contract law) and the Master Agreement, shall be eligible for and participate in this program.

ATPPS ("Q Comp") will commence with the 2014-15 school year. The District and the Union agree to the terms of this Memorandum of Understanding through the conclusion of the 2014-15 school year. The District and Union may mutually agree to minor revisions to ATPPS during the 2014-15 school year without renewing the entire ATPPS application ("the Application").

Should there be any change to the alternative teacher professional pay systems statutes (MN Stat. 122A.413-12A.415), both parties agree to discontinue all provisions of ATPPS unless an alternative agreement is reached. The discontinuation shall occur on June 30 with all funds accounted for as of that date. The district will make copies of the Application available to all staff on request.

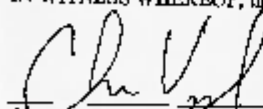
The ATPPS pay system for teachers shall be funded based on continuing revenue from the State and the local tax levy as specified in Minn. Statute § 122A.413 -122A.415.

The ATPPS pay system is a one-year program. It shall automatically sunset on June 30, 2015. The specific components and compensation amounts contained in the ATPPS pay system may be adjusted only through the collective bargaining process between the District and FLEA. Any unused ATPPS funds remaining after the disbursement of all expenditures and performance pay shall carry over to the next year and will remain dedicated to the ATPPS program.

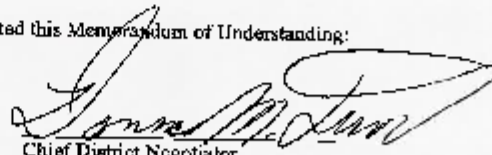
All positions in the FLBA bargaining unit shall be effectively integrated into the ATPPS pay system. Probationary teachers and teachers who have received letters of deficiency are eligible to participate in the ATPPS pay system; however, decisions regarding renewal of probationary teachers' contracts and/or progression on addressing performance concerns shall be made separately from the ATPPS pay system.

If, through plan error or changes to the master agreement, a portion of this plan is found to be inconsistent with the master agreement, the master agreement continues and this plan is suspended until inconsistencies are resolved and an amended plan is accepted by MDE, the District, and the general membership of FLEA.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding:

  
\_\_\_\_\_  
Chief Teacher Negotiator

9/27/13  
Date

  
\_\_\_\_\_  
Chief District Negotiator

9/25/13  
Date

MEMORANDUM OF UNDERSTANDING  
between Independent School District No. 831  
and the Forest Lake Education Association

The Association and the School District will work toward the average compensation for teachers of the following comparison districts: Centennial, South Washington County, Hastings, Stillwater, White Bear Lake, Roseville, and Mounds View as well as in consideration of districts with per-pupil operations funding within 2% of the per-pupil funding of Forest Lake Area Schools, as determined by each district's per-pupil funding reports from MDE.



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 10.1**

**TOPIC: Out-Of-State Travel by School Board Members –  
Policy 103B**

**BACKGROUND:** The purpose of this policy is to control out-of-state travel by school board members as required by law.

**PROCESS:** The School Board Policy Committee has reviewed this policy, and they are presenting it to the School Board with no changes recommended at this time.

**RECOMMENDATION:** First reading of this policy.

**OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

**103B**

**I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

**II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

**III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

**IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses consistent with Policy #302.

**V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

1. Airline Travel Credit

a. Elected officials utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the elected official.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the elected official to the school district, the elected official shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

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

3. Elected officials who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

4. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

**VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**Legal References:** Minn. Stat. § 15.435 (Airline Travel Credit)  
Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (August 4, 1997) (Transportation Expenses)

***Cross References:*** Travel Expense Reimbursement Policy 302  
School Board Member Reimbursement Guidelines Policy 103A

ADOPTED: 12/15/05  
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**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 10.2**

**TOPIC: Student Transportation Safety Policy #531**

**BACKGROUND:** The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

**PROCESS:** The School Board Policy Committee has reviewed this policy, and they are presenting it to the School Board with the changes noted.

**RECOMMENDATION:** First reading of this policy.

**I. PURPOSE**

The purpose of this Policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

**II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING****A. School Bus Safety Week.**

The first week of school is designated as school bus safety week.

**B. Student Training.**

1. The School District shall provide students enrolled in grades kindergarten through grade 10 with age appropriate school bus safety training in the following concepts.
  - a. transportation by school bus is a privilege not a right;
  - b. District policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe street or road crossing; and
  - g. school bus evacuation.
2. Each nonpublic or charter school located within the district must provide all nonpublic or charter school pupils enrolled in kindergarten through grade 10 who are transported by school bus at public expense and attend school within the district's boundaries with training as required in paragraph (1).
3. Students enrolled in kindergarten through grade 6 enrolled during the first or second week of school must receive the school bus safety training competencies by the end of the third week of school. Students in grades kindergarten through grade 3 must receive the training twice each school year. Pre-kindergarten students who participate in district transportation will receive the same training as do kindergarten students. Students enrolled in grades 7 through 10 enrolled during the first or second week of school and have not previously received school bus safety training must receive the training or receive bus safety instructional materials by the end of the sixth week of school. Students enrolled in kindergarten through grade 10 who enroll in a school after the second week of school and are transported by school bus and have not received training in their previous school district shall undergo school bus safety training or receive bus safety instructional materials by the end of the sixth week of school. Upon request of the superintendent of schools, the school transportation safety director in each district must certify to the superintendent that all students transported by school bus within the district have received the school bus safety training according to this section. Upon request of the superintendent of the school district where a nonpublic or charter school is located, the principal or other chief administrator of

each nonpublic or charter school must certify to the school transportation safety director of the district in which the school is located that the school's students transported by school bus at public expense have received training according to this section.

4. The School District will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
5. The District may, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.
6. The School District may also provide student safety education for bicycling and pedestrian safety.
7. The School District's curriculum for student transportation safety training is maintained and available for review in the office of the Transportation Safety Director.
8. Nonpublic or charter school students transported by the School District will receive School Bus Safety training in their nonpublic or charter school. The nonpublic or charter school must certify to the School District's School Transportation Safety Director that all students have received the appropriate training.
9. Students taking driver's training instructional classes must receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus as required by section 169.446, subdivisions 2 and 3.

### **III. PARENT AND GUARDIAN INVOLVEMENT**

#### **A. Parent/Guardian Responsibilities For Transportation Safety.**

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their children.
4. Support safe riding and walking practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

11. Have their children to the bus stop five minutes before the bus arrives.
12. Have their children properly dressed for the weather.
13. Have a plan in case the bus is late.
14. It is recommended that students have something reflective or a flashlight for better visibility.

B. Parent/Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents/guardians are asked to review the rules with their students.

#### IV. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

B. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. The Transportation Supervisor or designee may impose consequences for student bus/bus stop misconduct for charter and non-public school students who ride general education buses at his/her discretion in accordance with this policy. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director and may be reported to local law enforcement.

1. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School Office. Upon completion of the investigation of student misconduct, a copy of the form will be forwarded to the School District Transportation Office.

2. Rules at the Bus Stop.

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will stop, but not wait for late students. Waiting inside the home or garage is not considered the bus stop.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- f. After getting off the bus, move away from the bus.

- g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal you before crossing the street.
- h. No fighting, harassment, intimidation or horseplay.
- i. No use of alcohol, tobacco, e-cigarettes or drugs.

3. Rules on the Bus.

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No use of alcohol, tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.
- k. Do not eat or drink on the school bus on regular school bus routes to and from school. Exceptions may be made for medical reasons.

4. Consequences.

- a. Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents/guardians will be notified of any offenses and/or suspension of bus privileges.

1) Elementary (K-6) per school year.

- 1st offense -- warning
- 2nd offense -- warning or 1-3 school day suspension from riding the bus
- 3rd offense -- 5 school day suspension from riding the bus
- 4th offense -- 10 school day suspension from riding the bus / meeting with parent/guardian
- Further offenses -- individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

2) Secondary (7-12) per school year.

- 1st offense -- warning
- 2nd offense -- 3-5 day suspension from riding the bus
- 3rd offense -- 10 day suspension from riding the bus
- 4th offense -- 20 day suspension from riding the bus/meeting with parent/guardian
- 5th offense -- suspended from riding the bus for the remainder of the school year

3) Other Discipline.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

A school bus driver, after having a conversation with the Transportation Supervisor or designee, shall have the authority to remove a student from the bus for one day for misbehavior on the afternoon take home route that is considered to be causing an immediate and substantial danger to self or surrounding persons or property, provided the driver follows the administrative regulations addressing these suspensions. The driver must make direct contact (telephone or meeting) with the parent/guardian prior to the end of the evening on the day preceding the removal from the bus.

4) Records.

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records may also be maintained in the transportation office.

5) Vandalism/Bus Damage.

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6) Notice.

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

7) Criminal Conduct.

In cases involving criminal conduct the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

## V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

- A. Operating the vehicle in a safe and efficient manner.

1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
  2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
  3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
  4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
  5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
  6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.
  7. Railroad Crossings. All school buses must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.
  8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.
  9. Tobacco Products Prohibited. Smoking or use of tobacco products by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.
- B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.
1. Pre-Trip/Post-Trip Bus Inspection. Drivers are required to perform a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.

2. Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards will be maintained as a hard copy on the vehicle or available through 2-way communication in the dispatch office.
  3. Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.
  4. Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited on all district grounds, including in the fueling area. Smoking in the fueling area will result in serious disciplinary action up to and including termination of employment, regardless of the existence or lack previous disciplinary measures. The engine shall be turned off while fueling. Drivers should never fuel with passengers aboard.
- C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus. (See Section II).
- D. Meeting emergency situations in accordance with operating procedures. (See Sections VIII and VI).
- E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.
1. Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
  2. Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
  3. Relations with the Public. It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.
  4. Student Discipline. Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment.

Drivers have no authority to permanently deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities, except as noted under Section IV. B.4.a.3.

5. Route Problems. Any problems encountered by the driver that require assistance should be brought to the attention of the Transportation Office immediately.
6. Unauthorized Passengers. Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Director of Transportation or his/her designee.
7. Notices. It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports.

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required training programs successfully. (See Section VII).

H. Providing maximum safety for passengers during loading and unloading.

1. Standing Prohibited. Standing is not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
2. Dangerous Articles. No weapons or articles that may be classified as dangerous, may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.
3. Driver must wear the seat belt whenever the bus is in motion. Additional driver duties and responsibilities may be found in the driver handbook.

## VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the School District's Transportation Office.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a

school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only three points, the approved bus stop, shuttle location or at school, except in case of an emergency.
4. The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the Building Principal or other designated individual.
6. Safety evacuation drills for the student-passengers shall be conducted at least twice a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
8. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus unattended.
12. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

13. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cell phone, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cell phone" means a cell, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.
14. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
15. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

B. Use of Signals, Loading or Unloading.

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students, in a speed zone of more than 35 mph and 100 feet in a speed zone of 35 mph or less, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open door, activate red flashing lights and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep eight-light system operating until all students have been loaded or unloaded safely.
5. The driver should avoid loading or unloading students where the view is obstructed to other motorists for 500 feet in either direction.
6. The driver will not permit students to stand or get on or off the bus while it is in motion.
7. The driver will bring the bus to a full stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
8. Buses shall load and unload students only at designated locations.

C. Crossing Highways and Streets.

1. The driver shall be responsible for safely delivering the students who must cross the highway or street by one of the following methods:
  - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
  - b. The student shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus patrol, or
  - c. The driver shall personally conduct the students across the road after following required procedures for disabling the bus.
  - d. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

E. Type III Vehicle Driven by Employees with a Class A-D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;
    - (6) proper use of seat belts and child safety restraints;
    - (7) performance of pretrip vehicle inspections;
    - (8) safe loading and unloading of students, including, but not limited to:
      - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
      - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
      - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and

- (d) placing the type III vehicle in “park” during loading and unloading;  
and
- (9) compliance with paragraph V.E. concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type A or type III vehicle under this section.
- d. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the school bus.
- e. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of or has his or her driver’s license revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
- f. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
- h. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
- i. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible

for maintaining these files for inspection.

- j. A person who operates a type III vehicle and who sustains a conviction as described in Section VI.E.1.g. (i.e., driving while impaired offenses, VI.E.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VI.E.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
3. An operator employed by the school district, whose normal duties do not include operating a type III vehicle, who holds a Class D driver's license without a school bus endorsement, may operate a type III vehicle and is exempt from paragraphs VII.C.1.d. (physical examination) above.

F. Type A-I "Activity" Buses Driven by Employees with Class D Driver's License

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight of 10,000 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
  - 3. A school bus operated under this section must bear a current certificate of inspection.
  - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

## VII. SCHOOL BUS DRIVER TRAINING

### A. Training.

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive in-service training annually. The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the School District.

#### 1. Pre-Trip Inspection

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

- a. The engine compartment -- belts, valves, fluid leaks
- b. Engine start, warning lights, gauges, horn
- c. Fuel level
- d. Brakes -- pedal reserve and air/vacuum gauges
- e. Interior -- seats, floor, lights
- f. Electrical charging system
- g. Emergency door

- 1) smooth latch operation
  - 2) alarm buzzer
  - h. Entrance door operation
  - i. Lift door operation and alarm
  - j. Lift equipment for wheelchairs
  - k. Wheels, service brakes, emergency brake
  - l. Exterior lights -- headlights, brake lights, marker lights, turn signals
  - m. Exhaust system
  - n. Windows, windshield, and inspection sticker
  - o. Eight-light system and stop arm
  - p. Emergency equipment -- first aid kit, body fluids clean-up kit, reflectors, two-way radio
2. Fundamentals and Techniques of School Bus Driving  
 The driver training program must include:
- a. Relevant laws
  - b. Rules of the road and School District safety policies
  - c. Defensive driving
  - d. Driving in inclement weather conditions
    - 1) reduced visibility -- rain, snow, fog
    - 2) wet roads
    - 3) icy roads
  - e. Dealing with pedestrians and students in traffic
  - f. Operation of the manual or automatic transmission
  - g. The use of the drive train for stopping the school bus
  - h. Situations where the hand brake will and will not stop a moving bus
  - i. Steering and turning techniques
  - j. Right and left turn maneuvers
  - k. Gauging the speed of other vehicles on cross streets
  - l. Use of mirrors
  - m. Merging into traffic
  - n. Visual perceptions
  - o. Safe following distances
  - p. Safe passing procedures
  - q. Safe backing procedures
  - r. Use of the eight-light system and School District policy regarding its use
  - s. Loading and unloading procedures
  - t. Knowledge of the danger zone concept
  - u. Policies and Procedures for grade level railroad crossings
  - v. Emergency use of the public address system
  - w. Response to an approaching emergency vehicle while unloading
  - x. Leaving the bus unattended at school sites
3. Special Education Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers and Bus Aides will be familiar with:

- a. Handling of wheelchairs
- b. Operation of lift equipment
- c. What to do in a medical emergency
- d. Proper use of wheelchair securement devices
- e. School District policies on the use of seat belts on designated students
- f. Handicapping conditions
- g. Responsibilities of the bus driver and the bus aide
- h. School District policy in situations where a responsible person is not available to receive a student

4. Emergency Procedures

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident, or passenger injury. Drivers are to receive training in:

- a. Identifying the degree of an emergency before beginning an evacuation
- b. Identifying a safe evacuation unloading area
- c. Preplanning emergency evacuations for both conventional and lift buses
  - 1) front rear, and both door evacuations
  - 2) evacuation of special education students
  - 3) evacuation of physically disabled students and students using wheelchairs
  - 4) placement of students in a safe location
- d. Cooperation in emergency evacuation drills
- e. Mechanical breakdowns
  - 1) stop bus in safe location
  - 2) keep passengers in bus if safe to do so
  - 3) take steps to warn motorists
  - 4) radio or call for assistance
- f. How to secure the school bus and place emergency triangles
- g. Use of the two-way communication system in an emergency
- h. When it is appropriate to evacuate the school bus
- i. How to supervise an emergency evacuation
- j. Emergency evacuation of the disabled
- k. Special considerations when evacuating a lift bus
- l. Lifting techniques for handling disabled students in an emergency situation
- m. Priorities when dealing with injured passengers
- n. How to use the school bus first aid kit
- o. Use and operation of the fire extinguisher
- p. Dealing with other motorists and the police
- q. Use of emergency reflectors and hazard lights
- r. Control of exposure to blood borne pathogens
- s. Use of body fluid clean-up kits

- t. School District policy on medical emergencies
- u. Recognition and handling of epileptic seizures
- v. How to respond if a passenger has a weapon on the bus

5. First Aid

All special education school bus drivers and bus aides must be certified in first aid and CPR and be familiar with the procedures for dealing with obstructed airways, shock, bleeding and seizures.

6. Private or Confidential Student Information

Types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

- a. Creating a positive attitude on the school bus
- b. Oral and visual communications skills between the driver and the passenger
- c. Dealing confidently with a disruptive student
- d. District discipline policy
- e. Developing and enforcing workable rules
- f. Incident report forms
- g. District policy on possession of weapons by a student
- h. District policy on sexual, racial and religious harassment/violence
- i. District policy on smoking

8. Human Relations

- a. Appropriate driver behavior
- b. Sensitivity to a diverse student population
- c. Sensitivity to handicapping conditions
- d. Relations with parents and school staff
- e. Working with a special education bus aide

9. Chemical Abuse

- a. How alcohol and/or drugs can affect driving skills
- b. Drug-testing programs
- c. State and federal requirements

B. Evaluation.

All drivers will be evaluated for the following competencies at least once annually:

- 1. safely operate the type of school bus the driver will be driving
- 2. understand student behavior, including issues relating to students with disabilities
- 3. ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately
- 4. know and understand relevant laws, rules of the road and local school bus safety policies
- 5. handle emergency situations

6. safely load and unload students, and;

## VIII. EMERGENCY PROCEDURES

A. Fire.

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

B. Injuries/Medical Emergencies.

Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

C. Tornado.

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.

D. Evacuation.

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident.

In case of an accident, the driver should immediately assess students for injuries. In the event of serious emergencies or injuries, the driver must first contact the dispatcher in order to initiate a 911 call. After the 911 call, the driver must begin any emergency first aid procedures if necessary. The driver must also notify the School District of any school bus accidents immediately.

Upon providing emergency care and notifying the District, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to accident.
4. Call Transportation/District staff to give list of names and circumstances so they can begin calling parents.
5. Discuss the accident only with police and School District officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by the driver's supervisor.

To the extent possible, before leaving for the day, the driver shall fill out an accident report. All bus accidents with damage exceeding \$1000 will be reported to the Department of Public Safety.

F. Cold Weather Stop.

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons.

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

H. Lights.

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

I. Getting Assistance.

Use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

## IX. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.

- B. All school vehicles shall be inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

**X. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES**

A description of School District funds expended for school bus safety activities from student transportation reserved revenue is kept in the office of the Transportation Safety Director and is available for review. As required by law, these expenditures will be annually reported to the Department of Public Safety.

The School District's expenditures for transportation safety are incorporated by reference into this policy.

**XI. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The School Board has designated an individual to serve as the School District's School Transportation Safety Director. The School Transportation Safety Director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic and charter school children when provided by the District. The School Board authorizes the School Transportation Safety Director to designate each location where a school bus shall not use the stop-signal arm system and flashing red signals while loading or unloading school children. The School Board Policy Committee will annually review this policy and forward it to the School Board for approval. The name, address and telephone number of the School Transportation Safety Director are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

- Legal References:*
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
  - Minn. Stat. § 123B.03 (Background Check)
  - Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
  - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
  - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
  - Minn. Stat. § 123B.90 (School Bus Safety Training)
  - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
  - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
  - Minn. Stat. Ch. 169 (Traffic Regulations)
  - Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)
  - Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
  - Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
  - Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
  - Minn. Stat. § 169.454 (Type III Vehicle Standards)
  - Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
  - Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
  - Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
 Minn. Stat. Ch. 245C (Human Services Background Studies)  
 Minn. Stat. § 609.02 (Definitions)  
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
 49 C.F.R. § 383.5 (Transportation Definitions)

*Cross References:*

Policy 304 (Transportation of Pupils)  
 Policy 430 (Transportation Employee Drug & Alcohol Policy)  
 Policy 505 (Use of Student Records)  
 Policy 515 (Discipline Policy)

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**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 10.3**

**TOPIC: Harassment and Violence Policy #425**

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

**PROCESS:** The School Board Policy Committee has reviewed this policy, and they are presenting it to the School Board with no changes recommended at this time.

**RECOMMENDATION:** First reading of this policy.

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

## **I. PURPOSE**

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

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

## **II. GENERAL STATEMENT OF POLICY**

- A. The policy of Independent School District No. 831 (the "School District") is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating

to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

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

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
  - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
  - a. their parent or parents or the minor's legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the

basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel who are the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

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

G. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- H. Violence; Definition:  
Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The School District encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the School District office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a School District Human Rights Officer or to the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult School District personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the School District human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the School District Human Rights Officers immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the Human Rights Officers. If the report was given verbally, the building report taker shall personally reduce it to written form within 24

hours and forward it to the Human Rights Officers. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The School Board hereby designates the Director of Administration and Human Resources and the Director of Special Education as the School District Human Rights Officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.
- H. The School District shall conspicuously post the name of the Human Rights Officers, including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades or work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The School District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

## **V. INVESTIGATION**

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

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

## **VI. SCHOOL DISTRICT ACTION**

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

## **VII. RETALIATION OR REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable,
- B. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the School District.
- C. A summary of this policy shall appear in the student handbook. This policy shall be referenced in the employee handbook with an indication

that the policy is available online or a printed copy is available upon request.

- D. The School District will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal laws.

*Legal References:* Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

*Cross References:* Policy 535 (Equal Educational Opportunity)  
Policy 412 (Equal Employment Opportunity)  
Policy 432 (Disability Nondiscrimination Policy)  
Policy 406 (Public and Private Personnel Data)  
Policy 522 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 414 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Policy 515 (Student Discipline)  
Policy 505 (Use of Student Records)  
Policy 421 (Student Sex Nondiscrimination)

Policy 540 (Technology Acceptable Use and Safety Policy)  
Policy 419 (Prohibiting Discrimination)  
Policy 541 (Bullying Prohibition)  
Policy 431 (Hazing Prohibition)

Adopted: 02/06/95  
Revised: 11/04/03  
Revised: 07/07/05  
Revised: 03/08/07  
Revised: 05/01/08  
Revised: 04/02/09  
Revised: 06/03/10  
Revised: 06/02/11  
Revised: 05/31/12  
No Changes: 05/02/13  
No Changes: 05/29/14  
Revised: 05/07/15  
Revised: 04/07/16  
Revised: 04/06/17  
No Changes: 03/01/18  
Revised: 02/07/19

INDEPENDENT SCHOOL DISTRICT NO. 831  
HARASSMENT AND VIOLENCE REPORT FORM

Reports can be made anonymously if you don't want to identify yourself. However, it would be helpful if you did provide your name so that we can clarify details for our investigation.

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 831 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

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

Name of person you believe harassed or was violent toward you or another person or group.  
\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group.  
\_\_\_\_\_

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

Where and when did the incident(s) occur? \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

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

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

\_\_\_\_\_  
(Date)



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2019**

**AGENDA ITEM: 10.4**

**TOPIC: New Course Proposal – IT Exploration**

**BACKGROUND:**

Administrators and staff have been discussing ways to create entry points to AP courses in the computer sciences, including AP Computer Science and AP Computer Science Principles, leading to careers in the area of Manufacturing and Information Technology

**PROCESS:**

Through their discussions, the team was made aware of the *IT Exploration* course, sponsored by Minnesota State IT Center of Excellence. This course is made available for free to Minnesota high schools and serves as a hands-on survey and introduction to information technology and the associated skills and competencies within the industry. *IT Exploration* focuses on the development of real world projects that students can use to demonstrate their IT skills and exposes students to careers within the field. The course outline and content overview accompanies this course proposal.

**RECOMMENDATION:** First Reading of Proposed New Course

*\*To be offered in 20-21 pending Board Approval*



## Request for Curriculum Change New Course Proposal

Date: 11/6/2019

Department/Subject: Math, Business, Industrial Tech

Person(s) initiating the request: Jim Caldwell

Department members involved in the development of the course proposal:

Bruce Leventhal, Brian Roy and Molly Bonnett

School(s): Forest Lake Area High School

Grade(s): 9-12

Course Title: IT Exploration

Describe the process that led to this request for a new course:

We have been looking at creating entry points for AP courses in the computer sciences such as AP Computer Science and AP Computer Science Principles leading to careers in the area of Manufacturing and Information Technology. This course will provide that entry point.

## Specific Information to Accompany Request

### Course Outline/Learner Outcomes

Complete a [Course Outline](#) for your proposed course and submit it with your proposal.

### Budget Considerations

Check any of the following that will be needed for your proposed course and indicate the anticipated cost for each:

*Textbooks*

*Digital Curriculum Resources*

Title(s): stemfuse.com/shop/it-exploration

Approximate total cost: Free to US Customers

One-time cost or annual renewal?

*Other Curriculum Materials (consumables, supplies, ancillaries, etc.)*

Materials:

Consumable/non-consumable?

Approximate total cost:

*Technology Devices/Equipment/Hardware*

Devices/equipment needed: Lap Top or Chromebook

Approximate cost: NA

*Staff Development*

Staff Development description: Curriculum writing time to fully develop course:

Approximate cost: 1 teacher x 3 days (30.50 an hour or sub coverage)

## Effects of the New Course Proposal

Provide a brief explanation for any of the following the new course proposal will affect:

Current curriculum:

Programs in other departments/grade levels: none

Credit requirements: none

Prerequisite requirements: none

Staffing: Possible additional part FTE depending on enrollment and who teaches

Space allocation: none

Master schedule: Teachers will be assigned English 11A or B.

District Technology impact: none

Other: This course provides an entry level pre AP experience in the Computer Sciences.

## Signatures

*Signatures indicate agreement with the course proposal.*

Jim Caldwell

Administrative Department Lead

John-Paul Jacobson

Forest Lake Area Middle School Principal

\_\_ Kelly Lafean

Forest Lake Area Community School Principal

Jim Caldwell

High School Principal

\_\_ Diane Giorgi

Director of Teaching and Learning



## Secondary Course Outline

### Forest Lake Area Schools

Course name: [IT Exploration](#)

Grade(s): 9-12

Course description (as found in the registration guide):

The course serves as a hands-on survey and introduction to information technology and the associated skills and competencies within the industry. IT Exploration focuses on the development of real world projects that students can use to demonstrate their IT skills and exposes students to careers within the field.

The extensive IT Exploration materials introduces students to the myriad of IT careers, and the range of computer-based skills and competencies employers are seeking

Graduation standard(s) information: (alignment with Minnesota Academic Standards or national standards)  
All Minnesota 11-12 standards in the following domains will be covered:

[Course Content Standards](#)

Learner outcomes: [IT Exploration Course Standards](#)

Course content: (Write this in outline format.) See Link Above

- **Module 1** - Office Productivity
- **Module 2** - Digital Media
- **Module 3** - Computing Systems & IT Services
- **Module 4** - Networks & the Internet
- **Module 5** - Game Development & Design
- **Module 6** - Programming & Software Development
- **Module 7** - Data Analytics
- **Module 8** - IT Careers & Capstone Project

Required Curriculum Materials: (This section should contain information regarding textbooks, technology integration, films, videos and various resources used in teaching the course. Please note whether items already exist in-district or will need to be purchased. Any additional notes that are useful to teachers should be included.)

Students and teachers will need access to:

- High Speed Internet
- Audi-Enabled Workstations (required for some Activities)
- Access to Google Apps or Microsoft Office
- Access to You Tube

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FOREST LAKE AREA SCHOOLS ISD #831  
 VOUCHER REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/20

FUND - 01 - GENERAL

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
V4048	A101.00	12/06/19	E7280 JAMES H CALDWELL	366	MONTHLY EXPENSES	166.46
V4049	A101.00	12/06/19	E41009 WEILING CHEN	401	WELLNESS PROGRAM	28.00
V4050	A101.00	12/06/19	E6860 WENDY M COOK	366	MONTHLY EXPENSES	179.05
V4050	A101.00	12/06/19	E6860 WENDY M COOK	366	MONTHLY EXPENSES	218.49
	TOTAL VOUCHER					397.54
V4051	A101.00	12/06/19	E41596 CYNTHIA A FIEDLER	401	WELLNESS PROGRAM	50.00
V4052	A101.00	12/06/19	E9389 KATHRYN F GADKE	366	MONTHLY EXPENSES	58.00
V4052	A101.00	12/06/19	E9389 KATHRYN F GADKE	366	MONTHLY EXPENSES	124.94
	TOTAL VOUCHER					182.94
V4053	A101.00	12/06/19	E41351 KAITLYN A HARTMAN	366	MONTHLY EXPENSES	92.86
V4054	A101.00	12/06/19	E41279 ABBY M HAWORTH	401	MONTHLY EXPENSES	200.00
V4055	A101.00	12/06/19	E40571 LINDY L HILTON	366	MONTHLY EXPENSES	43.85
V4056	A101.00	12/06/19	E41522 KELSEY L HYATT	401	WELLNESS PROGRAM	17.50
V4057	A101.00	12/06/19	E1553 JULIANNE M JOHNSON-GREIMA	401	WELLNESS PROGRAM	19.50
V4058	A101.00	12/06/19	E3542 ALEXANDRA L KASLOW-BRIGGS	366	MONTHLY EXPENSES	17.81
V4059	A101.00	12/06/19	E5164 LORIE L KOALSKA	401	WELLNESS PROGRAM	89.00
V4060	A101.00	12/06/19	E7761 HAYLEY E LANG-NIEMAN	366	MONTHLY EXPENSES	110.44
V4061	A101.00	12/06/19	E41593 JENNIFER L MANKOWSKI	366	MONTHLY EXPENSES	129.63
V4062	A101.00	12/06/19	E9356 SAMANTHA D MERRELL	366	MONTHLY EXPENSES	67.98
V4063	A101.00	12/06/19	E7149 MARY BETH OLSON	366	MONTHLY EXPENSES	21.75
V4064	A101.00	12/06/19	E9426 JESSICA L PASCHKE	366	MONTHLY EXPENSES	19.14
V4064	A101.00	12/06/19	E9426 JESSICA L PASCHKE	366	MONTHLY EXPENSES	38.28
	TOTAL VOUCHER					57.42
V4065	A101.00	12/06/19	E6871 GINA L PASCUZZI-RIVARD	401	WELLNESS PROGRAM	81.80
V4066	A101.00	12/06/19	E41702 AMARINS H PETERKOVIC	366	MONTHLY EXPENSES	29.47
V4067	A101.00	12/06/19	E40699 RACHEL A REDEPENNING	366	MONTHLY EXPENSES	99.01
V4068	A101.00	12/06/19	E8132 SUSAN J REDINGER	366	MONTHLY EXPENSES	34.80
V4069	A101.00	12/06/19	E41649 AARON C RICKART	366	MONTHLY EXPENSES	151.96
V4070	A101.00	12/06/19	E5761 CYNTHIA A RIESGRAF	401	WELLNESS PROGRAM	27.50
V4071	A101.00	12/06/19	E8062 POJANAT L SCHREIBER	401	WELLNESS PROGRAM	132.01
TOTAL FUND						2,249.23

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TOTAL REPORT						2,249.23

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529725	A101.00	12/05/19	17433	364	COLLABORATIVE STUDENT TRA	4,858.56
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	TOTAL CHECK					30,315.97
529726	A101.00	12/05/19	15843	305	SCHOOL PROJECT	1,680.50
529727	A101.00	12/05/19	15229	305	ADKINS ASSOCIATION INC	1,775.00
529727	A101.00	12/05/19	15229	305	ADKINS ASSOCIATION INC	3,600.00
	TOTAL CHECK					5,375.00
529728	A101.00	12/05/19	16151	350	ADVANTAGE SIGNS & GRAPHIC	9.25
529728	A101.00	12/05/19	16151	350	ADVANTAGE SIGNS & GRAPHIC	75.60
	TOTAL CHECK					84.85
529729	A101.00	12/05/19	16027	305	AIRFRESH INDUSTRIES INC.	70.00
529729	A101.00	12/05/19	16027	305	AIRFRESH INDUSTRIES INC.	105.00
529729	A101.00	12/05/19	16027	305	AIRFRESH INDUSTRIES INC.	35.00
529729	A101.00	12/05/19	16027	305	AIRFRESH INDUSTRIES INC.	35.00
	TOTAL CHECK					245.00
529730	A101.00	12/05/19	08565	305	AMERICAN RED CROSS	900.00
529731	A101.00	12/05/19	17227	390	AMERICAN SCHOOL FOR THE D	1,450.68
529731	A101.00	12/05/19	17227	392	AMERICAN SCHOOL FOR THE D	16,680.40
	TOTAL CHECK					18,131.08
529732	A101.00	12/05/19	17464	401	APPAREL PROS LLC	212.41
529733	A101.00	12/05/19	16255	401	ARROW MOWER INC.	225.12
529734	A101.00	12/05/19	10389	401	BALLOON SHOP THE	48.60
529735	A101.00	12/05/19	03880	305	BARTHOLD INC	258.21
529735	A101.00	12/05/19	03880	305	BARTHOLD INC	199.32
529735	A101.00	12/05/19	03880	305	BARTHOLD INC	203.85
529735	A101.00	12/05/19	03880	305	BARTHOLD INC	108.72
529735	A101.00	12/05/19	03880	305	BARTHOLD INC	40.77
529735	A101.00	12/05/19	03880	305	BARTHOLD INC	181.20
	TOTAL CHECK					992.07
529736	A101.00	12/05/19	17852	305	BARTLETT NICHOLAS ANTHONY	150.00
529737	A101.00	12/05/19	06428	350	BATTERIES PLUS	392.25
529737	A101.00	12/05/19	06428	401	BATTERIES PLUS	65.70
529737	A101.00	12/05/19	06428	350	BATTERIES PLUS	807.20
	TOTAL CHECK					1,265.15
529738	A101.00	12/05/19	18028	401	BELTRAND BLAKE	200.00
529739	A101.00	12/05/19	15262	401	BLAINE BROTHERS	505.50
529740	A101.00	12/05/19	11320	394	BRIH DESIGN	350.00
529740	A101.00	12/05/19	11320	305	BRIH DESIGN	767.50
	TOTAL CHECK					1,117.50
529741	A101.00	12/05/19	18038	401	CABANA BANNERS	1,120.00

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CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
529742	A101.00	12/05/19	16047 CANON FINANCIAL SERVICES	305	INSTALLATION	34.69
529742	A101.00	12/05/19	16047 CANON FINANCIAL SERVICES	305	FS SERVICE	34.69
		TOTAL CHECK				69.38
529743	A101.00	12/05/19	17846 CATAPULT ME, INC.	401	SC SUPPLY	153.00
529743	A101.00	12/05/19	17846 CATAPULT ME, INC.	401	SC SUPPLY	188.00
529743	A101.00	12/05/19	17846 CATAPULT ME, INC.	401	SC SUPPLYS	192.00
529743	A101.00	12/05/19	17846 CATAPULT ME, INC.	401	SC SUPPLY	750.00
		TOTAL CHECK				1,283.00
529744	A101.00	12/05/19	13933 CENGAGE LEARNING	430	9780736272018 / 073627201	106.00
529744	A101.00	12/05/19	13933 CENGAGE LEARNING	430	ESTIMATED SHIPPING/HANDLI	10.60
		TOTAL CHECK				116.60
529745	A101.00	12/05/19	14979 CINTAS CORPORATION	401	CUSTODIAL SUPPLIES	89.98
529745	A101.00	12/05/19	14979 CINTAS CORPORATION	305	SHIRTS AND PANTS INV#4027	88.43
529745	A101.00	12/05/19	14979 CINTAS CORPORATION	305	CUSTODIAL SUPPLIES	163.63
529745	A101.00	12/05/19	14979 CINTAS CORPORATION	305	SHIRTS AND PANTS INV#4034	295.40
529745	A101.00	12/05/19	14979 CINTAS CORPORATION	305	SHIRTS AND PANTS INV#4035	49.15
		TOTAL CHECK				686.59
529746	A101.00	12/05/19	18041 CLARK CECILIA	305	ADULT INSTRUCTOR	40.00
529747	A101.00	12/05/19	03254 CROYLE THERESA	305	ADULT INSTRUCTOR	236.80
529748	A101.00	12/05/19	04377 CUB FOODS	433	SUPPLIES FOR INDEPENDENT	39.00
529748	A101.00	12/05/19	04377 CUB FOODS	433	SUPPLIES FOR INDEPENDENT	21.52
529748	A101.00	12/05/19	04377 CUB FOODS	433	SUPPLIES FOR INDEPENDENT	20.76
529748	A101.00	12/05/19	04377 CUB FOODS	433	SUPPLIES FOR INDEPENDENT	22.44
529748	A101.00	12/05/19	04377 CUB FOODS	433	SUPPLIES FOR INDEPENDENT	23.97
529748	A101.00	12/05/19	04377 CUB FOODS	433	SUPPLIES FOR INDEPENDENT	32.29
		TOTAL CHECK				159.98
529749	A101.00	12/05/19	00112 DALCO	401	MAINT SUPPLY	808.66
529749	A101.00	12/05/19	00112 DALCO	401	MAINT SUPPLY	5,306.80
529749	A101.00	12/05/19	00112 DALCO	401	MAINT SUPPLY	82.98
529749	A101.00	12/05/19	00112 DALCO	401	MAINT SUPPLY	212.67
529749	A101.00	12/05/19	00112 DALCO	401	MAINT SUPPLY	702.71
529749	A101.00	12/05/19	00112 DALCO	401	MAINT SUPPLY	871.66
529749	A101.00	12/05/19	00112 DALCO	401	MAINT SUPPLY	1,068.20
		TOTAL CHECK				9,053.68
529750	A101.00	12/05/19	14878 DELUXE	401	FS SERVICE	228.49
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	6.70
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	6.70
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	6.70
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	15.15
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	56.36
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	28.78
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	14.39
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	28.78
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	14.39
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	28.78
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	28.78

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529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	16.30
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	9.11
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	3.94
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	35.32
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	4.50
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	15.36
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	10.47
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	25.94
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	5.98
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	8.97
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	2.99
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	8.97
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	8.97
529751	A101.00	12/05/19	06431 DISCOUNT SCHOOL SUPPLY	401	CONFIRMING	8.97
TOTAL CHECK						401.30
529752	A101.00	12/05/19	04835 DISCOVERY EDUCATION INC	430	SCIENCE TB-ELEM & MS	239.76
529752	A101.00	12/05/19	04835 DISCOVERY EDUCATION INC	430	SCIENCE TB-ELEM & MS LEVE	2,437.56
TOTAL CHECK						2,677.32
529753	A101.00	12/05/19	02865 DOMINO'S PIZZA	490	PIZZA AND TIP	84.87
529754	A101.00	12/05/19	17442 DYNAMIC FITNESS & STRENGT	401	ESTIMATED SHIPPING/HANDLI	108.00
529754	A101.00	12/05/19	17442 DYNAMIC FITNESS & STRENGT	401	RESISTANCE BANDS & SLAM B	405.00
529754	A101.00	12/05/19	17442 DYNAMIC FITNESS & STRENGT	401	RESISTANCE BANDS & SLAM B	458.00
TOTAL CHECK						971.00
529755	A101.00	12/05/19	15678 EAST CENTRAL EXTERMINATIN	305	FS SERVICR FOR OCT	315.00
529755	A101.00	12/05/19	15678 EAST CENTRAL EXTERMINATIN	350	POWER SPRAY EXTERIOR	360.00
TOTAL CHECK						675.00
529756	A101.00	12/05/19	00420 ECM PUBLISHERS INC	305	LEGAL SCHOOL BOARD MINUTE	58.80
529757	A101.00	12/05/19	14038 ECOLAB	401	FS SERVICE	1,175.89
529758	A101.00	12/05/19	17388 EMERGENCY OUTFITTERS, INC	305	YOUTH ENRICH- FAST KIDS 1	481.00
529759	A101.00	12/05/19	17549 EQUAL OPPORTUNITY SCHOOLS	305	CONTRACT SERVICES WITH KI	488.78
529760	A101.00	12/05/19	04644 ESTR PUBLICATIONS LTD	433	ESTIMATED SHIPPING/HANDLI	5.00
529760	A101.00	12/05/19	04644 ESTR PUBLICATIONS LTD	433	ESTR-J-REVISED-P, GRAY PR	20.00
TOTAL CHECK						25.00
529761	A101.00	12/05/19	01410 FAIRVIEW LAKES HEALTH SER	305	ATHLETIC TRAINER-FALL SEA	8,000.00
529762	A101.00	12/05/19	17532 FASTSIGNS OF MAPLEWOOD	305	BANNERS WITH WIND SLITS I	1,360.50
529762	A101.00	12/05/19	17532 FASTSIGNS OF MAPLEWOOD	305	BANNERS WITH WIND SLITS I	892.00
TOTAL CHECK						2,252.50
529763	A101.00	12/05/19	15392 FIREFLY COMPUTERS LLC	430	24 LENOVO 100E CHROMEBOOK	4,056.00
529763	A101.00	12/05/19	15392 FIREFLY COMPUTERS LLC	430	24 GOOGLE CHROME EDUCATIO	600.00
529763	A101.00	12/05/19	15392 FIREFLY COMPUTERS LLC	401	CHROME OS MANAGEMENT LICE	750.00
529763	A101.00	12/05/19	15392 FIREFLY COMPUTERS LLC	401	AVER CHARGE E36C+ CHARGIN	1,518.00
529763	A101.00	12/05/19	15392 FIREFLY COMPUTERS LLC	401	LENOVO CHROMEBOOK	14,310.00
529763	A101.00	12/05/19	15392 FIREFLY COMPUTERS LLC	401	GOOGLE CHROME OS MANAGEME	2,250.00
529763	A101.00	12/05/19	15392 FIREFLY COMPUTERS LLC	401	30 LENOVO 110E CHROMEBOOK	5,070.00

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529763	A101.00	12/05/19	15392	FIREFLY COMPUTERS LLC	401	AVER CHARGE E36C+ CHARGIN	759.00
	TOTAL CHECK						29,313.00
529764	A101.00	12/05/19	04050	FLEETPRIDE INC	401	TRANSPORATION SUPPLYS	1,710.85
529765	A101.00	12/05/19	01620	FLINN SCIENTIFIC INC	430	HYDROGEN PEROXIDE 30%	48.60
529765	A101.00	12/05/19	01620	FLINN SCIENTIFIC INC	430	NUTRIENT AGAR	283.64
529765	A101.00	12/05/19	01620	FLINN SCIENTIFIC INC	430	PLASTIC RULERS (10 PACK)	18.36
529765	A101.00	12/05/19	01620	FLINN SCIENTIFIC INC	430	HYDROGEN PEROXIDE 30%	21.75
529765	A101.00	12/05/19	01620	FLINN SCIENTIFIC INC	430	NUTRIENT AGAR	-20.00
	TOTAL CHECK						352.35
529766	A101.00	12/05/19	11696	FOREST LAKE ACE HARDWARE	401	FS SUPPLY	3.67
529766	A101.00	12/05/19	11696	FOREST LAKE ACE HARDWARE	401	FS SUPPLY	15.00
529766	A101.00	12/05/19	11696	FOREST LAKE ACE HARDWARE	401	MAINT SUPPLY	20.56
529766	A101.00	12/05/19	11696	FOREST LAKE ACE HARDWARE	401	MAINT SUPPLY	24.07
529766	A101.00	12/05/19	11696	FOREST LAKE ACE HARDWARE	401	MAINT SUPPLY	30.74
529766	A101.00	12/05/19	11696	FOREST LAKE ACE HARDWARE	401	MAINT SUPPLY	7.73
529766	A101.00	12/05/19	11696	FOREST LAKE ACE HARDWARE	401	ROCKER SWITCH	6.83
	TOTAL CHECK						108.60
529767	A101.00	12/05/19	00158	FOREST LAKE FLORAL	401	HOMECOMING FLOWERS	32.00
529768	A101.00	12/05/19	00162	FOREST LAKE PRINTING	401	ESTIMATED SHIPPING/HANDLI	37.56
529768	A101.00	12/05/19	00162	FOREST LAKE PRINTING	401	LANYARDS FOR STAFF	365.00
529768	A101.00	12/05/19	00162	FOREST LAKE PRINTING	401	SET UP FEE	45.00
529768	A101.00	12/05/19	00162	FOREST LAKE PRINTING	401	ATHLETICS- MEDALS LK & F	393.75
529768	A101.00	12/05/19	00162	FOREST LAKE PRINTING	401	ATHLETICS- MEDALS LK & F	393.75
529768	A101.00	12/05/19	00162	FOREST LAKE PRINTING	401	ATHLETICS-ARTWORK SETUP F	12.50
529768	A101.00	12/05/19	00162	FOREST LAKE PRINTING	401	ATHLETICS-ARTWORK SETUP F	12.50
	TOTAL CHECK						1,260.06
529769	A101.00	12/05/19	17587	FREIGHTLINER OF ST. CLOUD	401	DEDUCTABLE FOR WORK ON BU	1,000.00
529770	A101.00	12/05/19	17828	FRONTIER AG & TURF	401	MAINT SERVICE	31.93
529771	A101.00	12/05/19	15611	GBR INC.	305	JOB 13357 11/7/2019	258.32
529771	A101.00	12/05/19	15611	GBR INC.	305	JOB 133556 11/5/2019	129.16
529771	A101.00	12/05/19	15611	GBR INC.	305	JOB 133559 11/14/19	129.16
	TOTAL CHECK						516.64
529772	A101.00	12/05/19	02905	BSN SPORTS INC	530	CUSTOM WOMENS LACROSSE KI	2,000.00
529772	A101.00	12/05/19	02905	BSN SPORTS INC	530	ESTIMATED SHIPPING/HANDLI	100.00
	TOTAL CHECK						2,100.00
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	401	MAINT SUPPLY	111.75
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	401	MAINT SUPPLY	14.46
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	401	MAINT SUPPLIES	132.18
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	401	MAINT SUPPLY	37.82
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	430	BAND SAW BLADE - BIMETAL	103.04
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	430	SAW BLADES 7 FT X 9 IN.	95.52
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	401	MAINT SUPPLIES	281.53
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	401	MAINT SUPPLIES	213.99
529773	A101.00	12/05/19	00557	GRAINGER INDUSTRIAL SUPPL	430	SAW BLADES 9 FT X 1/2"	104.22
	TOTAL CHECK						1,094.51

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529774	A101.00	12/05/19	18007 GROWERS SUPPLY	430	ESTIMATED SHIPPING/HANDLI	154.00
529774	A101.00	12/05/19	18007 GROWERS SUPPLY	430	ITEM # 102439	389.00
529774	A101.00	12/05/19	18007 GROWERS SUPPLY	430	ITEM # 105796	19.95
			TOTAL CHECK			562.95
529775	A101.00	12/05/19	17671 H. BROOKS AND COMPANY, LL	490	FS SUPPLY	1,069.45
529776	A101.00	12/05/19	01097 HAAS MUSICAL INSTRUMENT R	350	REPAIR OF BOWS	130.00
529776	A101.00	12/05/19	01097 HAAS MUSICAL INSTRUMENT R	350	BARITONE SAX REPAIR	75.00
529776	A101.00	12/05/19	01097 HAAS MUSICAL INSTRUMENT R	350	INVOICE # 220286	37.00
			TOTAL CHECK			242.00
529777	A101.00	12/05/19	18030 HARRINGTON CANDY	R099	FT REFUND	12.00
529778	A101.00	12/05/19	12938 HILLBERG ILIANA G	305	INTERPRETER	400.00
529778	A101.00	12/05/19	12938 HILLBERG ILIANA G	305	INTERPRETER	250.00
			TOTAL CHECK			650.00
529779	A101.00	12/05/19	01045 HILLYARD INC	401	FS SUPPLY	102.04
529780	A101.00	12/05/19	16398 HI-TECH REFRIGERATION INC	350	FS SERVICE	648.81
529780	A101.00	12/05/19	16398 HI-TECH REFRIGERATION INC	305	FS SERVICE	590.04
			TOTAL CHECK			1,238.85
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	409	SHOP CHARGE INV#135365	110.00
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	CLIP INV#879399	143.55
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	CLIP INV#879418	143.55
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	BASE LH INV#879467	32.52
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	THERMOSTATE INV#879663	185.87
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	THERMOSTAT INV#879679	166.48
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	409	MICROPHONER INV#879686	72.00
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	409	RELAY INV#879717	43.86
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	BACK SEAT INV#879828	518.19
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	BACK SEAT INV#879900	518.19
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	ACTUATOR INV#879943	346.28
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	LAMP SEAL INV#880002	751.38
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	TOW STRAP INV#880003	350.16
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	409	PUMP INV#880022	862.08
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	BELT INV# 880025	175.25
529781	A101.00	12/05/19	00213 HOGLUND BUS CO INC	401	SEAT PATCH INV#880322	70.35
			TOTAL CHECK			4,489.71
529782	A101.00	12/05/19	12510 INDUSTRIAL WASTE SERVICES	401	OIL FILTERS RECYCLE INV#2	132.23
529783	A101.00	12/05/19	01865 INSTITUTE FOR ENVIRONMENT	305	LW-TANK REMOVAL	410.00
529784	A101.00	12/05/19	00353 J.W. PEPPER & SON INC	430	MUSIC	291.99
529785	A101.00	12/05/19	01751 JAYTECH, INC.	401	MAINT SUPPLY	104.80
529786	A101.00	12/05/19	03578 JIMMY JOHN'S	490	LUNCH FOR MTG	79.82
529787	A101.00	12/05/19	06881 JIMMY'S JOHNNYS INC	305	INV# 157376 RENTAL AT FLA	77.14
529787	A101.00	12/05/19	06881 JIMMY'S JOHNNYS INC	305	INV# 157377 RENTAL AT FLH	388.93
529787	A101.00	12/05/19	06881 JIMMY'S JOHNNYS INC	305	INV# 157379 RENTAL AT CLC	38.57
529787	A101.00	12/05/19	06881 JIMMY'S JOHNNYS INC	305	INV# 157379 RENTAL AT CLC	38.57

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TOTAL CHECK						543.21
529788	A101.00	12/05/19	01965 DON JOHNSTON INC	406	CO-WRITER SOFTWARE FOR SP	729.00
529789	A101.00	12/05/19	10112 JR WRESTLING	401	4" MAT TAPE IN 84' ROLL-	360.00
529789	A101.00	12/05/19	10112 JR WRESTLING	401	4" MAT TAPE IN 84' ROLL-	180.00
TOTAL CHECK						540.00
529790	A101.00	12/05/19	08954 KATH FUEL OIL SERVICE CO	401	WINDSHIELD WASH SOLVENT I	130.00
529791	A101.00	12/05/19	00633 KENNEDY & GRAVEN CHARTERE	305	LEGAL SERVICES	157.50
529791	A101.00	12/05/19	00633 KENNEDY & GRAVEN CHARTERE	305	LEGAL SERVICES	517.50
529791	A101.00	12/05/19	00633 KENNEDY & GRAVEN CHARTERE	305	TELAPHONE CONFERENCE	90.00
TOTAL CHECK						765.00
529792	A101.00	12/05/19	17583 KENNEDY SCALES, INC	350	CALIBRATION AND MAINTENAN	276.75
529793	A101.00	12/05/19	15682 KID CREATE STUDIO	305	YOUTH ENRICH- OOEY GOOEY	950.00
529793	A101.00	12/05/19	15682 KID CREATE STUDIO	305	YOUTH ENRICH- OOEY GOOEY	500.00
529793	A101.00	12/05/19	15682 KID CREATE STUDIO	305	YOUTH ENRICH- OOEY GOOEY	750.00
529793	A101.00	12/05/19	15682 KID CREATE STUDIO	305	YOUTH ENRICH- OOEY GOOEY	350.00
TOTAL CHECK						2,550.00
529794	A101.00	12/05/19	02006 DLR GROUP KKE	520	FL COMM THRU 10/31/19	6,239.00
529795	A101.00	12/05/19	08327 KRAUS-ANDERSON CONSTRUCTI	305	LINWOOD PROJECT	16,220.20
529795	A101.00	12/05/19	08327 KRAUS-ANDERSON CONSTRUCTI	305	WYOMING PROJECT	34,657.19
TOTAL CHECK						50,877.39
529796	A101.00	12/05/19	01651 LAKES CENTER FOR YOUTH &	305	MENTAL HEATH GRANT	2,640.00
529797	A101.00	12/05/19	05167 LANGUAGE LINE SERVICE	305	A&I INTERPRETING SERVICES	169.10
529797	A101.00	12/05/19	05167 LANGUAGE LINE SERVICE	394	SPED INTERPRETING SERVICE	9.41
529797	A101.00	12/05/19	05167 LANGUAGE LINE SERVICE	394	SPED INTERPRETING SERVICE	7.35
529797	A101.00	12/05/19	05167 LANGUAGE LINE SERVICE	394	SPED INTERPRETING SERVICE	26.50
TOTAL CHECK						212.36
529798	A101.00	12/05/19	17032 LEARNING WITHOUT TEARS	460	ESTIMATED SHIPPING/HANDLI	6.50
529798	A101.00	12/05/19	17032 LEARNING WITHOUT TEARS	460	LN-18 LTRS & NMBRS FOR ME	50.00
529798	A101.00	12/05/19	17032 LEARNING WITHOUT TEARS	433	ESTIMATED SHIPPING/HANDLI	16.15
529798	A101.00	12/05/19	17032 LEARNING WITHOUT TEARS	433	MY FIRST SCHOOL BOOK (PRE	100.00
529798	A101.00	12/05/19	17032 LEARNING WITHOUT TEARS	433	SHOW ME MAGNETIC PIECES F	28.95
529798	A101.00	12/05/19	17032 LEARNING WITHOUT TEARS	433	WOOD PIECES SET FOR CAPIT	32.50
TOTAL CHECK						234.10
529799	A101.00	12/05/19	03552 LINE UP THE	530	JAZZ COSTUMES FOR DANCE T	1,983.60
529800	A101.00	12/05/19	14120 LOFFLER COMPANIES INC	305	FS SERVICE	463.38
529800	A101.00	12/05/19	14120 LOFFLER COMPANIES INC	305	FS SERVICE	75.32
TOTAL CHECK						538.70
529801	A101.00	12/05/19	18008 LONG JACKIE	364	MONTHLY EXPENSES	2,250.40
529802	A101.00	12/05/19	01009 WILLIAM V. MACGILL & CO.	401	CONFIRMING	460.00
529802	A101.00	12/05/19	01009 WILLIAM V. MACGILL & CO.	401	CONFIRMING ORDER	205.00
TOTAL CHECK						665.00

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529803	A101.00	12/05/19	09494	MAD SCIENCE OF MINNESOTA	305	CONFIRMING ORDER	150.00
529803	A101.00	12/05/19	09494	MAD SCIENCE OF MINNESOTA	305	YOUTH ENRICH- SCIENCE @ W	1,020.00
529803	A101.00	12/05/19	09494	MAD SCIENCE OF MINNESOTA	305	YOUTH ENRICH- SCIENCE @ W	780.00
	TOTAL CHECK						1,950.00
529804	A101.00	12/05/19	15121	MANSFIELD OIL COMPANY OF	440	UL2DB5 ECOCLEAN INV#60590	17,543.45
529804	A101.00	12/05/19	15121	MANSFIELD OIL COMPANY OF	440	COLDPRO ADDITIVE INV#6452	12,274.25
529804	A101.00	12/05/19	15121	MANSFIELD OIL COMPANY OF	440	COLDPRO INV#645257	5,938.71
529804	A101.00	12/05/19	15121	MANSFIELD OIL COMPANY OF	440	COLDPRO INV#657932	12,384.34
529804	A101.00	12/05/19	15121	MANSFIELD OIL COMPANY OF	440	COLDPRO INV#657934	6,206.29
	TOTAL CHECK						54,347.04
529805	A101.00	12/05/19	16376	MCDOWALL COMPANY	520	HVAK WORK	3,197.00
529806	A101.00	12/05/19	01853	MN COMMUNITY EDUCATION AS	366	CONFIRMING	369.00
529806	A101.00	12/05/19	01853	MN COMMUNITY EDUCATION AS	366	CONFIRMING	258.00
	TOTAL CHECK						627.00
529807	A101.00	12/05/19	01604	MENARDS INC	401	MAINT SUPPLY	13.55
529807	A101.00	12/05/19	01604	MENARDS INC	401	MAINT SUPPLY	80.36
529807	A101.00	12/05/19	01604	MENARDS INC	401	CREDIT	-38.90
529807	A101.00	12/05/19	01604	MENARDS INC	401	MAINT SUPPLY	21.35
529807	A101.00	12/05/19	01604	MENARDS INC	401	MAINT SUPPLIES	7.53
529807	A101.00	12/05/19	01604	MENARDS INC	401	MAINT SUPPLIES	27.03
529807	A101.00	12/05/19	01604	MENARDS INC	401	MAINT SUPPLIES	6.99
529807	A101.00	12/05/19	01604	MENARDS INC	409	ESTIMATED SHIPPING/HANDLI	89.00
529807	A101.00	12/05/19	01604	MENARDS INC	409	HARDBOARD	91.68
529807	A101.00	12/05/19	01604	MENARDS INC	409	PLYWOOD	671.76
529807	A101.00	12/05/19	01604	MENARDS INC	401	MAINT SUPPLY	11.47
529807	A101.00	12/05/19	01604	MENARDS INC	401	WEATHER CORD MAGNET INV#2	96.80
529807	A101.00	12/05/19	01604	MENARDS INC	401	FS SUPPLY	14.28
529807	A101.00	12/05/19	01604	MENARDS INC	401	MAINT SUPPLY	69.43
529807	A101.00	12/05/19	01604	MENARDS INC	430	RECPT 11/12/19	65.21
529807	A101.00	12/05/19	01604	MENARDS INC	430	TIN ELBOWS, BRUSHES, AND	42.29
529807	A101.00	12/05/19	01604	MENARDS INC	401	FS SUPPLY	35.96
	TOTAL CHECK						1,305.79
529808	A101.00	12/05/19	00799	MERZER SHEILA M.A.	394	INVOICE #21952	375.00
529809	A101.00	12/05/19	13336	MIDWEST BUS PARTS INC	409	MOTOR PLUG INV#130322	1,380.00
529809	A101.00	12/05/19	13336	MIDWEST BUS PARTS INC	401	DEFROSTER INV#130509	677.82
	TOTAL CHECK						2,057.82
529810	A101.00	12/05/19	04054	MJS SECURITY INC	305	SERVICES	1,125.00
529811	A101.00	12/05/19	12465	MK MECHANICAL INC	350	MAINT SERVICE	308.00
529811	A101.00	12/05/19	12465	MK MECHANICAL INC	350	MAINT SERVICE	1,112.00
529811	A101.00	12/05/19	12465	MK MECHANICAL INC	350	SERVICE CALL	370.00
529811	A101.00	12/05/19	12465	MK MECHANICAL INC	350	SERVICE AND LABOR	1,528.00
	TOTAL CHECK						3,318.00
529812	A101.00	12/05/19	00305	MN HISTORICAL SOCIETY	369	ENTRY TO SNAKE RIVER FUR	558.00
529813	A101.00	12/05/19	13143	MINNESOTA STATE COLLEGES	366	REGISTRATION FOR	110.00
529813	A101.00	12/05/19	13143	MINNESOTA STATE COLLEGES	366	REGISTRATION FOR:	110.00

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529813	A101.00	12/05/19	13143 MINNESOTA STATE COLLEGES	366	REGISTRATION FOR:	110.00
529813	A101.00	12/05/19	13143 MINNESOTA STATE COLLEGES	366	REGISTRATION FOR:	110.00
529813	A101.00	12/05/19	13143 MINNESOTA STATE COLLEGES	366	REGISTRATION FOR:	110.00
529813	A101.00	12/05/19	13143 MINNESOTA STATE COLLEGES	366	REGISTRATION FOR:	110.00
529813	A101.00	12/05/19	13143 MINNESOTA STATE COLLEGES	366	REGISTRATION FOR:	110.00
529813	A101.00	12/05/19	13143 MINNESOTA STATE COLLEGES	366	REGISTRATION FOR:	140.00
	TOTAL CHECK					910.00
529814	A101.00	12/05/19	11097 MOBILE RADIO ENGINEERING	401	CONSOLE REMOTE DESK MIC I	528.00
529815	A101.00	12/05/19	00309 MINNESOTA STATE HIGH SCHO	401	ANNUAL RULES BOOKS	214.00
529815	A101.00	12/05/19	00309 MINNESOTA STATE HIGH SCHO	401	ESTIMATED SHIPPING/HANDLI	35.00
	TOTAL CHECK					249.00
529816	A101.00	12/05/19	13132 MUSIC THEATRE INTERNATION	401	SHOWKIT AND RIGHTS TO WIL	713.80
529817	A101.00	12/05/19	05182 MUNICIPAL COMMERCIAL SEWE	350	MAINT SERVICE	990.00
529818	A101.00	12/05/19	13665 MURPHY CONSTRUCTION SERVI	350	TRANSP-DR RM CASEWRK	2,388.00
529818	A101.00	12/05/19	13665 MURPHY CONSTRUCTION SERVI	350	TRANSP-LUNCH TABLE B	1,117.00
529818	A101.00	12/05/19	13665 MURPHY CONSTRUCTION SERVI	520	SW-BULLETIN B INSTALL	9,930.00
529818	A101.00	12/05/19	13665 MURPHY CONSTRUCTION SERVI	530	SW-REC DESK	7,840.00
529818	A101.00	12/05/19	13665 MURPHY CONSTRUCTION SERVI	530	SW-TECH RM CASEWORK	460.00
	TOTAL CHECK					21,735.00
529819	A101.00	12/05/19	01530 MUSIC CONNECTION INC	430	SNARE HEADS	69.00
529820	A101.00	12/05/19	02019 NAPA AUTO PARTS	530	ATHLETICS BASEBALL- COM.	80.38
529820	A101.00	12/05/19	02019 NAPA AUTO PARTS	430	RECPT 941839	52.21
529820	A101.00	12/05/19	02019 NAPA AUTO PARTS	430	RECPT 942075	14.98
529820	A101.00	12/05/19	02019 NAPA AUTO PARTS	430	RECPT 942081	24.88
529820	A101.00	12/05/19	02019 NAPA AUTO PARTS	430	RECPT 943057	32.47
529820	A101.00	12/05/19	02019 NAPA AUTO PARTS	430	RECPT 943291	7.49
529820	A101.00	12/05/19	02019 NAPA AUTO PARTS	401	BRAKE ,OIL FILTER INV#943	141.90
529820	A101.00	12/05/19	02019 NAPA AUTO PARTS	409	FUSE INV#944218	2.90
	TOTAL CHECK					357.21
529821	A101.00	12/05/19	00617 PEARSON CLINICAL ASSESME	433	ESTIMATED SHIPPING/HANDLI	10.00
529821	A101.00	12/05/19	00617 PEARSON CLINICAL ASSESME	433	ITEM #30810	44.00
	TOTAL CHECK					54.00
529822	A101.00	12/05/19	06570 NAC MECHANICAL & ELECTRIC	350	MAINT-SUPPLY/SERVICE	368.41
529822	A101.00	12/05/19	06570 NAC MECHANICAL & ELECTRIC	350	MAINT-SUPPLY/SERVICE	1,080.82
529822	A101.00	12/05/19	06570 NAC MECHANICAL & ELECTRIC	350	SW AIR QUALITY	6,821.10
	TOTAL CHECK					8,270.33
529823	A101.00	12/05/19	05827 NORTHERN FOREST PRODUCTS	409	1/2" BALTIC BIRCH	64.50
529824	A101.00	12/05/19	14134 NORTHERN TOOL AND EQUIPME	401	MAINT SUPPLIES	24.99
529824	A101.00	12/05/19	14134 NORTHERN TOOL AND EQUIPME	401	MAINT SUPPLY	145.98
	TOTAL CHECK					170.97
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	SC SUPPLYS	213.02
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	BLACK FELT TIP PENS	29.40
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	BLUE FELT TIP PENS	29.40
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	CLOROX WIPES	9.78

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529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	DOUBLE SIDED TAPE	9.26
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	DRY ERASE MARKERS	101.49
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	GREEN FELT TIP PENS	29.40
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	HANGING FILE FOLDERS	25.40
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	JUMBO PAPER CLIPS	5.46
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	KLEENEX	9.56
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	MULTI-COLORED HIGHLIGHTER	18.51
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	PACKING TAPE	16.97
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	PAINTERS TAPE	.89
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	POST - ITS	8.75
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	PURPLE FELT TIP PENS	29.40
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	PUSHPINS	2.80
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	RED FELT TIP PENS	29.40
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	STAPLER	23.00
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	TAPE	16.60
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	TAPE DISPENSER	7.30
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	WHITE OUT CORRECTION TAPE	19.94
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	YELLOW HIGHLIGHTER	4.92
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	GLUE STICKS	21.56
529825	A101.00	12/05/19	05036 OFFICE DEPOT	401	PAINTERS TAPE	1.47
TOTAL CHECK						663.68
529826	A101.00	12/05/19	00346 OLSON'S SEWER SERVICE INC	350	MAINT SERVICE	225.00
529827	A101.00	12/05/19	01681 PSYCHOLOGICAL ASSESSMENT	401	10497-IC RADS-2 IADMIN	1,560.00
529827	A101.00	12/05/19	01681 PSYCHOLOGICAL ASSESSMENT	401	10498-IS RADS-2 SCORE RPT	1,040.00
TOTAL CHECK						2,600.00
529828	A101.00	12/05/19	13536 PETERSON COMPANIES INC	350	MAINT SERVICE	525.00
529828	A101.00	12/05/19	13536 PETERSON COMPANIES INC	305	MAINT SERVICE	600.00
TOTAL CHECK						1,125.00
529829	A101.00	12/05/19	17760 PLAY TO YOUR STRENGTHS	430	STAFF WORKSHOP BUNDLE	2,900.00
529830	A101.00	12/05/19	14960 PLUNKETT'S PEST CONTROL	305	PEST CONTROL	57.37
529831	A101.00	12/05/19	16002 PRC SOLAR LLC	330	SOLAR GARDEN	12,608.65
529832	A101.00	12/05/19	01322 PRO-ED	433	ESTIMATED SHIPPING/HANDLI	39.40
529832	A101.00	12/05/19	01322 PRO-ED	433	ITEM #14635	394.00
TOTAL CHECK						433.40
529833	A101.00	12/05/19	13628 PROFESSIONAL TURF & RENOV	350	FIELD MAITAENCE	6,200.00
529833	A101.00	12/05/19	13628 PROFESSIONAL TURF & RENOV	350	FIELD MAITENACE	7,400.00
TOTAL CHECK						13,600.00
529834	A101.00	12/05/19	15921 PROMAXIMA MFG LTD	401	ESTIMATED SHIPPING/HANDLI	275.00
529834	A101.00	12/05/19	15921 PROMAXIMA MFG LTD	401	RANGER BENCHES FOR WEIGHT	1,843.00
TOTAL CHECK						2,118.00
529835	A101.00	12/05/19	01744 R&R SPECIALTIES INC	401	SC SUPPLYS	87.50
529835	A101.00	12/05/19	01744 R&R SPECIALTIES INC	401	SC SERVICES	173.43
TOTAL CHECK						260.93
529836	A101.00	12/05/19	02715 RAPID PRESS	401	RETURN OF SCRIPTS FROM FA	45.24

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529837	A101.00	12/05/19	10740 REBYL SPORTS	401	T-SHIRTS FOR SADD	408.75
529838	A101.00	12/05/19	01085 REHBEIN TRANSIT CO INC	365	TRANSPORTATION FOR 3/4 SP	410.00
529838	A101.00	12/05/19	01085 REHBEIN TRANSIT CO INC	360	6GRADE FIELD TRIP	503.27
529838	A101.00	12/05/19	01085 REHBEIN TRANSIT CO INC	365	TRANSPORTATION 6TH GRADE	394.38
529838	A101.00	12/05/19	01085 REHBEIN TRANSIT CO INC	360	INV #28691 10/8/19	563.26
529838	A101.00	12/05/19	01085 REHBEIN TRANSIT CO INC	360	FIELD TRIP BUS FOR 4TH GR	315.25
529838	A101.00	12/05/19	01085 REHBEIN TRANSIT CO INC	360	BUS FOR 5TH GRADE FIELD T	315.25
			TOTAL CHECK			2,501.41
529839	A101.00	12/05/19	11127 RIECHMANN PEDERSON DESIGN	305	NOVEMBER 2019 RETAINER \$3	3,378.00
529840	A101.00	12/05/19	18023 RIVERSIDE INSIGHTS	433	ESTIMATED SHIPPING/HANDLI	84.95
529840	A101.00	12/05/19	18023 RIVERSIDE INSIGHTS	433	ITEM #1622313 WJIV COMBO	538.83
529840	A101.00	12/05/19	18023 RIVERSIDE INSIGHTS	433	ITEM #1622314 WJIV COMBO	179.61
529840	A101.00	12/05/19	18023 RIVERSIDE INSIGHTS	433	ITEM #1641774 WJIV TEST R	131.09
			TOTAL CHECK			934.48
529841	A101.00	12/05/19	15604 ROYAL TIRE INC	401	BD DRRA CAP ONLY INV#301-	341.44
529841	A101.00	12/05/19	15604 ROYAL TIRE INC	401	ACC HP H10 5HH BLK INV#30	510.00
529841	A101.00	12/05/19	15604 ROYAL TIRE INC	401	FS FS560 + LRH INV#401-62	1,374.64
			TOTAL CHECK			2,226.08
529842	A101.00	12/05/19	03155 FLAGSHIP RECREATION LLC	401	MAINT SUPPLIES	74.61
529843	A101.00	12/05/19	00403 SCAN AIR FILTER INC	401	MAINT SUPPLIES	91.39
529844	A101.00	12/05/19	00486 SCHOOL SPECIALTY INC	430	HANGING FILE FOLDERS	72.12
529844	A101.00	12/05/19	00486 SCHOOL SPECIALTY INC	430	1 1/2" 3 RING BINDER	23.34
529844	A101.00	12/05/19	00486 SCHOOL SPECIALTY INC	430	HANGING FILE DRAWER	17.74
			TOTAL CHECK			113.20
529845	A101.00	12/05/19	00224 SFM MUTUAL INSURANCE COMP	270	WORK COMP INS	21,779.00
529846	A101.00	12/05/19	06989 SHERWIN-WILLIAMS COMPANY	401	MAINT SUPPLY	52.30
529846	A101.00	12/05/19	06989 SHERWIN-WILLIAMS COMPANY	401	MAINT SUPPLY	4.13
529846	A101.00	12/05/19	06989 SHERWIN-WILLIAMS COMPANY	401	MAINT SUPPLY	105.43
			TOTAL CHECK			161.86
529847	A101.00	12/05/19	01148 SHIFFLER EQUIPMENT SALES	401	MAINT SUPPLY	29.25
529848	A101.00	12/05/19	14092 SHRED RIGHT	401	FUEL CHARGE	1.00
529848	A101.00	12/05/19	14092 SHRED RIGHT	401	SHRED SERVICES	25.00
529848	A101.00	12/05/19	14092 SHRED RIGHT	401	SHREDDING	26.00
			TOTAL CHECK			52.00
529849	A101.00	12/05/19	14990 SOULE MICHAEL E	305	G-FORCE FALL SESSION	2,205.00
529850	A101.00	12/05/19	13656 SANTANDER LEASING LLC	370	LEASE	16,376.51
529850	A101.00	12/05/19	13656 SANTANDER LEASING LLC	370	LEASE	12,316.00
			TOTAL CHECK			28,692.51
529851	A101.00	12/05/19	16365 SPECIALTY SOLUTIONS LLC	401	MAINT SUPPLY	3,851.40
529852	A101.00	12/05/19	03838 SUNBELT STAFFING LLC	376	INVOICE #10903488	1,672.50
529852	A101.00	12/05/19	03838 SUNBELT STAFFING LLC	394	INVOICE #10937947	1,926.00

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529852	A101.00	12/05/19	03838 SUNBELT STAFFING LLC	394	INVOICE #1090433	580.00
529852	A101.00	12/05/19	03838 SUNBELT STAFFING LLC	394	INVOICE #10920773	1,444.50
529852	A101.00	12/05/19	03838 SUNBELT STAFFING LLC	376	INVOICE #10920803	1,338.00
529852	A101.00	12/05/19	03838 SUNBELT STAFFING LLC	394	INVOICE #1090433	580.00
529852	A101.00	12/05/19	03838 SUNBELT STAFFING LLC	376	INVOICE #10937918	1,672.50
529852	A101.00	12/05/19	03838 SUNBELT STAFFING LLC	394	INVOICE #10903780	1,926.00
	TOTAL CHECK					11,139.50
529853	A101.00	12/05/19	17447 TANK GIRL/AMANDA BUDE	305	CONFIRMING ORDER	94.75
529854	A101.00	12/05/19	03410 TEACHER SYNERGY INC	430	EARTH QUACK STEM CHALLENG	8.85
529854	A101.00	12/05/19	03410 TEACHER SYNERGY INC	430	STEM CHALLENGE BUBBLE WAN	14.97
529854	A101.00	12/05/19	03410 TEACHER SYNERGY INC	430	STEM FOOTBALL CHALLENGE	14.97
	TOTAL CHECK					38.79
529855	A101.00	12/05/19	15448 TERMINAL SUPPLY, INC	401	WIRE SNAPPER INV#84009-00	48.60
529856	A101.00	12/05/19	07008 TESSMAN COMPANY THE	430	PTX WIGGLE WIRE 6' STAINL	58.80
529857	A101.00	12/05/19	02245 TIRE WAREHOUSE	350	MAINT SERVICE	32.45
529857	A101.00	12/05/19	02245 TIRE WAREHOUSE	330	MAINT SUPPLY	31.50
	TOTAL CHECK					63.95
529858	A101.00	12/05/19	03058 TRUGREEN CHEMLAWN	350	MAINT SERVICE	300.00
529859	A101.00	12/05/19	15683 TWIN CITY TRANSPORTATION	305	INVOICE #634134	798.28
529859	A101.00	12/05/19	15683 TWIN CITY TRANSPORTATION	364	INVOICE #634134	25,667.77
529859	A101.00	12/05/19	15683 TWIN CITY TRANSPORTATION	364	INVOICE #634134	80,296.40
	TOTAL CHECK					106,762.45
529860	A101.00	12/05/19	04501 REGENTS OF THE UNIVERSITY	820	INVITATIONAL DUES	150.00
529861	A101.00	12/05/19	00668 UPPER LAKES FOODS INC	490	FS SUPPLY	101,458.51
529862	A101.00	12/05/19	16372 WACHHOLZ DENNIS	350	YAMAHA (P22SW) PIANO TUNI	95.00
529863	A101.00	12/05/19	07864 WEISS GREGORY	305	FLPD SECURITY	135.00
529864	A101.00	12/05/19	02235 WINNICK SUPPLY INC	401	FS SUPPLY	56.49
529864	A101.00	12/05/19	02235 WINNICK SUPPLY INC	430	24 GAUGE COLD ROLLED SHEE	99.12
	TOTAL CHECK					155.61
529865	A101.00	12/05/19	18011 WORTHINGTON DIRECT HOLDIN	430	CASCADE MOB TOTE+S/H	1,654.27
529866	A101.00	12/05/19	00495 WESTERN PSYCHOLOGICAL SER	433	ESTIMATED SHIPPING/HANDLI	18.00
529866	A101.00	12/05/19	00495 WESTERN PSYCHOLOGICAL SER	433	W-605B PROTOCOL BOOKLET M	60.00
529866	A101.00	12/05/19	00495 WESTERN PSYCHOLOGICAL SER	433	W-605C PROTOCOL BOOKLET M	60.00
529866	A101.00	12/05/19	00495 WESTERN PSYCHOLOGICAL SER	433	W-605D PROTOCOL BOOKLET M	60.00
	TOTAL CHECK					198.00
529867	A101.00	12/05/19	00337 XCEL ENERGY	330	SOLAR GARDEN	4,580.48
529868	A101.00	12/05/19	13198 FAIRCHILD EQUIPMENT	401	36 VOLT BATTERY	5,879.28
529869	A101.00	12/05/19	00655 ZOOMERANG	401	SURVEY MONKEY	384.00

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TOTAL FUND						649,120.68
TOTAL REPORT						649,120.68

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529694	A101.00	11/26/19	17976 AQUINO ANNA	314	REF-DEBATE-AQUINO	60.00
529694	A101.00	11/26/19	17976 AQUINO ANNA	314	REF-DEBATE-AQUINO	60.00
529694	A101.00	11/26/19	17976 AQUINO ANNA	314	REF-DEBATE-AQUINO	60.00
		TOTAL CHECK				180.00
529695	A101.00	11/26/19	12071 AUL SPECIAL PAY TRUST	191	SEV-HAGEMAN-10/25/19	12,756.12
529695	A101.00	11/26/19	12071 AUL SPECIAL PAY TRUST	191	SEV-POOCH-9/3/19	22,258.63
		TOTAL CHECK				35,014.75
529696	A101.00	11/26/19	17588 BAILEY NICHOLE	314	EW-G HCKY-BAILEY	50.00
529696	A101.00	11/26/19	17588 BAILEY NICHOLE	314	EW-G HCKY-BAILEY	50.00
		TOTAL CHECK				100.00
529697	A101.00	11/26/19	17631 BALZER NATHAN	314	REF-G BBALL-BALZER	116.00
529698	A101.00	11/26/19	07725 COON RAPIDS HIGH SCHOOL	369	N SKI-1/11-C RAPIDS	200.00
529699	A101.00	11/26/19	17264 COWAN MICHAEL	314	REF-G HCKY-COWAN	163.00
529700	A101.00	11/26/19	04922 MN DEPT OF LABOR AND INDU	305	SC-BOILER	10.00
529701	A101.00	11/26/19	04922 MN DEPT OF LABOR AND INDU	305	LW-BOILER	10.00
529702	A101.00	11/26/19	13903 FENNE WHITNEY	314	REF-G BBALL-FENNE	61.00
529703	A101.00	11/26/19	17538 FLEISCHHACKER CHAD	314	REF-DEBATE-FLEISCHHAC	60.00
529703	A101.00	11/26/19	17538 FLEISCHHACKER CHAD	314	REF-DEBATE-FLEISCHHAC	60.00
		TOTAL CHECK				120.00
529704	A101.00	11/26/19	11402 GLYNN TOM	314	REF-G BBALL-GLYNN	116.00
529705	A101.00	11/26/19	03578 JIMMY JOHN'S	401	INDIAN ED-11/12/19	49.83
529706	A101.00	11/26/19	18043 KAEHLER MATT	314	REF-G HCKY-KAEHLER MA	163.00
529707	A101.00	11/26/19	05667 KAEHLER MICHAEL	314	REF-G HCKY-KAEHLER MI	90.00
529708	A101.00	11/26/19	02378 KRENTZ GREG	291	USL-11/1-12/1/2019	635.59
529709	A101.00	11/26/19	02709 MATZDORF LARRY	291	USL-4/16-11/25/2019	760.00
529710	A101.00	11/26/19	17539 MENSINK TODD	314	REF-DEBATE-MENSINK	60.00
529710	A101.00	11/26/19	17539 MENSINK TODD	314	REF-DEBATE-MENSINK	60.00
529710	A101.00	11/26/19	17539 MENSINK TODD	314	REF-DEBATE-MENSINK	60.00
		TOTAL CHECK				180.00
529711	A101.00	11/26/19	17518 METZGER CARISSA	314	REF-DEBATE-METZGER	60.00
529712	A101.00	11/26/19	02122 MN MUSIC EDUCATORS ASSOC	366	MMEA CONF-ZUMWALDE	140.00
529713	A101.00	11/26/19	18047 NGUYEN AITHANH	314	REF-DEBATE-NGUYEN	60.00
529714	A101.00	11/26/19	18016 O'BRIEN ERIN	314	REF-DEBATE-O'BRIEN	60.00
529715	A101.00	11/26/19	18046 PARENTEAU BAILEY	314	REF-DEBATE-PARENTEAU	60.00

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529716	A101.00	11/26/19	18034 SCHMIDT CHAD	314	EW-G HCKY-SCHMIDT C	35.00
529716	A101.00	11/26/19	18034 SCHMIDT CHAD	314	EW-G HCKY-SCHMIDT C	35.00
	TOTAL CHECK					70.00
529717	A101.00	11/26/19	07461 SCHUMER PAT	314	REF-G BBALL-SCHUMER	116.00
529718	A101.00	11/26/19	18044 SIEH BRADY	314	REF-G HCKY-SIEH	146.00
529719	A101.00	11/26/19	18045 SZYMANSKI KAELYN	314	REF-G HCKY-SZYMANSKI	146.00
529720	A101.00	11/26/19	08482 TILTON BRUCE	314	EW-G HCKY-TILTON	50.00
529720	A101.00	11/26/19	08482 TILTON BRUCE	314	EW-G HCKY-TILTON	50.00
	TOTAL CHECK					100.00
529721	A101.00	11/26/19	09589 VAN GUILDER CRAIG	314	REF-G HCKY-VAN GUILDE	90.00
529722	A101.00	11/26/19	18042 VIRGINIA AREA SKI BOOSTER	369	MLK ALPINE ENTRY-2019	280.00
529723	A101.00	11/26/19	17975 WALTON QUIANA	314	REF-DEBATE-WALTON	60.00
529723	A101.00	11/26/19	17975 WALTON QUIANA	314	REF-DEBATE-WALTON	60.00
	TOTAL CHECK					120.00
529724	A101.00	11/26/19	14654 ZENTZIS MICHAEL	314	REF-G BBALL-ZENTZIS	61.00
	TOTAL FUND					39,478.17
	TOTAL REPORT					39,478.17

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CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
529682			09410	AMAZON	VOID: MULTI STUB CHECK	
529683			09410	AMAZON	VOID: MULTI STUB CHECK	
529684			09410	AMAZON	VOID: MULTI STUB CHECK	
529685			09410	AMAZON	VOID: MULTI STUB CHECK	
529686			09410	AMAZON	VOID: MULTI STUB CHECK	
529687			09410	AMAZON	VOID: MULTI STUB CHECK	
529688			09410	AMAZON	VOID: MULTI STUB CHECK	
529689			09410	AMAZON	VOID: MULTI STUB CHECK	
529690			09410	AMAZON	VOID: MULTI STUB CHECK	
529691			09410	AMAZON	VOID: MULTI STUB CHECK	
529692			09410	AMAZON	VOID: MULTI STUB CHECK	
529693	A101.00	11/25/19	09410	AMAZON	401 ELITE 32" STORAGE CABINET	164.32
529693	A101.00	11/25/19	09410	AMAZON	401 WILSON JONES 1-1/2 INCH 3	43.78
529693	A101.00	11/25/19	09410	AMAZON	530 GUTS	23.67
529693	A101.00	11/25/19	09410	AMAZON	430 30 PACK MAGNETIC WHITE BO	12.99
529693	A101.00	11/25/19	09410	AMAZON	430 DRY ERASE LAP BOARDS- 9X1	33.99
529693	A101.00	11/25/19	09410	AMAZON	430 GREENCO MESH- 3 TIER DOCU	12.99
529693	A101.00	11/25/19	09410	AMAZON	430 MULTI-PURPOSE REACH TOOL	18.60
529693	A101.00	11/25/19	09410	AMAZON	401 MOVIE: RUNNING BRAVE	54.50
529693	A101.00	11/25/19	09410	AMAZON	530 GRIDMANN NSF STAINLESS ST	252.24
529693	A101.00	11/25/19	09410	AMAZON	490 SNACK BOXES	79.80
529693	A101.00	11/25/19	09410	AMAZON	401 SAFARI LTD PENGUIN TOOB W	8.75
529693	A101.00	11/25/19	09410	AMAZON	401 STARTECH 4X SATA POWER SP	13.38
529693	A101.00	11/25/19	09410	AMAZON	430 BEAN BAG CHAIR: LANGE	40.00
529693	A101.00	11/25/19	09410	AMAZON	401 BOX OF 1/3 FILE FOLDERS,	18.19
529693	A101.00	11/25/19	09410	AMAZON	401 LAMINATING FILM	47.32
529693	A101.00	11/25/19	09410	AMAZON	430 PACK OF 2 EASEL PAD FOR C	40.71
529693	A101.00	11/25/19	09410	AMAZON	401 DARE TO LEAD: BRAVE WORK.	15.39
529693	A101.00	11/25/19	09410	AMAZON	401 DARE TO LEAD	30.78
529693	A101.00	11/25/19	09410	AMAZON	401 THE FEARLESS ORGANIZATION	19.95
529693	A101.00	11/25/19	09410	AMAZON	430 FRANKLIN TALKING DICTIONA	49.90
529693	A101.00	11/25/19	09410	AMAZON	430 MARKETING BOOKS	48.78
529693	A101.00	11/25/19	09410	AMAZON	401 RUBBER BANDS	3.55
529693	A101.00	11/25/19	09410	AMAZON	530 MAGAZINE COVERS	27.62
529693	A101.00	11/25/19	09410	AMAZON	401 YELLOW POLO SHIRT- SMALL	77.94
529693	A101.00	11/25/19	09410	AMAZON	430 ORIA SCREWDRIVER SET, PRE	35.60
529693	A101.00	11/25/19	09410	AMAZON	430 USB C TO VGA + HDMI, CABL	41.98
529693	A101.00	11/25/19	09410	AMAZON	430 THIS ONE SUMMER	9.66
529693	A101.00	11/25/19	09410	AMAZON	350 USB CHARGER CHARGING PORT	7.99
529693	A101.00	11/25/19	09410	AMAZON	430 COLORED PENCILS	31.30
529693	A101.00	11/25/19	09410	AMAZON	430 PLAY DOH	20.99
529693	A101.00	11/25/19	09410	AMAZON	401 3X5 INDEX CARDS	32.77
529693	A101.00	11/25/19	09410	AMAZON	401 600 PC PIPE CLEANERS	12.99
529693	A101.00	11/25/19	09410	AMAZON	433 MAPED SPRING SCISSORS FOR	23.70
529693	A101.00	11/25/19	09410	AMAZON	430 SPARC LIGHT FOR EPSON ELP	49.94

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529693	A101.00	11/25/19	09410 AMAZON	470	SUPERNOVA	14.01
529693	A101.00	11/25/19	09410 AMAZON	470	WRECKING BALL	19.08
529693	A101.00	11/25/19	09410 AMAZON	430	PROPELLERS	13.98
529693	A101.00	11/25/19	09410 AMAZON	430	ANNE FRANK REMEMBERED DVD	38.01
529693	A101.00	11/25/19	09410 AMAZON	430	ESTIMATED SHIPPING/HANDLI	3.99
529693	A101.00	11/25/19	09410 AMAZON	430	THE LOST WORLD	9.27
529693	A101.00	11/25/19	09410 AMAZON	430	GOPRO HERO5	339.98
529693	A101.00	11/25/19	09410 AMAZON	430	REPLACEMENT BATTERIES FOR	26.59
529693	A101.00	11/25/19	09410 AMAZON	350	HP LASERJET PRO M501DN PR	449.30
529693	A101.00	11/25/19	09410 AMAZON	430	SNAP CIRCUITS JR. KITS	335.84
529693	A101.00	11/25/19	09410 AMAZON	401	GOWNS	46.95
529693	A101.00	11/25/19	09410 AMAZON	430	ANNE FRANK REMEMBERED DVD	38.00
529693	A101.00	11/25/19	09410 AMAZON	430	CANNONINK 8.5.X 11	29.98
529693	A101.00	11/25/19	09410 AMAZON	430	50 PACK ORANGE PING PONG	9.92
529693	A101.00	11/25/19	09410 AMAZON	430	CHENILLE KRAFT STICKS	8.48
529693	A101.00	11/25/19	09410 AMAZON	430	CRAFT WOOD STICKS	8.76
529693	A101.00	11/25/19	09410 AMAZON	430	JK ROWLING QUOTES	34.99
529693	A101.00	11/25/19	09410 AMAZON	401	WHITE SCARFS	13.98
529693	A101.00	11/25/19	09410 AMAZON	401	SOUNDBAR MEGACRA TV	68.96
529693	A101.00	11/25/19	09410 AMAZON	430	HOT DOTS LEARN TO SOLVE:	22.99
529693	A101.00	11/25/19	09410 AMAZON	430	HOT DOTS TALKING PEN: LAN	25.90
529693	A101.00	11/25/19	09410 AMAZON	430	THERMOMETER FOR GRADE 2	12.99
529693	A101.00	11/25/19	09410 AMAZON	430	IMPOSING DESIGN IN THIS S	15.99
529693	A101.00	11/25/19	09410 AMAZON	401	JOLLY RANCHER FOR MIX IT	34.30
529693	A101.00	11/25/19	09410 AMAZON	401	COGNITIVE BEHAVIOURAL COA	21.83
529693	A101.00	11/25/19	09410 AMAZON	430	O-CEDAR PUSH BROOM	49.98
529693	A101.00	11/25/19	09410 AMAZON	350	REFUND P200874	-449.99
529693	A101.00	11/25/19	09410 AMAZON	530	BRICKYARD BLDG BLOCKS	15.95
529693	A101.00	11/25/19	09410 AMAZON	530	CREATIVE KIDS FLAKES	24.99
529693	A101.00	11/25/19	09410 AMAZON	530	WOODEN TETRIS PUZZLE	7.99
529693	A101.00	11/25/19	09410 AMAZON	430	ESTIMATED SHIPPING/HANDLI	4.00
529693	A101.00	11/25/19	09410 AMAZON	430	MY PONY PALS BOOK SET: MY	36.00
529693	A101.00	11/25/19	09410 AMAZON	401	BUNMO STRESS RELIEF TOYS	15.46
529693	A101.00	11/25/19	09410 AMAZON	401	MUSICLILY RJ45 CAT CABLE	43.96
529693	A101.00	11/25/19	09410 AMAZON	401	CABLE MATTERS 3 PACK STRA	7.99
529693	A101.00	11/25/19	09410 AMAZON	430	LEATHER HOLD PUNCH	39.94
529693	A101.00	11/25/19	09410 AMAZON	430	3:59	9.99
529693	A101.00	11/25/19	09410 AMAZON	430	AMERICAN GODS VOL. 1	20.77
529693	A101.00	11/25/19	09410 AMAZON	430	AMERICAN GODS VOL. 2	14.99
529693	A101.00	11/25/19	09410 AMAZON	430	AMONG THE SHADOWS	8.99
529693	A101.00	11/25/19	09410 AMAZON	430	ASSASINS CREED VOL. 1	10.51
529693	A101.00	11/25/19	09410 AMAZON	430	ASSASINS CREED AWAKENING	12.99
529693	A101.00	11/25/19	09410 AMAZON	430	BONE	33.27
529693	A101.00	11/25/19	09410 AMAZON	430	CHILLING ADVENTURES OF SA	21.59
529693	A101.00	11/25/19	09410 AMAZON	430	CHILLING ADVENTURES OF SA	13.43
529693	A101.00	11/25/19	09410 AMAZON	430	CITY OF GHOSTS	5.59
529693	A101.00	11/25/19	09410 AMAZON	430	CITY OF GHOSTS	13.43
529693	A101.00	11/25/19	09410 AMAZON	430	IDENTITY CRISIS	14.85
529693	A101.00	11/25/19	09410 AMAZON	430	ON THE COME UP	9.99
529693	A101.00	11/25/19	09410 AMAZON	430	REBEL	13.39
529693	A101.00	11/25/19	09410 AMAZON	430	SPEAK	15.47
529693	A101.00	11/25/19	09410 AMAZON	430	TEN	7.99
529693	A101.00	11/25/19	09410 AMAZON	430	THE BEGINNING OF EVERYTHI	11.80
529693	A101.00	11/25/19	09410 AMAZON	430	THE GIRL IN THE PICTURE	15.10
529693	A101.00	11/25/19	09410 AMAZON	430	THE HANDMAID'S TALE	25.98
529693	A101.00	11/25/19	09410 AMAZON	430	THE SCORCH TRIALS	5.59

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529693	A101.00	11/25/19	09410 AMAZON	430	TUNNEL OF BONES	12.59
529693	A101.00	11/25/19	09410 AMAZON	430	TWO CAN KEEP A SECRET	10.79
529693	A101.00	11/25/19	09410 AMAZON	430	WATCHMEN	17.38
529693	A101.00	11/25/19	09410 AMAZON	430	AA DURACELL BATTERIES	58.91
529693	A101.00	11/25/19	09410 AMAZON	430	REFUND P201015	-40.00
529693	A101.00	11/25/19	09410 AMAZON	401	19-20 DESK CALENDAR	14.82
529693	A101.00	11/25/19	09410 AMAZON	530	CELL PHONEY	5.99
529693	A101.00	11/25/19	09410 AMAZON	530	HELLO HELLO	12.84
529693	A101.00	11/25/19	09410 AMAZON	530	IF YOU GIVE A MOUSE AN IP	11.96
529693	A101.00	11/25/19	09410 AMAZON	530	NERDY BIRDY TWEETS	11.99
529693	A101.00	11/25/19	09410 AMAZON	530	ON A MAGICAL DO NOTHING D	9.79
529693	A101.00	11/25/19	09410 AMAZON	530	TECHNOLOGY TAIL	9.27
529693	A101.00	11/25/19	09410 AMAZON	401	BOSTITCH METAL ANTIMICROB	138.72
529693	A101.00	11/25/19	09410 AMAZON	401	SHEPHERD HARDWARE 8622E L	14.99
529693	A101.00	11/25/19	09410 AMAZON	430	BECAUSE DRAGONS LOVE MILK	7.99
529693	A101.00	11/25/19	09410 AMAZON	430	CLUMSY THIEF MONEY GAME:	14.50
529693	A101.00	11/25/19	09410 AMAZON	430	FIRST WORDS IN CHINESE: L	10.99
529693	A101.00	11/25/19	09410 AMAZON	430	HOT DOTS LET'S MASTER GRA	19.99
529693	A101.00	11/25/19	09410 AMAZON	430	THE APPLE TREE-BILINGUAL:	8.99
529693	A101.00	11/25/19	09410 AMAZON	401	IPAD COVERS	49.95
529693	A101.00	11/25/19	09410 AMAZON	430	ESTIMATED SHIPPING/HANDLI	3.98
529693	A101.00	11/25/19	09410 AMAZON	430	UNBROKEN	11.91
529693	A101.00	11/25/19	09410 AMAZON	401	PENDAFLEX FILE FOLDERS, L	64.92
529693	A101.00	11/25/19	09410 AMAZON	430	MARKETING BOOKS	18.30
529693	A101.00	11/25/19	09410 AMAZON	430	ELECDER I37 FOLDABLE ADJU	212.25
529693	A101.00	11/25/19	09410 AMAZON	401	1000 STICKY BACK COINS	9.34
529693	A101.00	11/25/19	09410 AMAZON	430	VASAGLE BATHROOM CABINET	79.99
529693	A101.00	11/25/19	09410 AMAZON	430	APPLE IPAD MINI 64 GB	384.00
529693	A101.00	11/25/19	09410 AMAZON	430	AUDIO TECHNICA MICROPHONE	89.00
529693	A101.00	11/25/19	09410 AMAZON	430	GREEN SCREEN KIT	109.99
529693	A101.00	11/25/19	09410 AMAZON	430	IPAD FLOOR STAND	47.19
529693	A101.00	11/25/19	09410 AMAZON	430	MIC STAND FOR BLUE SNOWBA	18.99
529693	A101.00	11/25/19	09410 AMAZON	401	BABY WIPES+S/H	18.48
529693	A101.00	11/25/19	09410 AMAZON	401	ORANGE INK PAD	9.15
529693	A101.00	11/25/19	09410 AMAZON	530	ESTIMATED SHIPPING/HANDLI	3.99
529693	A101.00	11/25/19	09410 AMAZON	530	THE ICE CHIPS	5.59
529693	A101.00	11/25/19	09410 AMAZON	401	TRI-SWIRL STAMP	8.00
529693	A101.00	11/25/19	09410 AMAZON	350	USB TO HDMI ADAPTER	99.95
529693	A101.00	11/25/19	09410 AMAZON	401	3.5 MM STRO JK/VGA CB	24.89
529693	A101.00	11/25/19	09410 AMAZON	401	DTECH POWERED 1 IN 4 OUT	24.98
529693	A101.00	11/25/19	09410 AMAZON	401	SWINGLINE STAPLES - 5 PAC	15.00
529693	A101.00	11/25/19	09410 AMAZON	401	Y CONNECTOR AUDIO CABLE	3.90
529693	A101.00	11/25/19	09410 AMAZON	401	3-RING BINDERS	10.82
529693	A101.00	11/25/19	09410 AMAZON	401	BACKPACKS	248.60
529693	A101.00	11/25/19	09410 AMAZON	401	FISKARS HAND PUNCH	33.00
529693	A101.00	11/25/19	09410 AMAZON	401	KEY CHAIN RINGS	13.98
529693	A101.00	11/25/19	09410 AMAZON	401	REFLECTIVE BANDS FOR ARMS	40.41
529693	A101.00	11/25/19	09410 AMAZON	430	STANDING TABLES	84.18
529693	A101.00	11/25/19	09410 AMAZON	430	USB TO VGA ADAPTER FOR MU	39.55
529693	A101.00	11/25/19	09410 AMAZON	401	BLACK+DECKER COFFEE POT	20.99
529693	A101.00	11/25/19	09410 AMAZON	401	RETURN P201462	-117.35
529693	A101.00	11/25/19	09410 AMAZON	401	ABE SUPPLIES-CLEAR VERTIC	6.31
529693	A101.00	11/25/19	09410 AMAZON	401	YD GEN SUPPLY- HDMI TO HD	18.00
529693	A101.00	11/25/19	09410 AMAZON	430	TECUNITE 30 PACK MAGNETIC	12.99
529693	A101.00	11/25/19	09410 AMAZON	430	VELCRO DOTS	7.66
529693	A101.00	11/25/19	09410 AMAZON	401	ZURN P6000-ECR-WS1 1.6--G	37.11

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CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
529693	A101.00	11/25/19	09410 AMAZON	401	CURRICULUM & DEVELOPMENT	58.35
529693	A101.00	11/25/19	09410 AMAZON	530	LINO LAKES MEDIA BUDGET	15.95
529693	A101.00	11/25/19	09410 AMAZON	530	ONCE UPON A TIME	19.95
529693	A101.00	11/25/19	09410 AMAZON	401	MUSICLILY RJ45 CAT CABLE	93.96
529693	A101.00	11/25/19	09410 AMAZON	401	ZOTAC GEFORCE GT 710 1GB	169.60
529693	A101.00	11/25/19	09410 AMAZON	401	REFUND P201232	-39.99
529693	A101.00	11/25/19	09410 AMAZON	430	ASTROBRIGHT ORANGE CARD	17.29
529693	A101.00	11/25/19	09410 AMAZON	430	FULL SIZE LABELS - 8 1/2	10.99
529693	A101.00	11/25/19	09410 AMAZON	430	USB EXTENSION CABLE	5.60
529693	A101.00	11/25/19	09410 AMAZON	401	STERILITE 66 QT CLEARVIEW	12.59
529693	A101.00	11/25/19	09410 AMAZON	401	STERILITE 66 QT CLEARVIEW	12.60
529693	A101.00	11/25/19	09410 AMAZON	401	STERILITE 66 QT CLEARVIEW	12.60
529693	A101.00	11/25/19	09410 AMAZON	401	STERILITE 66 QT CLEARVIEW	12.60
529693	A101.00	11/25/19	09410 AMAZON	401	STERILITE 66 QT CLEARVIEW	12.60
529693	A101.00	11/25/19	09410 AMAZON	401	PLASTIC BENDY STRAWS	6.99
529693	A101.00	11/25/19	09410 AMAZON	401	BUSY BANDS	25.99
529693	A101.00	11/25/19	09410 AMAZON	555	EXTERNAL MONITOR SPEAKERS	40.47
529693	A101.00	11/25/19	09410 AMAZON	430	9 VOLT BATTERY	89.60
529693	A101.00	11/25/19	09410 AMAZON	430	AAA BATTERIES	20.96
529693	A101.00	11/25/19	09410 AMAZON	430	WIRE - BLACK	9.99
529693	A101.00	11/25/19	09410 AMAZON	430	WIRE - RED	9.99
529693	A101.00	11/25/19	09410 AMAZON	430	19.0 INCH (DIAGONALLY MEA	74.00
529693	A101.00	11/25/19	09410 AMAZON	430	BEAN BAG CHAIR FOR LANGE	39.73
529693	A101.00	11/25/19	09410 AMAZON	460	REFUND P200739	-907.10
529693	A101.00	11/25/19	09410 AMAZON	430	MANILLA FILE FOLDERS	24.73
529693	A101.00	11/25/19	09410 AMAZON	430	CLEAR MESH NETTING	13.99
529693	A101.00	11/25/19	09410 AMAZON	430	REFUND P200397	-36.72
529693	A101.00	11/25/19	09410 AMAZON	430	3X5 FILE CARD HOLDER FOR	68.70
529693	A101.00	11/25/19	09410 AMAZON	430	BOOKS: MAGIC TREE HOUSE S	99.01
529693	A101.00	11/25/19	09410 AMAZON	430	BOOKS: OWL DIARIES SET (B	16.97
529693	A101.00	11/25/19	09410 AMAZON	430	BOOKS: RAINBOW MAGIC FAIR	79.99
529693	A101.00	11/25/19	09410 AMAZON	430	KUNG POW CHICKEN SERIES	29.90
529693	A101.00	11/25/19	09410 AMAZON	401	ELECTRIC PENCIL SHARPENER	22.23
529693	A101.00	11/25/19	09410 AMAZON	401	COMMAND LARGE WATER-RESIS	41.70
529693	A101.00	11/25/19	09410 AMAZON	401	PERFECT STIX JUMBO CRAFT	9.75
529693	A101.00	11/25/19	09410 AMAZON	350	NEW 37NL6TC0040 FOR LENO	327.92
529693	A101.00	11/25/19	09410 AMAZON	430	MINDWARE EXTREME DOT TO D	19.95
529693	A101.00	11/25/19	09410 AMAZON	556	IPAD MINI CASE FOR WYOMIN	12.99
529693	A101.00	11/25/19	09410 AMAZON	433	LIVESCRIIBE 2GB ECHO SMART	159.95
529693	A101.00	11/25/19	09410 AMAZON	433	LIVESCRIIBE 2GB ECHO SMART	159.95
529693	A101.00	11/25/19	09410 AMAZON	430	COMPATIBLE WITH IPHONE IP	79.80
529693	A101.00	11/25/19	09410 AMAZON	430	ICLEVER VERTICAL MOUSE -	17.99
529693	A101.00	11/25/19	09410 AMAZON	401	IPAD COVERS	49.95
529693	A101.00	11/25/19	09410 AMAZON	401	IPAD COVERS	49.95
529693	A101.00	11/25/19	09410 AMAZON	430	SANDISK MICRO SD	12.77
529693	A101.00	11/25/19	09410 AMAZON	433	FAIRY TAIL	27.98
529693	A101.00	11/25/19	09410 AMAZON	433	FAIRY TAIL 1	10.99
529693	A101.00	11/25/19	09410 AMAZON	433	FAIRY TAIL VOL 1	71.98
529693	A101.00	11/25/19	09410 AMAZON	433	FAIRY TAIL VOL 4	25.49
529693	A101.00	11/25/19	09410 AMAZON	433	FAIRY TAIL VOL. 5	28.49
529693	A101.00	11/25/19	09410 AMAZON	433	LAST PICK	19.76
529693	A101.00	11/25/19	09410 AMAZON	433	LAST PICK: BORN TO RUN	17.99
529693	A101.00	11/25/19	09410 AMAZON	433	NARUTO 3 IN 1 EDITION	40.47
529693	A101.00	11/25/19	09410 AMAZON	430	NOISE FILTER GROUND LOOP	7.99
529693	A101.00	11/25/19	09410 AMAZON	430	NOISE ISOLATOR	9.09
529693	A101.00	11/25/19	09410 AMAZON	430	NOISE ISOLATOR ADAPTER RE	7.99

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529693	A101.00	11/25/19	09410 AMAZON	433	ONE OF US IS LYING	20.98
529693	A101.00	11/25/19	09410 AMAZON	433	PRETTIES	21.98
529693	A101.00	11/25/19	09410 AMAZON	430	PUSH PINS	6.99
529693	A101.00	11/25/19	09410 AMAZON	433	THE BURNING MAZE	7.49
529693	A101.00	11/25/19	09410 AMAZON	433	THE DARK PROPHECY	9.54
529693	A101.00	11/25/19	09410 AMAZON	433	THE TYRANT'S TOMB	11.99
529693	A101.00	11/25/19	09410 AMAZON	401	RETHINKING TEACHER SUPERV	28.95
529693	A101.00	11/25/19	09410 AMAZON	430	REFUND P200786	-69.99
529693	A101.00	11/25/19	09410 AMAZON	401	ASSORTED NEON TICKETS	28.10
529693	A101.00	11/25/19	09410 AMAZON	401	BLUE TICKETS	31.80
529693	A101.00	11/25/19	09410 AMAZON	401	CASH BOXES FOR EVENTS	83.88
529693	A101.00	11/25/19	09410 AMAZON	401	PURPLE TICKETS	31.80
529693	A101.00	11/25/19	09410 AMAZON	401	AT-A-GLANCE 2020 DAILY DE	10.53
529693	A101.00	11/25/19	09410 AMAZON	401	LOGITECH S150 USB SPEAKER	35.85
529693	A101.00	11/25/19	09410 AMAZON	470	ESTIMATED SHIPPING/HANDLI	4.99
529693	A101.00	11/25/19	09410 AMAZON	470	POISON APPLE	5.99
529693	A101.00	11/25/19	09410 AMAZON	430	CLASSROOM-READY # TALKS:	134.90
529693	A101.00	11/25/19	09410 AMAZON	430	NECESSARY CONDITIONS	233.35
529693	A101.00	11/25/19	09410 AMAZON	433	BLACK CARDSTOCK FOR DISTR	19.99
529693	A101.00	11/25/19	09410 AMAZON	433	CLEAR GEL TACKY GLUE FOR	13.56
529693	A101.00	11/25/19	09410 AMAZON	530	CORD COVERS TO COVER CORD	29.68
529693	A101.00	11/25/19	09410 AMAZON	433	HDE CASE FOR IPAD FOR FLH	17.99
529693	A101.00	11/25/19	09410 AMAZON	433	HDE CASES FOR IPADS FOR F	155.90
529693	A101.00	11/25/19	09410 AMAZON	433	PLAN TOYS BRAILLE NUMBERS	17.99
529693	A101.00	11/25/19	09410 AMAZON	433	PLAY-DOH SHAPE AND LEARN	18.61
529693	A101.00	11/25/19	09410 AMAZON	430	KOOSH BALLS	14.49
529693	A101.00	11/25/19	09410 AMAZON	401	BURGUNDY POLO SHIRT- SMAL	12.99
529693	A101.00	11/25/19	09410 AMAZON	401	WHITE SCRUB PANTS-LARGE	25.96
529693	A101.00	11/25/19	09410 AMAZON	401	WHITE SCRUB PANTS-MEDIUM	12.98
529693	A101.00	11/25/19	09410 AMAZON	401	YELLOW POLO SHIRT- LARGE	13.99
529693	A101.00	11/25/19	09410 AMAZON	401	YELLOW POLO SHIRT- MEDIUM	12.99
529693	A101.00	11/25/19	09410 AMAZON	401	YELLOW POLO SHIRT- XL	12.99
529693	A101.00	11/25/19	09410 AMAZON	401	HOW TO BE AN ANTIRACIST	59.16
529693	A101.00	11/25/19	09410 AMAZON	401	THE IDEAL TEAM PLAYER: HO	12.99
529693	A101.00	11/25/19	09410 AMAZON	401	IPAD COVERS	49.95
529693	A101.00	11/25/19	09410 AMAZON	430	6 OF JUGS SPORTS PICKLEBA	269.94
529693	A101.00	11/25/19	09410 AMAZON	401	CLOSETMAID 1292 CUBEICALS	69.88
529693	A101.00	11/25/19	09410 AMAZON	470	APOCALYPSE	7.57
529693	A101.00	11/25/19	09410 AMAZON	470	BANJO	16.99
529693	A101.00	11/25/19	09410 AMAZON	470	DOUGH BOYS	13.29
529693	A101.00	11/25/19	09410 AMAZON	470	DREAMS COME TO LIFE	8.46
529693	A101.00	11/25/19	09410 AMAZON	470	DREAMS FROM MANY RIVERS	18.99
529693	A101.00	11/25/19	09410 AMAZON	470	FACE-OFF	8.99
529693	A101.00	11/25/19	09410 AMAZON	470	JACKPOT	12.79
529693	A101.00	11/25/19	09410 AMAZON	470	LOVE FROM A TO Z	13.64
529693	A101.00	11/25/19	09410 AMAZON	470	NIGHTBOOKS	5.61
529693	A101.00	11/25/19	09410 AMAZON	470	OFFSIDES	8.99
529693	A101.00	11/25/19	09410 AMAZON	470	SO DONE	7.59
529693	A101.00	11/25/19	09410 AMAZON	470	SPIRIT HUNTERS	6.99
529693	A101.00	11/25/19	09410 AMAZON	470	THE BONE HOUSES	15.16
529693	A101.00	11/25/19	09410 AMAZON	470	THE CROSSOVER	11.69
529693	A101.00	11/25/19	09410 AMAZON	470	THE FEAR ZONE	15.18
529693	A101.00	11/25/19	09410 AMAZON	470	THE MARTIAN	10.81
529693	A101.00	11/25/19	09410 AMAZON	470	THE OKAY WITCH	11.69
529693	A101.00	11/25/19	09410 AMAZON	470	THE SURPRISING WORLD OF B	7.95
529693	A101.00	11/25/19	09410 AMAZON	470	THIS WAS OUR PACT	13.49

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529693	A101.00	11/25/19	09410 AMAZON	470	UNCONVENTIONAL WARFARE	12.39
529693	A101.00	11/25/19	09410 AMAZON	430	MATCHBOX CAR ASST	7.97
529693	A101.00	11/25/19	09410 AMAZON	430	PICASSO TILES 60 PIECE SE	67.98
529693	A101.00	11/25/19	09410 AMAZON	430	WIRELESS PORTABLE PA SPEA	149.99
529693	A101.00	11/25/19	09410 AMAZON	401	BEADED KEY CHAINS	6.49
529693	A101.00	11/25/19	09410 AMAZON	350	EPSON EX3260 SVGA 3300 LU	899.98
529693	A101.00	11/25/19	09410 AMAZON	401	MS ATHLETICS-DYNAREX INST	20.81
529693	A101.00	11/25/19	09410 AMAZON	401	MS ATHLETICS-MARKWORT V B	28.47
529693	A101.00	11/25/19	09410 AMAZON	401	MS ATHLETICS-SPALDING TF-	52.03
529693	A101.00	11/25/19	09410 AMAZON	430	ESTIMATED SHIPPING/HANDLI	3.99
529693	A101.00	11/25/19	09410 AMAZON	430	GREAT AUTOMATIC GRAMMATIZ	6.34
529693	A101.00	11/25/19	09410 AMAZON	401	MOTOROLLA CHARGER CP200	22.99
529693	A101.00	11/25/19	09410 AMAZON	401	MPOW GROUND LOOP NOISE IS	36.36
529693	A101.00	11/25/19	09410 AMAZON	401	IPAD COVERS	49.95
529693	A101.00	11/25/19	09410 AMAZON	433	LARGE TIME TIMER FOR COLU	31.62
529693	A101.00	11/25/19	09410 AMAZON	430	SAN FRANCISCO BAY BRINE S	7.75
529693	A101.00	11/25/19	09410 AMAZON	401	THE BEST OF THE MARSHALL	19.58
529693	A101.00	11/25/19	09410 AMAZON	401	BINDER CLIP	14.49
529693	A101.00	11/25/19	09410 AMAZON	401	DISPOSABLE BARF BAGS	101.94
529693	A101.00	11/25/19	09410 AMAZON	401	MOUSE PAD	12.99
529693	A101.00	11/25/19	09410 AMAZON	401	MOUSE PAD	12.99
529693	A101.00	11/25/19	09410 AMAZON	401	STAPLER	13.99
529693	A101.00	11/25/19	09410 AMAZON	401	TIME CLOCK INK	199.04
529693	A101.00	11/25/19	09410 AMAZON	401	WIDE BINDER CLIP	14.35
529693	A101.00	11/25/19	09410 AMAZON	401	METAL STAMPING KIT	45.00
529693	A101.00	11/25/19	09410 AMAZON	350	PEERLESS AV PRGS-UNV PREC	290.82
529693	A101.00	11/25/19	09410 AMAZON	430	DIVERGENT (DIVERGENT SERI	14.58
529693	A101.00	11/25/19	09410 AMAZON	430	THE HEROIN DIARIES: TEN Y	11.88
529693	A101.00	11/25/19	09410 AMAZON	430	THE HUNGER GAMES (BOOK 1)	17.58
529693	A101.00	11/25/19	09410 AMAZON	430	AMERICAN BORN CHINESE	9.89
529693	A101.00	11/25/19	09410 AMAZON	430	CLASSIC KRAKAUER	13.50
529693	A101.00	11/25/19	09410 AMAZON	430	EDUCATED	13.99
529693	A101.00	11/25/19	09410 AMAZON	430	EDWARD TULANE	7.41
529693	A101.00	11/25/19	09410 AMAZON	430	HANDMAID'S TAIL	12.99
529693	A101.00	11/25/19	09410 AMAZON	430	INTO THE WILD	9.72
529693	A101.00	11/25/19	09410 AMAZON	430	INTO THIN AIR	10.92
529693	A101.00	11/25/19	09410 AMAZON	430	JURASSIC PARK	11.75
529693	A101.00	11/25/19	09410 AMAZON	430	SOUND OF GRAVEL	5.99
529693	A101.00	11/25/19	09410 AMAZON	430	SWISS FAMILY ROBINSON	10.43
529693	A101.00	11/25/19	09410 AMAZON	430	THE CALL OF THE WILD	8.70
529693	A101.00	11/25/19	09410 AMAZON	430	THE KITE RUNNER	14.40
529693	A101.00	11/25/19	09410 AMAZON	430	THROUGH THE WOODS	12.39
529693	A101.00	11/25/19	09410 AMAZON	430	WRINKLE IN TIME	13.99
529693	A101.00	11/25/19	09410 AMAZON	430	WILD: CHERYL STRAYED	11.00
529693	A101.00	11/25/19	09410 AMAZON	401	REFRAMING ORGANIZATIONS:	63.86
529693	A101.00	11/25/19	09410 AMAZON	401	BOSTITCH METAL ANTIMICROB	138.72
529693	A101.00	11/25/19	09410 AMAZON	470	A RIVER OF ROYAL BLOOD	18.99
529693	A101.00	11/25/19	09410 AMAZON	470	CONTAGION (THE DARK MATTE	17.89
529693	A101.00	11/25/19	09410 AMAZON	470	D-DAY: THE LIBERATION OF	14.05
529693	A101.00	11/25/19	09410 AMAZON	470	DON'T LOOK BACK	8.17
529693	A101.00	11/25/19	09410 AMAZON	470	GREAT COW RACE (BONE #2)	10.19
529693	A101.00	11/25/19	09410 AMAZON	470	ONE PIECE, VOLUME 20	8.72
529693	A101.00	11/25/19	09410 AMAZON	470	ONE PIECE, VOLUME 21	8.70
529693	A101.00	11/25/19	09410 AMAZON	470	ONE PIECE, VOLUME 22	8.72
529693	A101.00	11/25/19	09410 AMAZON	470	ONE PIECE, VOLUME 23: VI	8.69
529693	A101.00	11/25/19	09410 AMAZON	470	OTHER WORDS FOR HOME	11.79

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529693	A101.00	11/25/19	09410 AMAZON	470	SATELLITE	7.48
529693	A101.00	11/25/19	09410 AMAZON	470	SIMON VS. THE HOMO SAPIEN	5.49
529693	A101.00	11/25/19	09410 AMAZON	470	SLAY	13.99
529693	A101.00	11/25/19	09410 AMAZON	470	SUNNY SIDE UP AND SWING I	19.42
529693	A101.00	11/25/19	09410 AMAZON	470	THE BATTLE OF GUADALCANAL	14.05
529693	A101.00	11/25/19	09410 AMAZON	470	THE BIG BOOK OF MONSTERS:	14.71
529693	A101.00	11/25/19	09410 AMAZON	470	THE GUINNESS WORLD RECORD	10.33
529693	A101.00	11/25/19	09410 AMAZON	470	THE WORLD ENDS IN APRIL	14.42
529693	A101.00	11/25/19	09410 AMAZON	470	TRISTAN STRONG PUNCHES A	14.39
529693	A101.00	11/25/19	09410 AMAZON	470	WHAT I LEAVE BEHIND	10.98
529693	A101.00	11/25/19	09410 AMAZON	470	WINGS OF FIRE BOXSET	21.91
529693	A101.00	11/25/19	09410 AMAZON	470	WORDS ON FIRE	12.59
529693	A101.00	11/25/19	09410 AMAZON	401	EXPO BLOCK ERASER 81505 D	65.30
529693	A101.00	11/25/19	09410 AMAZON	401	ORANGE STAMP PADS	18.30
529693	A101.00	11/25/19	09410 AMAZON	401	RED STAMP PAD	10.77
529693	A101.00	11/25/19	09410 AMAZON	401	YELLOW STAMP PAD	6.79
529693	A101.00	11/25/19	09410 AMAZON	433	BRAILLE COUNTING BOARD BO	12.29
529693	A101.00	11/25/19	09410 AMAZON	433	BREATHING/EXPANDING BALL	23.97
529693	A101.00	11/25/19	09410 AMAZON	401	DESKTOP FILE FOR HANGING	10.30
529693	A101.00	11/25/19	09410 AMAZON	433	DK BRAILLE: SHAPES BOARD	12.79
529693	A101.00	11/25/19	09410 AMAZON	433	EAZY HOLD SILICONE ADAPTI	36.99
529693	A101.00	11/25/19	09410 AMAZON	401	FILE FOLDERS FOR ECSE OFF	9.84
529693	A101.00	11/25/19	09410 AMAZON	433	HEADPHONES WITH MICROPHON	229.90
529693	A101.00	11/25/19	09410 AMAZON	433	IPAD MINI CASE FOR FLHS S	12.99
529693	A101.00	11/25/19	09410 AMAZON	433	KEVLAR SLEEVES TO PROTECT	42.38
529693	A101.00	11/25/19	09410 AMAZON	433	MULTICOLORED DRY ERASE PO	24.99
529693	A101.00	11/25/19	09410 AMAZON	433	NO-IRON FABRIC LABELS FOR	4.97
529693	A101.00	11/25/19	09410 AMAZON	530	OUTLET COVER W/CORD SHORT	4.98
529693	A101.00	11/25/19	09410 AMAZON	433	PLAY SAND WITH CASTLE MOL	24.99
529693	A101.00	11/25/19	09410 AMAZON	433	PLAY-DOH SHAPE AND LEARN	9.99
529693	A101.00	11/25/19	09410 AMAZON	433	PLAY-DOH SHAPE AND LEARN	14.99
529693	A101.00	11/25/19	09410 AMAZON	433	PLAY-DOH SUPER CAN FOR SE	7.99
529693	A101.00	11/25/19	09410 AMAZON	433	PLAYFOAM SHAPE AND LEARN	12.99
529693	A101.00	11/25/19	09410 AMAZON	401	POCKET FOLDERS FOR ECSE	27.64
529693	A101.00	11/25/19	09410 AMAZON	433	SELF-ADHESIVE FOAM ALPHAB	8.99
529693	A101.00	11/25/19	09410 AMAZON	433	SELF-ADHESIVE FOAM SHAPES	8.99
529693	A101.00	11/25/19	09410 AMAZON	433	WASHABLE SLICK 3D FABRIC	9.49
529693	A101.00	11/25/19	09410 AMAZON	433	WE GAMES DELUXE SHUT THE	22.49
529693	A101.00	11/25/19	09410 AMAZON	433	ACE BANDAGES TO PROTECT S	11.95
529693	A101.00	11/25/19	09410 AMAZON	350	POWERLITE 108 PROJ XGA 37	1,176.00
529693	A101.00	11/25/19	09410 AMAZON	401	RANKIE DISPLAYPORT TO HDM	23.96
529693	A101.00	11/25/19	09410 AMAZON	401	MENS WINTER HAT	19.99
529693	A101.00	11/25/19	09410 AMAZON	430	PACK OF 40 DUST CLOTHES F	16.99
529693	A101.00	11/25/19	09410 AMAZON	401	REFUND P201307	-44.97
529693	A101.00	11/25/19	09410 AMAZON	350	TEKSWAMP VIDEO PROJECTOR	38.90
529693	A101.00	11/25/19	09410 AMAZON	350	HP LASERJET ENTERPRISE M5	3,114.00
529693	A101.00	11/25/19	09410 AMAZON	530	BEST FRIENDS	5.79
529693	A101.00	11/25/19	09410 AMAZON	530	BOY CRAZY STACEY	6.99
529693	A101.00	11/25/19	09410 AMAZON	530	CAMP	7.99
529693	A101.00	11/25/19	09410 AMAZON	530	CLAUDIA & MEAN JANINE	8.79
529693	A101.00	11/25/19	09410 AMAZON	530	CLICK	6.29
529693	A101.00	11/25/19	09410 AMAZON	530	COMET RISING	11.72
529693	A101.00	11/25/19	09410 AMAZON	530	DAWN & THE IMPOSSIBLE 3	8.89
529693	A101.00	11/25/19	09410 AMAZON	530	DEER HUNTING BOOK	7.95
529693	A101.00	11/25/19	09410 AMAZON	530	ELEVEN	9.86
529693	A101.00	11/25/19	09410 AMAZON	530	GHOST	10.99

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529693	A101.00	11/25/19	09410 AMAZON	530	GREAT GOALIES	7.99
529693	A101.00	11/25/19	09410 AMAZON	530	HOCKEY CARD STORIES	19.95
529693	A101.00	11/25/19	09410 AMAZON	530	HOCKEY CARD STORIES 2	11.52
529693	A101.00	11/25/19	09410 AMAZON	530	HOCKEY HALL OF FAME	9.30
529693	A101.00	11/25/19	09410 AMAZON	530	INVISIBLE EMMIE	5.99
529693	A101.00	11/25/19	09410 AMAZON	530	JUST JAIME	11.69
529693	A101.00	11/25/19	09410 AMAZON	530	KING OF THE BENCH	8.98
529693	A101.00	11/25/19	09410 AMAZON	530	KING OF THE BENCH-NO FEAR	13.99
529693	A101.00	11/25/19	09410 AMAZON	530	KRISTY'S BIG DAY	6.99
529693	A101.00	11/25/19	09410 AMAZON	530	LEGEND OF ROCK,PAPER,SCIS	11.48
529693	A101.00	11/25/19	09410 AMAZON	530	MARY ANN SAVES THE DAY	9.85
529693	A101.00	11/25/19	09410 AMAZON	530	POSITIVELY IZZY	6.49
529693	A101.00	11/25/19	09410 AMAZON	530	REAL FRIENDS	8.48
529693	A101.00	11/25/19	09410 AMAZON	530	SHADOW WEAVER	11.89
529693	A101.00	11/25/19	09410 AMAZON	530	SUMMER OF THE WOODS	9.99
529693	A101.00	11/25/19	09410 AMAZON	530	SUNNY ROLLS THE DICE	9.69
529693	A101.00	11/25/19	09410 AMAZON	530	SUNNY SIDE UP	10.24
529693	A101.00	11/25/19	09410 AMAZON	530	SWING IT SUNNY	7.99
529693	A101.00	11/25/19	09410 AMAZON	530	SYLO CHRONICLES	9.99
529693	A101.00	11/25/19	09410 AMAZON	530	THE BAD SEED	11.73
529693	A101.00	11/25/19	09410 AMAZON	530	THE GOOD EGG	10.79
529693	A101.00	11/25/19	09410 AMAZON	530	TRUTH ABOUT STACY	9.07
529693	A101.00	11/25/19	09410 AMAZON	430	#MURDERFUNDING	13.75
529693	A101.00	11/25/19	09410 AMAZON	430	#MURDERTRENDING	7.99
529693	A101.00	11/25/19	09410 AMAZON	430	GET DIRTY	6.37
529693	A101.00	11/25/19	09410 AMAZON	430	GET EVEN	6.98
529693	A101.00	11/25/19	09410 AMAZON	430	GHOST WORLD	12.44
529693	A101.00	11/25/19	09410 AMAZON	430	MONSTER	18.62
529693	A101.00	11/25/19	09410 AMAZON	430	THEY CALLED US ENEMY	34.77
529693	A101.00	11/25/19	09410 AMAZON	401	ACERICH 300 PIECE PIPE CL	7.99
529693	A101.00	11/25/19	09410 AMAZON	401	CAYDO 1400 PIECES 5 SIZES	10.99
529693	A101.00	11/25/19	09410 AMAZON	401	CHARLES LEONARD LOOSE LEA	6.99
529693	A101.00	11/25/19	09410 AMAZON	401	COLORATIONS ABC ALPHABET	25.43
529693	A101.00	11/25/19	09410 AMAZON	401	CONAIR SOFT, BOUNCY CURLS	7.66
529693	A101.00	11/25/19	09410 AMAZON	401	COOPAY 300 PIECES COUNTER	8.99
529693	A101.00	11/25/19	09410 AMAZON	401	CRAYOLA WASHABLE FINGER P	34.22
529693	A101.00	11/25/19	09410 AMAZON	401	HOME X WOODEN CLOTHESPIN	6.99
529693	A101.00	11/25/19	09410 AMAZON	401	IMAGINATION GENERATION WO	19.99
529693	A101.00	11/25/19	09410 AMAZON	401	IRIS USA, INC TB-35 5 QUA	57.98
529693	A101.00	11/25/19	09410 AMAZON	401	JUMBO NUTS AND BOLTS SET	9.99
529693	A101.00	11/25/19	09410 AMAZON	401	KINETIC SAND BEACH SAND K	27.58
529693	A101.00	11/25/19	09410 AMAZON	401	LEARNING RESOURCES COUNTI	15.99
529693	A101.00	11/25/19	09410 AMAZON	401	LEARNING RESOURCES FARMER	29.99
529693	A101.00	11/25/19	09410 AMAZON	401	LEARNING RESOURCES GEARS	24.98
529693	A101.00	11/25/19	09410 AMAZON	401	LEARNING RESOURCES SMART	15.99
529693	A101.00	11/25/19	09410 AMAZON	401	MARBLE RUN SET	29.99
529693	A101.00	11/25/19	09410 AMAZON	401	MELISSA & DOUG LOCKS & LA	16.99
529693	A101.00	11/25/19	09410 AMAZON	401	MELISSA & DOUG PATTERN BL	16.99
529693	A101.00	11/25/19	09410 AMAZON	401	MELISSA & DOUG WOODEN LAT	21.24
529693	A101.00	11/25/19	09410 AMAZON	401	NORDIC WARE NATURAL ALUMI	22.22
529693	A101.00	11/25/19	09410 AMAZON	401	SPOTS/MARKERS, 9-INCH (ON	22.30
529693	A101.00	11/25/19	09410 AMAZON	401	STARMALL MONTESSORI COLOR	35.49
529693	A101.00	11/25/19	09410 AMAZON	430	GREEN TEA BAGS	31.35
529693	A101.00	11/25/19	09410 AMAZON	430	AAA BATTERIES	19.99
529693	A101.00	11/25/19	09410 AMAZON	430	WORDS THEIR WAY BOOKS	155.40
529693	A101.00	11/25/19	09410 AMAZON	530	BARCODE SCANNER	34.99

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529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: BLOOD GUARD	6.49
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: BOW WOW	7.36
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: LEGEND OF BATTLE IS	8.95
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: MONSTER OF BATTLE I	8.95
529693	A101.00	11/25/19	09410 AMAZON	401	MS BALL PRESSURE GUAGE	8.91
529693	A101.00	11/25/19	09410 AMAZON	401	MS BALL PRESSURE GUAGE	8.91
529693	A101.00	11/25/19	09410 AMAZON	401	MS PROBOX FIRST AID KIT	10.10
529693	A101.00	11/25/19	09410 AMAZON	401	MS PROBOX FIRST AID KIT	10.10
529693	A101.00	11/25/19	09410 AMAZON	401	MS PROBOX FIRST AID KIT	10.42
529693	A101.00	11/25/19	09410 AMAZON	401	MS SPALDING TF 1000 INDOO	57.56
529693	A101.00	11/25/19	09410 AMAZON	430	USB C TO HDMI CABLE(4K@60	103.96
529693	A101.00	11/25/19	09410 AMAZON	430	USB-C TO HDMI ADAPTER 4K,	56.04
529693	A101.00	11/25/19	09410 AMAZON	401	RETURN ADDRESS LABELS 519	10.22
529693	A101.00	11/25/19	09410 AMAZON	401	ABE SUPPLIES- BROTHER REP	109.99
529693	A101.00	11/25/19	09410 AMAZON	401	ABE SUPPLIES-BROTHER DR62	134.88
529693	A101.00	11/25/19	09410 AMAZON	401	GOLD POM POMS	44.95
529693	A101.00	11/25/19	09410 AMAZON	430	TONER CARTRIDGE FOR FAX M	24.78
529693	A101.00	11/25/19	09410 AMAZON	401	BLUE 1/3 CUT FILE FOLDERS	8.49
529693	A101.00	11/25/19	09410 AMAZON	401	5 PACK HIGH SPEED HDMI CA	21.98
529693	A101.00	11/25/19	09410 AMAZON	401	REFRAMING ORGANIZATIONS:	64.42
529693	A101.00	11/25/19	09410 AMAZON	430	BOUNDRIES UPDATED AND EXP	14.00
529693	A101.00	11/25/19	09410 AMAZON	430	FLOWED	11.48
529693	A101.00	11/25/19	09410 AMAZON	430	LOCKDOWN: ESCAPE FROM FU	14.96
529693	A101.00	11/25/19	09410 AMAZON	430	THE BITTER KINGDOM	11.59
529693	A101.00	11/25/19	09410 AMAZON	430	THE GIRL OF FIRE AND THOR	17.20
529693	A101.00	11/25/19	09410 AMAZON	430	UNWHOLLY	7.99
529693	A101.00	11/25/19	09410 AMAZON	350	HP LASERJET PRO M501DN PR	354.61
529693	A101.00	11/25/19	09410 AMAZON	401	MASKING TAPE 10/PACK	12.79
529693	A101.00	11/25/19	09410 AMAZON	350	EPSON EX3260 SVGA 3300 LU	449.00
529693	A101.00	11/25/19	09410 AMAZON	430	TOPRADE LATEX RUBBER TUBI	11.99
529693	A101.00	11/25/19	09410 AMAZON	401	IPAD COVERS	49.95
529693	A101.00	11/25/19	09410 AMAZON	433	FAIRY TAIL VOL 3	23.69
529693	A101.00	11/25/19	09410 AMAZON	401	COLORLED BEAD CHAINS	13.42
529693	A101.00	11/25/19	09410 AMAZON	401	DISCS	14.99
529693	A101.00	11/25/19	09410 AMAZON	401	SILVER BEAD CHAINS	9.99
529693	A101.00	11/25/19	09410 AMAZON	401	TIE DYE KIT	16.68
529693	A101.00	11/25/19	09410 AMAZON	401	WASHERS	12.59
529693	A101.00	11/25/19	09410 AMAZON	430	SCOTCH BRAND MAGIC TAPE	51.00
529693	A101.00	11/25/19	09410 AMAZON	401	MARATHON 2-PK TIRES	22.80
529693	A101.00	11/25/19	09410 AMAZON	430	AA BATTERIES	19.93
529693	A101.00	11/25/19	09410 AMAZON	430	EBOOT 100 PC ADHESIVE CAB	7.85
529693	A101.00	11/25/19	09410 AMAZON	430	VIAKY 30 PC BLACK CLIPS	13.72
529693	A101.00	11/25/19	09410 AMAZON	470	ALLIES-PO201271	25.18
529693	A101.00	11/25/19	09410 AMAZON	530	CORK BULLETIN BOARD, 4x6	337.92
529693	A101.00	11/25/19	09410 AMAZON	433	SNAKES AND LADDERS BOARD	64.95
529693	A101.00	11/25/19	09410 AMAZON	401	REFUND P201563	-64.42
529693	A101.00	11/25/19	09410 AMAZON	401	STANDING DESK	87.86
529693	A101.00	11/25/19	09410 AMAZON	433	SUPER FLYING TURTLE SCOOT	119.99
529693	A101.00	11/25/19	09410 AMAZON	430	FRANKLIN TALKING DICTIONA	44.95
529693	A101.00	11/25/19	09410 AMAZON	430	NEXT STEP FORWARD IN WORD	175.45
529693	A101.00	11/25/19	09410 AMAZON	401	FARGO DTC1000 YMCKO RIBBO	36.49
529693	A101.00	11/25/19	09410 AMAZON	401	TAB DIVIDERS FOR ECSE OFF	7.96
529693	A101.00	11/25/19	09410 AMAZON	433	TRI-FOLD BOARDS FOR PROJE	29.85
529693	A101.00	11/25/19	09410 AMAZON	430	EXCEL STEEL TAPE DISPENSE	23.03
529693	A101.00	11/25/19	09410 AMAZON	433	ALL THE CROOKED SAINTS	5.99
529693	A101.00	11/25/19	09410 AMAZON	433	ARCHENEMIES	12.74

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529693	A101.00	11/25/19	09410 AMAZON	433	CALL DOWN THE HAWK	13.99
529693	A101.00	11/25/19	09410 AMAZON	433	CURED	8.90
529693	A101.00	11/25/19	09410 AMAZON	433	FORGOTTEN	12.49
529693	A101.00	11/25/19	09410 AMAZON	433	HERO	17.99
529693	A101.00	11/25/19	09410 AMAZON	433	LOST	10.49
529693	A101.00	11/25/19	09410 AMAZON	433	LOVED	13.41
529693	A101.00	11/25/19	09410 AMAZON	433	MALCOLM X	6.99
529693	A101.00	11/25/19	09410 AMAZON	430	READING IS TO THE MIND WH	17.99
529693	A101.00	11/25/19	09410 AMAZON	433	RENEGADES	13.49
529693	A101.00	11/25/19	09410 AMAZON	433	STUNG	8.71
529693	A101.00	11/25/19	09410 AMAZON	433	SUPERNOVA	29.98
529693	A101.00	11/25/19	09410 AMAZON	433	THE LOST CAUSES OF BLEAK	15.60
529693	A101.00	11/25/19	09410 AMAZON	433	THE POWER	9.29
529693	A101.00	11/25/19	09410 AMAZON	433	THE WICKED KING	13.69
529693	A101.00	11/25/19	09410 AMAZON	433	WHEN WISHES BLEED	15.99
529693	A101.00	11/25/19	09410 AMAZON	430	DRY ERASE LAPBOARD CLASS	17.07
529693	A101.00	11/25/19	09410 AMAZON	401	JEWISH SYTLE PAYIS, BROWN	8.03
529693	A101.00	11/25/19	09410 AMAZON	401	QUALSEN PLASTIC COMPARTME	16.89
529693	A101.00	11/25/19	09410 AMAZON	401	USB TO HDMI ADAPTER	59.97
529693	A101.00	11/25/19	09410 AMAZON	430	BOOKS: DRAGON MASTERS SER	28.79
529693	A101.00	11/25/19	09410 AMAZON	401	BLACK PERMANENT MARKERS-P	35.98
529693	A101.00	11/25/19	09410 AMAZON	401	REFUND P201144	-266.99
529693	A101.00	11/25/19	09410 AMAZON	401	ALCOHOL SWABS	6.19
529693	A101.00	11/25/19	09410 AMAZON	401	BP CUFFS	108.60
529693	A101.00	11/25/19	09410 AMAZON	401	RAZOR	12.99
529693	A101.00	11/25/19	09410 AMAZON	401	RECHARGEABLE SHAVER	11.98
529693	A101.00	11/25/19	09410 AMAZON	401	BLACK PERMANENT MARKERS-P	21.00
529693	A101.00	11/25/19	09410 AMAZON	430	2 POCKET PARENT TEACHER C	39.99
529693	A101.00	11/25/19	09410 AMAZON	430	OWL DIARIES SE+S/H	59.98
529693	A101.00	11/25/19	09410 AMAZON	430	STERILITE LARGE CLIP BOX	29.81
529693	A101.00	11/25/19	09410 AMAZON	401	ANIMAL SOCKS	8.99
529693	A101.00	11/25/19	09410 AMAZON	401	ANKER PORTABLE CHARGER	17.99
529693	A101.00	11/25/19	09410 AMAZON	401	ARMOR ALL PROTECTANT WIPE	12.29
529693	A101.00	11/25/19	09410 AMAZON	401	AUTOSEAL TRAVEL MUG	18.88
529693	A101.00	11/25/19	09410 AMAZON	401	BATH BOMBS	26.80
529693	A101.00	11/25/19	09410 AMAZON	401	BLUETOOTH PORTABLE SPEAKE	27.95
529693	A101.00	11/25/19	09410 AMAZON	401	BURRITO BLANKET	19.38
529693	A101.00	11/25/19	09410 AMAZON	401	ECHO DOT	47.49
529693	A101.00	11/25/19	09410 AMAZON	401	HAIR SCRUNCHIES	14.99
529693	A101.00	11/25/19	09410 AMAZON	401	HAMMOCK	36.95
529693	A101.00	11/25/19	09410 AMAZON	401	LIGHTBOX	15.95
529693	A101.00	11/25/19	09410 AMAZON	401	MAGNETIC CUBE	16.95
529693	A101.00	11/25/19	09410 AMAZON	401	MESSENGER BAG	26.99
529693	A101.00	11/25/19	09410 AMAZON	401	NEON DREAM WALL SIGN	34.90
529693	A101.00	11/25/19	09410 AMAZON	401	RUBIK'S SPEED CUBE	16.99
529693	A101.00	11/25/19	09410 AMAZON	401	SALT ROCK LAMP	16.99
529693	A101.00	11/25/19	09410 AMAZON	401	STRING LIGHTS	15.99
529693	A101.00	11/25/19	09410 AMAZON	401	ULTIMATE DISC	10.39
529693	A101.00	11/25/19	09410 AMAZON	401	WATER BOTTLE-FLEX CAP	34.95
529693	A101.00	11/25/19	09410 AMAZON	401	WILSON FOOTBALL	14.99
529693	A101.00	11/25/19	09410 AMAZON	401	WINTER BEANIE FOR WOMEN	15.99
529693	A101.00	11/25/19	09410 AMAZON	430	SOFT BODY BABY DOLLS SET	58.95
529693	A101.00	11/25/19	09410 AMAZON	430	FLAGSHIP CARPET FE126-44A	260.99
529693	A101.00	11/25/19	09410 AMAZON	305	CONFIRMING	7.37
529693	A101.00	11/25/19	09410 AMAZON	305	CONFIRMING	23.54
529693	A101.00	11/25/19	09410 AMAZON	305	CONFIRMING	8.99

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529693	A101.00	11/25/19	09410 AMAZON	305	CONFIRMING	12.35
529693	A101.00	11/25/19	09410 AMAZON	305	CONFIRMING	13.60
529693	A101.00	11/25/19	09410 AMAZON	305	CONFIRMING ORDER	84.95
529693	A101.00	11/25/19	09410 AMAZON	430	HOW DID YOU MISS THAT STO	10.95
529693	A101.00	11/25/19	09410 AMAZON	430	MY DAY IS RUINED BOOK	9.07
529693	A101.00	11/25/19	09410 AMAZON	430	OF COURSE IT'S A BIG DEAL	9.48
529693	A101.00	11/25/19	09410 AMAZON	430	WHAT'S THE PROBLEM STORY	9.28
529693	A101.00	11/25/19	09410 AMAZON	433	A MAP OF DAYS	10.49
529693	A101.00	11/25/19	09410 AMAZON	430	ALYEON 9 IN TRAFFIC CONES	27.99
529693	A101.00	11/25/19	09410 AMAZON	350	UPBRT NEW GLBL A+S/H	35.66
529693	A101.00	11/25/19	09410 AMAZON	430	1" LOOSE LEAF BINDER RING	8.49
529693	A101.00	11/25/19	09410 AMAZON	430	MODELING CLAY	34.40
529693	A101.00	11/25/19	09410 AMAZON	430	BOOKS QUOTE FEATHER STICK	69.99
529693	A101.00	11/25/19	09410 AMAZON	430	OPEN BOOKS BIRDS CORNER R	69.99
529693	A101.00	11/25/19	09410 AMAZON	430	AA AMAZON BATTERIES	13.97
529693	A101.00	11/25/19	09410 AMAZON	430	AAA AMAZON BASIC BATTERIE	9.98
529693	A101.00	11/25/19	09410 AMAZON	401	UGREEN 3.5MM TO 2RCA AUDI	10.98
529693	A101.00	11/25/19	09410 AMAZON	401	ABE- MULTIPLICATION CARDS	12.00
529693	A101.00	11/25/19	09410 AMAZON	430	SENSORY FIDGET MIX PACK	22.99
529693	A101.00	11/25/19	09410 AMAZON	430	LEVIATHAN	16.89
529693	A101.00	11/25/19	09410 AMAZON	430	THE AWAKENING	9.69
529693	A101.00	11/25/19	09410 AMAZON	430	THE SUMMONING	12.59
529693	A101.00	11/25/19	09410 AMAZON	430	PENCIL GRIPS MINI 50 PACK	12.45
529693	A101.00	11/25/19	09410 AMAZON	430	SHARPIE 15661PP KING SIZE	5.32
529693	A101.00	11/25/19	09410 AMAZON	430	SHARPIE PERMANENT MARKER	8.20
529693	A101.00	11/25/19	09410 AMAZON	430	WALIKI KIDS CHARIBALL W/L	63.96
529693	A101.00	11/25/19	09410 AMAZON	430	GOPRO TRIPOD MOUNTS	19.99
529693	A101.00	11/25/19	09410 AMAZON	401	ABE SUPPLIES-BROTHER DR52	144.00
529693	A101.00	11/25/19	09410 AMAZON	401	CONFIRMING ORDER	74.95
529693	A101.00	11/25/19	09410 AMAZON	430	CUSTOM SELF INKING RUBBER	12.29
529693	A101.00	11/25/19	09410 AMAZON	430	HIDDEN TALENTS BOOK	20.82
529693	A101.00	11/25/19	09410 AMAZON	350	ZOTAC GEFORCE GT710 VIDEO	42.99
529693	A101.00	11/25/19	09410 AMAZON	401	CERTIFICATES	5.59
529693	A101.00	11/25/19	09410 AMAZON	401	3 RING PENCIL POUCH, 12 P	36.84
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: SEEKERS RTN TO THE	4.79
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: SEEKERS RTN TO THE	6.79
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: SEEKERS RTN TO THE	7.99
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: SEEKERS RTN TO THE	6.94
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: SEEKERS SPIRITS IN	6.99
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: WAITING IS NOT EASY	5.99
529693	A101.00	11/25/19	09410 AMAZON	430	THE STALKING JACK THE RIP	52.50
529693	A101.00	11/25/19	09410 AMAZON	430	90 PIECES MIGHTY MOLECULE	11.99
529693	A101.00	11/25/19	09410 AMAZON	430	AMAZONBASICS STAINLESS ST	19.99
529693	A101.00	11/25/19	09410 AMAZON	430	COLORLED PENCILS, BULK PAC	32.62
529693	A101.00	11/25/19	09410 AMAZON	430	DARICE ROUNDER-ASSORTED S	4.78
529693	A101.00	11/25/19	09410 AMAZON	430	EMPRESS UNCOATED PAPER PL	3.90
529693	A101.00	11/25/19	09410 AMAZON	430	GLUE STICKS	9.88
529693	A101.00	11/25/19	09410 AMAZON	430	PLASTIC CUPS	5.98
529693	A101.00	11/25/19	09410 AMAZON	430	PROCTOR SILEX 34103 ELECT	38.60
529693	A101.00	11/25/19	09410 AMAZON	430	RED & BLUE LITMUS PAPER A	12.66
529693	A101.00	11/25/19	09410 AMAZON	430	SCISSORS, BULK PACK	17.99
529693	A101.00	11/25/19	09410 AMAZON	430	SHARPIE PERMANENT MARKERS	8.48
529693	A101.00	11/25/19	09410 AMAZON	430	STERILITE 6 QUART STORAGE	22.69
529693	A101.00	11/25/19	09410 AMAZON	430	WAF PACK OF 5 SORTED TEAC	9.99
529693	A101.00	11/25/19	09410 AMAZON	401	MS FIRST AID STICKER DECA	1.91
529693	A101.00	11/25/19	09410 AMAZON	401	MS FIRST AID STICKER DECA	1.91

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529693	A101.00	11/25/19	09410 AMAZON	401	MS FIRST AID STICKER DECA	1.96
529693	A101.00	11/25/19	09410 AMAZON	401	AMERICAN GAMES ION BLUE B	10.40
529693	A101.00	11/25/19	09410 AMAZON	530	BUT I READ IT ON THE INTE	15.62
529693	A101.00	11/25/19	09410 AMAZON	530	ESTIMATED SHIPPING/HANDLI	3.99
529693	A101.00	11/25/19	09410 AMAZON	430	BOOK: KITE RUNNER (GRAPHI	17.38
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: LEGEND OF BATTLE IS	8.95
529693	A101.00	11/25/19	09410 AMAZON	530	BOOK: MONSTER OF BATTLE I	8.95
		TOTAL CHECK				22,613.48
		TOTAL FUND				22,613.48
		TOTAL REPORT				22,613.48

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529659	A101.00	11/22/19	04131 467 LLC	370	RENT-DEC 2019	13,125.88
529660	A101.00	11/22/19	11775 ALLINA HEALTH SYSTEM	305	OCH/DOT PHYSICALS	729.50
529661	A101.00	11/22/19	16047 CANON FINANCIAL SERVICES	370	CANNON COPIERS ST CONT #8	4,008.00
529661	A101.00	11/22/19	16047 CANON FINANCIAL SERVICES	370	SR HIGH, CANON 4535, 60 M	93.98
529661	A101.00	11/22/19	16047 CANON FINANCIAL SERVICES	370	MS, CANON 4535, 60 MO LEA	84.43
529661	A101.00	11/22/19	16047 CANON FINANCIAL SERVICES	370	STEP, CANON 4535, 60 MO L	93.99
		TOTAL CHECK				4,280.40
529662	A101.00	11/22/19	00022 CONNEXUS ENERGY	330	ENERGY CHARGES	2,550.05
529662	A101.00	11/22/19	00022 CONNEXUS ENERGY	330	ENERGY CHARGES	2,835.55
529662	A101.00	11/22/19	00022 CONNEXUS ENERGY	330	ENERGY CHARGES	2,991.78
		TOTAL CHECK				8,377.38
529663	A101.00	11/22/19	02865 DOMINO'S PIZZA	490	HS-STUDENT COUNCIL	52.39
529664	A101.00	11/22/19	18040 DUTCHLAND FUNDRAISING, IN	401	HS FFA-FUNDRAISER	962.50
529665	A101.00	11/22/19	03710 EDUCATORS BENEFIT CONSULT	305	403B ADMIN & COMPLIANCE S	453.91
529666	A101.00	11/22/19	03710 EDUCATORS BENEFIT CONSULT	305	ACA MTHLY PARTICIPATION F	360.20
529667	A101.00	11/22/19	E7388 JOHN FICK	369	XCTRY-MEALS-FICK J	110.58
529668	A101.00	11/22/19	17538 FLEISCHHACKER CHAD	314	EW-DEBATE-FLEISCHHACK	60.00
529669	A101.00	11/22/19	50057 NCPERS MINNESOTA	L215.08	LIFE INS PREM-12/2019	377.00
529670	A101.00	11/22/19	00806 INTERNATIONAL LITERACY AS	820	2 YR MBRSHP-GIORGI	184.00
529671	A101.00	11/22/19	03578 JIMMY JOHN'S	490	AFFINITY GROUP-11/14	77.15
529672	A101.00	11/22/19	14120 LOFFLER COMPANIES INC	370	DIST MAINT QUARTERLY COPI	7.51
529673	A101.00	11/22/19	17072 MARCO HOLDINGS, LLC	350	CN114458-02 CONTRACT NO.	3,088.72
529674	A101.00	11/22/19	01853 MN COMMUNITY EDUCATION AS	820	2020 MBRSHP-MCKINNON	1,346.00
529675	A101.00	11/22/19	17518 METZGER CARISSA	314	EW-DEBATE-METZGER	60.00
529675	A101.00	11/22/19	17518 METZGER CARISSA	314	EW-DEBATE-METZGER	60.00
		TOTAL CHECK				120.00
529676	A101.00	11/22/19	18039 MINNEAPOLIS INSTITUTE OF	369	LUNCHROOM SPACE-FT	50.00
529677	A101.00	11/22/19	18037 MN FFA	820	2019-20 DUES	632.00
529678	A101.00	11/22/19	00091 SCANDIA MARINE LIONS	820	DUES-LIONS-GREIMAN	75.00
529679	A101.00	11/22/19	00521 SOURCEWELL	366	CONF-WARD B	199.50
529679	A101.00	11/22/19	00521 SOURCEWELL	366	CONF-LEVENTHAL	399.00
		TOTAL CHECK				598.50
529680	A101.00	11/22/19	00337 XCEL ENERGY	330	ENERGY CHARGES	9,948.76
529681	A101.00	11/22/19	00510 XEROX CORP	370	(5) XEROX D110'S 60 MO LE	1,922.01

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TOTAL FUND						46,939.39
TOTAL REPORT						46,939.39

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529613	A101.00	11/19/19	03807 ANOKA COUNTY TREASURY OFF	305	CO-FS-INSPECTIONS	529.00
529613	A101.00	11/19/19	03807 ANOKA COUNTY TREASURY OFF	305	LW-FS-INSPECTIONS	529.00
529613	A101.00	11/19/19	03807 ANOKA COUNTY TREASURY OFF	305	LL-FS-INSPECTIONS	529.00
	TOTAL CHECK					1,587.00
529614	A101.00	11/19/19	17588 BAILEY NICHOLE	314	EW-G HCKY-BAILEY	50.00
529615	A101.00	11/19/19	01438 CHILDREN'S THEATRE COMPAN	369	FV-FT-CHILDRENS THEAT	985.00
529615	A101.00	11/19/19	01438 CHILDREN'S THEATRE COMPAN	369	ORDER #1146248-CNDREL	600.00
	TOTAL CHECK					1,585.00
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	1,199.49
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	1,473.21
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	1,859.37
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	2,246.80
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	2,285.86
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	2,633.42
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	8,416.03
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	879.78
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	183.18
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	193.95
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	328.45
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	11.59
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	70.39
529616	A101.00	11/19/19	00085 CITY OF FOREST LAKE-UTILI	330	19 SURFACE WATER MGMT	142.70
	TOTAL CHECK					21,924.22
529617	A101.00	11/19/19	03944 MN DEPT OF HUMAN SERVICES	305	SFY 2019 IEP ADMIN FEE	378.00
529618	A101.00	11/19/19	18033 DUB JACOB	314	REF-G HCKY-DUB	146.00
529619	A101.00	11/19/19	14038 ECOLAB	401	FS SERVICE	721.92
529620	A101.00	11/19/19	17661 GLAZING MEMORIES ART STUD	305	CONFIRMING ORDER	308.00
529621	A101.00	11/19/19	17756 QUAD AREA CHAMBER OF COMM	820	MBRSHP DUES-MCKINNON	150.00
529622	A101.00	11/19/19	01853 MN COMMUNITY EDUCATION AS	366	MCEA CONF-YOUNG	409.00
529623	A101.00	11/19/19	00339 METRO COMMUNITY EDUCATION	820	2019-20 ASSOC DUES	100.00
529624	A101.00	11/19/19	13840 PENN-MCGREE DAVID	314	REF-G HCKY-PENN-MCGRE	163.00
529625	A101.00	11/19/19	02129 MN DEPT OF HEALTH	305	LIC #FBL-17151-19539	700.00
529626	A101.00	11/19/19	16299 PETERSON DAVID CHARLES	314	EW-G HCKY-PETERSON D	50.00
529627	A101.00	11/19/19	14477 PFAU PAT	314	REF-G HCKY-PFAU	163.00
529628	A101.00	11/19/19	18034 SCHMIDT CHAD	314	EW-G HCKY-SCHMIDT C	35.00
529629	A101.00	11/19/19	E9779 HEIDI J SCOTT	820	CPO-TRAINING-SCOTT	285.00
529630	A101.00	11/19/19	03170 HERITAGE PRINTING	305	PRNT BCK TO SCHL LTR	15,201.00
529631	A101.00	11/19/19	01525 ST. FRANCIS SCHOOL DIST #	369	B HCKY-11/16-ST FRAN	140.00

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529632	A101.00	11/19/19	01214 STILLWATER HIGH SCHOOL	369	ALPINE SKI-STILLWATER	500.00
529633	A101.00	11/19/19	02664 SULLIVAN BETH	291	USL-OCT 2019-11/30/20	2,212.85
529634	A101.00	11/19/19	05276 TOLZMANN JENNIFER	291	USL-11/14/2019	153.00
529635	A101.00	11/19/19	03609 VISA	409	Q-80 QUARTZ CLOCK MOVEMEN	295.41
529635	A101.00	11/19/19	03609 VISA	305	ST OF MN DHS NT STUDY	100.00
529635	A101.00	11/19/19	03609 VISA	305	DHS NETSTUDY 2.0	40.00
529635	A101.00	11/19/19	03609 VISA	401	CMFRT INN&STS 10/16	103.75
529635	A101.00	11/19/19	03609 VISA	305	DHS NETSTUDY 2.0	120.00
529635	A101.00	11/19/19	03609 VISA	305	DHS NETSTUDY 2.0	40.00
529635	A101.00	11/19/19	03609 VISA	366	NSBA 2020 CHICAGO	4,675.00
529635	A101.00	11/19/19	03609 VISA	366	NSBA 2020 CHICAGO	935.00
529635	A101.00	11/19/19	03609 VISA	366	SC NURSE COURSE	25.00
529635	A101.00	11/19/19	03609 VISA	366	CO-TEACHING CONF	790.00
529635	A101.00	11/19/19	03609 VISA	366	CO-TEACHING CONF	790.00
529635	A101.00	11/19/19	03609 VISA	305	FACEBOOK AD	26.56
	TOTAL CHECK					7,940.72
529636	A101.00	11/19/19	03609 VISA	369	RM 102-HOTEL FOR TRIP TO	300.22
529636	A101.00	11/19/19	03609 VISA	369	RM 328-HOTEL FOR TRIP TO	294.84
529636	A101.00	11/19/19	03609 VISA	369	RM 400-HOTEL FOR TRIP TO	300.22
529636	A101.00	11/19/19	03609 VISA	369	RM 419-HOTEL FOR TRIP TO	289.46
529636	A101.00	11/19/19	03609 VISA	369	RM 429-HOTEL FOR TRIP TO	300.22
	TOTAL CHECK					1,484.96
529637	A101.00	11/19/19	00337 XCEL ENERGY	330	ENERGY CHARGES	439.36
529637	A101.00	11/19/19	00337 XCEL ENERGY	330	ENERGY CHARGES	13.72
529637	A101.00	11/19/19	00337 XCEL ENERGY	330	ENERGY CHARGES	20,922.14
529637	A101.00	11/19/19	00337 XCEL ENERGY	330	ENERGY CHARGES	3,590.84
	TOTAL CHECK					24,966.06
TOTAL FUND						81,353.73
TOTAL REPORT						81,353.73

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529582	A101.00	11/20/19	17903 ABSOLUTE FIRE PROTECTION,	520	WY-AP 2	1,975.30
529583	A101.00	11/20/19	15229 ADKINS ASSOCIATION INC	305	WY-PROF SVC 9/1-9/30	2,150.00
529584	A101.00	11/20/19	17342 AE2S CONSTRUCTION, LLC	520	LW-AP 18	53,050.96
529585	A101.00	11/20/19	16134 AXEL H. OHMAN INC.	510	LW-AP 12	4,873.05
529586	A101.00	11/20/19	17462 BITUMINOUS ROADWAYS, INC	510	HS-TENNIS-AP 3	13,509.75
529587	A101.00	11/20/19	16138 BOLTON & MENK INC	305	HS-STORMWATER	1,962.00
529588	A101.00	11/20/19	02099 BRAUN INTERTEC CORPORATIO	305	LL-TESTING	1,500.00
529588	A101.00	11/20/19	02099 BRAUN INTERTEC CORPORATIO	305	LW-PRF SVC TO 10/5/19	1,675.50
			TOTAL CHECK			3,175.50
529589	A101.00	11/20/19	00085 CITY OF FOREST LAKE	305	BM INV#238900	909.50
529590	A101.00	11/20/19	16129 CUSTOM DRYWALL INC.	520	LW-AP 10	1,732.80
529591	A101.00	11/20/19	16133 DONALD R FRANTZ CONCRETE	510	WY-AP 3	9,129.50
529592	A101.00	11/20/19	01281 ELECTRO WATCHMAN INC	520	MS-NETWORK UPGRADE	24,775.93
529593	A101.00	11/20/19	16539 FLOORS BY BECKERS	520	LW-AP 5	11,447.50
529594	A101.00	11/20/19	02777 FOREST LAKE CONTRACTING I	510	HS-AP 6	10,649.93
529595	A101.00	11/20/19	16418 GENERAL SHEET METAL COMPA	520	LW-AP 20	31,478.25
529595	A101.00	11/20/19	16418 GENERAL SHEET METAL COMPA	520	WY-AP 8	119,426.73
			TOTAL CHECK			150,904.98
529596	A101.00	11/20/19	15057 ICS CONSULTING INC	305	CONST MGMT-PROF SERV	48,735.05
529597	A101.00	11/20/19	02006 DLR GROUP KKE	305	FL COM 9/1-30/19	6,239.00
529597	A101.00	11/20/19	02006 DLR GROUP KKE	305	SW 9/1-30/2019 ADD/RE	6,801.56
			TOTAL CHECK			13,040.56
529598	A101.00	11/20/19	08327 KRAUS-ANDERSON CONSTRUCTI	305	LW CONST MGMT-9/30/19	81,780.54
529598	A101.00	11/20/19	08327 KRAUS-ANDERSON CONSTRUCTI	305	WY-CNSTR MGMT-9/30/19	32,004.53
			TOTAL CHECK			113,785.07
529599	A101.00	11/20/19	16376 MCDOWALL COMPANY	520	SW-AP 18	14,772.50
529600	A101.00	11/20/19	18027 MIDWEST SPECIALTY MAINTEN	520	LW-AP 1	23,358.60
529601	A101.00	11/20/19	13665 MURPHY CONSTRUCTION SERVI	530	MS-LAB TABLES	4,250.00
529601	A101.00	11/20/19	13665 MURPHY CONSTRUCTION SERVI	530	MS-MEDIA CENTER	1,995.00
529601	A101.00	11/20/19	13665 MURPHY CONSTRUCTION SERVI	530	MS-MEDIA CENTER	704.00
			TOTAL CHECK			6,949.00
529602	A101.00	11/20/19	02208 MUSKA ELECTRIC COMPANY	520	ED CTR-DATA DROPS	892.88
529602	A101.00	11/20/19	02208 MUSKA ELECTRIC COMPANY	520	LW/SW/ED CTR OUTLETS	4,873.29
529602	A101.00	11/20/19	02208 MUSKA ELECTRIC COMPANY	520	LL-MEDIA CTR DROPS	2,692.25
529602	A101.00	11/20/19	02208 MUSKA ELECTRIC COMPANY	520	SPRTS CTR-ELECTRICAL	360.50
529602	A101.00	11/20/19	02208 MUSKA ELECTRIC COMPANY	520	LW-ACCESS POINTS	810.03

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529602	A101.00	11/20/19	MUSKA ELECTRIC COMPANY	520	WY-ACCESS POINTS	541.38
529602	A101.00	11/20/19	MUSKA ELECTRIC COMPANY	520	ED CTR-ACCESS POINTS	639.88
529602	A101.00	11/20/19	MUSKA ELECTRIC COMPANY	520	WY-TV INSTALL	223.76
529602	A101.00	11/20/19	MUSKA ELECTRIC COMPANY	520	MS-GYMNASIUM PA	149.17
529602	A101.00	11/20/19	MUSKA ELECTRIC COMPANY	520	FLE-MEDIA CTR	307.14
529602	A101.00	11/20/19	MUSKA ELECTRIC COMPANY	520	LL-PROJ CRCT REPAIR	1,381.45
529602	A101.00	11/20/19	MUSKA ELECTRIC COMPANY	520	WY-MDF CLOSET CLNUP	2,686.87
529602	A101.00	11/20/19	MUSKA ELECTRIC COMPANY	520	WY-MEDIA WIRING	915.93
TOTAL CHECK						16,474.53
529603	A101.00	11/20/19	NEO ELECTRICAL SOLUTIONS,	520	WY-AP 7	18,626.39
529604	A101.00	11/20/19	OLSON'S SEWER SERVICE INC	510	HS-CRTYARD DRAIN IMP	74,547.58
529605	A101.00	11/20/19	PALMER WEST CONSTRUCTION	520	SW-AP 7	33,808.60
529606	A101.00	11/20/19	PARKOS CONSTRUCTION COMPA	520	WY-AP 9	11,303.48
529607	A101.00	11/20/19	PATRIOT ERECTORS, INC	520	LW-AP 12	209.00
529608	A101.00	11/20/19	PETERSON COMPANIES INC	510	LW-AP 4	12,619.08
529609	A101.00	11/20/19	SUMMIT FIRE PROTECTION	520	CLC-AP 1	19,000.00
529610	A101.00	11/20/19	THOMCO CARPET INC	530	WY-ESCREEN W/ROLLER	22,172.00
529611	A101.00	11/20/19	VEIT & COMPANY, INC.	510	SW-AP 12-CLOSE OUT	31,382.54
529612	A101.00	11/20/19	WARNERS STELLIAN CO INC	530	REF PO #P200867	7,310.00
TOTAL FUND						758,340.68
TOTAL REPORT						758,340.68

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529569	A101.00	11/15/19	17820 ACTIVE NETWORK LLC	305	MAXGALAXY - SERVICE PACKA	1,950.00
529569	A101.00	11/15/19	17820 ACTIVE NETWORK LLC	305	SAAS - MAXGALAXY - FUNCTI	1,200.00
	TOTAL CHECK					3,150.00
529570	A101.00	11/15/19	14120 LOFFLER COMPANIES INC	370	XEROX D110 .0045/CPY, 650	7,990.85
529571	A101.00	11/15/19	07061 MAVO SYSTEMS INC	520	LW-AP 2	15,834.12
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	CONNOLLY	369.00
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	MCKINNON/ANGELO	738.00
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	OLSON	369.00
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	PARTIAL-DROLSON	184.50
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	PARTIAL-DROLSON	184.50
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	PARTIAL-NUTTER	204.50
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	PARTIAL-NUTTER	204.50
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	SIEFERT	89.00
529572	A101.00	11/15/19	01853 MN COMMUNITY EDUCATION AS	366	WAATAJA	409.00
	TOTAL CHECK					2,752.00
529573	A101.00	11/15/19	04758 MIDCONTINENT COMMUNICATIO	320	MONTHLY SERVICE	66.38
529573	A101.00	11/15/19	04758 MIDCONTINENT COMMUNICATIO	320	LINO LAKES ELEMENTARY, AC	1,000.00
529573	A101.00	11/15/19	04758 MIDCONTINENT COMMUNICATIO	320	SCANDIA ELEMENTARY, ACCT	1,000.00
529573	A101.00	11/15/19	04758 MIDCONTINENT COMMUNICATIO	320	COLUMBUS ELEMENTARY, ACCT	1,000.00
529573	A101.00	11/15/19	04758 MIDCONTINENT COMMUNICATIO	320	LINWOOD ELEMENTARY, ACCT	1,000.00
529573	A101.00	11/15/19	04758 MIDCONTINENT COMMUNICATIO	320	WYOMING ELEMENTARY, ACCT	1,150.00
	TOTAL CHECK					5,216.38
529574	A101.00	11/15/19	18014 MINNESOTA INDIAN EDUCATIO	366	CONF-LYONS-NOV 2019	300.00
529574	A101.00	11/15/19	18014 MINNESOTA INDIAN EDUCATIO	366	CONF-LYONS-NOV 2019	25.00
	TOTAL CHECK					325.00
529575	A101.00	11/15/19	09514 MN EDUCATION JOB FAIR	305	HR-ADVERTISING	500.00
529576	A101.00	11/15/19	08606 MN SCIENCE TEACHER ASSOC	366	CONF-LINDELL	275.00
529576	A101.00	11/15/19	08606 MN SCIENCE TEACHER ASSOC	366	CONF-EICHTEN	275.00
529576	A101.00	11/15/19	08606 MN SCIENCE TEACHER ASSOC	366	CONF-BAXTER	275.00
529576	A101.00	11/15/19	08606 MN SCIENCE TEACHER ASSOC	366	CONF-BJORK	75.00
529576	A101.00	11/15/19	08606 MN SCIENCE TEACHER ASSOC	366	CONF-STEWARD	275.00
529576	A101.00	11/15/19	08606 MN SCIENCE TEACHER ASSOC	366	CONF-HUNTER	275.00
529576	A101.00	11/15/19	08606 MN SCIENCE TEACHER ASSOC	366	CONF-SCHAEFER	75.00
	TOTAL CHECK					1,525.00
529577	A101.00	11/15/19	11111 PREMIUM WATERS INC	401	2ND QTR - 37 WELLNESS DIR	49.85
529578	A101.00	11/15/19	18032 SCIMATHMN	366	CONF-MULTI	240.00
529579	A101.00	11/15/19	17647 SOLD NO MORE	366	CONF-MULTI	201.00
529580	A101.00	11/15/19	00337 XCEL	330	SOLAR ENERGY FEB	953.13
529581	A101.00	11/15/19	00337 XCEL ENERGY	330	ENERGY CHARGES	2,626.46
529581	A101.00	11/15/19	00337 XCEL ENERGY	330	ENERGY CHARGES	4,866.04
	TOTAL CHECK					7,492.50
TOTAL FUND						46,229.83

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TOTAL REPORT						46,229.83

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529489	A101.00	11/12/19	18026 HAGEMAN JOHN	R099	CURR BOOK REIMB	8.00
529490	A101.00	11/12/19	00299 MASSP	366	CONF-1/29/20-LESSMAN	205.00
529491	A101.00	11/12/19	11546 FKG OIL	440	GASOLINE CHARGES	226.41
529491	A101.00	11/12/19	11546 FKG OIL	440	GASOLINE CHARGES	255.81
529491	A101.00	11/12/19	11546 FKG OIL	440	GASOLINE CHARGES	445.41
	TOTAL CHECK					927.63
529492	A101.00	11/12/19	11111 PREMIUM WATERS INC	401	LL WTR CHGS JUL-NOV	287.50
529493	A101.00	11/12/19	16450 SFRC, LLC	330	9/1-9/30/2019	2,410.00
529494	A101.00	11/12/19	17865 SFGF II, LLC	330	9/1-9/30/2019	4,946.37
529494	A101.00	11/12/19	17865 SFGF II, LLC	330	9/1-9/30/2019	5,087.12
	TOTAL CHECK					10,033.49
TOTAL FUND						13,871.62
TOTAL REPORT						13,871.62

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529472	A101.00	11/08/19	04131 467 LLC	370	RENT-NOV 2019	12,931.90
529473	A101.00	11/08/19	18015 BEAUDRY DYLAN	360	MILEAGE REIMB	1,024.52
529474	A101.00	11/08/19	08655 CITY OF LINO LAKES	330	WATER UTILITIES	3,778.32
529475	A101.00	11/08/19	00022 CONNEXUS ENERGY	330	ENERGY CHARGES	1,547.85
529475	A101.00	11/08/19	00022 CONNEXUS ENERGY	330	ENERGY CHARGES	22.68
529475	A101.00	11/08/19	00022 CONNEXUS ENERGY	330	ENERGY CHARGES	38.41
	TOTAL CHECK					1,608.94
529476	A101.00	11/08/19	E9809 AMBER M EICHTEN	369	MEAL REIMB-EICHTEN	263.77
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	440.10
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	487.90
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	520.03
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	546.17
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	566.39
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	78.75
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	98.13
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	107.76
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	154.98
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	185.14
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	195.30
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	229.82
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	2,049.12
529477	A101.00	11/08/19	00163 FOREST LAKE SANITATION	330	SANITATION CHARGES	971.34
	TOTAL CHECK					6,630.93
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 217596	45.00
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 217597	275.90
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 217598	56.00
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 217600	62.92
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 217601	50.60
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218671	59.50
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218665	123.09
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 2189667	38.50
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218668	100.00
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218671	59.50
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218672	100.00
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218673	60.00
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218674	60.00
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218675	35.50
529478	A101.00	11/08/19	01097 HAAS MUSICAL INSTRUMENT R	350	INV # 218676	207.12
	TOTAL CHECK					1,333.63
529479	A101.00	11/08/19	50057 NCPERS MINNESOTA	L215.08	LIFE INS PREM-11/2019	377.00
529480	A101.00	11/08/19	17311 MACTAVISH SCHOOL BENEFITS	305	GFT CRD INC-REIMB	300.00
529481	A101.00	11/08/19	13158 MINNETESOL	366	CONF-WARD/O'DONNELL	354.00
529482	A101.00	11/08/19	18020 MINOGUE LISA	369	MEAL REIMB-MINOGUE	36.34
529483	A101.00	11/08/19	16099 NEOFUNDS BY NEOPOST	329	2019-2020 MIDDLE SCHOOL P	1,000.00
529483	A101.00	11/08/19	16099 NEOFUNDS BY NEOPOST	329	2019-2020 SENIOR HIGH SCH	1,000.00

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TOTAL CHECK						2,000.00
529484	A101.00	11/08/19	08335 PINEHAVEN TREE FARMS INC	305	ADD'L STUDENT FEES	18.00
529485	A101.00	11/08/19	00224 SFM MUTUAL INSURANCE COMP	270	DEDUCT INV 11/1/19	6,899.16
529486	A101.00	11/08/19	18019 SOLEI MELANIE	369	MEAL REIMB-SOLEI	39.05
529487	A101.00	11/08/19	00169 TOWN & COUNTRY DISPOSAL	330	SANITATION CHARGES	357.18
529487	A101.00	11/08/19	00169 TOWN & COUNTRY DISPOSAL	330	SANITATION CHARGES	814.52
TOTAL CHECK						1,171.70
529488	A101.00	11/08/19	00337 XCEL ENERGY	330	ENERGY CHARGES	7,850.61
TOTAL FUND						46,617.87
TOTAL REPORT						46,617.87