

# Independent School District #361

Koochiching County

International Falls, MN

**Mission Statement:** In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.

---

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
Monday, June 19, 2017  
FHS Cafeteria - 5:00 PM

**PRELIMINARIES:**

**1. CALL TO ORDER**

**2. ROLL CALL**

Michelle Hebner ___	Terry Murray ___
Michael Holden ___	Ted Saxton ___
Toni Korpi ___	Roxanne Skogstad-Ditsch ___
Heather McBride ___	Kevin Grover ___

**3. PLEDGE OF ALLEGIANCE**

**4. PREVIEW & APPROVAL OF AGENDA**

Approve the agenda as presented. moved \_\_\_\_\_, second \_\_\_\_\_ carried/failed

**5. OPEN FORUM:**

5. 1. Public open forum

**OLD BUSINESS: none**

**NEW BUSINESS:**

1. Revise the 2017 - 2018 School Calendar by moving the In Service Day scheduled for March 9, 2018 to October 13, 2017. moved by \_\_\_\_\_, seconded by \_\_\_\_\_. carried/failed. 4
2. Set and approve the referendum amounts and number of questions. moved \_\_\_\_\_, seconded \_\_\_\_\_. carried/failed. 6
3. Set Special School Board meeting for June 23, 2017 at 8:00 am. moved \_\_\_\_\_, seconded \_\_\_\_\_. carried/failed.
4. Receive Superintendent evaluation form. moved by \_\_\_\_\_, seconded by \_\_\_\_\_. carried/failed.
5. **Program Consent:**  
Approve the program consent agenda items as presented. moved \_\_\_\_\_, second \_\_\_\_\_ carried/failed
  5. 1. Resolution for Acceptance of Gifts/Donations. 12
  5. 2. Approve the minutes from the regular meeting of May 15, 2017 and the special meeting of June 5, 2017. 13

5. 3. Approve the bills due and payable amounting to \$304,756.70. 20
5. 4. Approve the Final FY 2016-2017 revenue and expense budgets as follows:
- 5. 4. 1. General Operating Fund 01 revenue budget in amount of \$13,124,464 and expense budget in amount of \$13,187,353.
  - 5. 4. 2. Food Service Fund 02 revenue budget in amount of \$596,360 and expense budget in amount of \$565,818.
  - 5. 4. 3. Community Service Fund 04 total revenue budget in amount \$327,351 and total expense budget in amount of \$326,527.
  - 5. 4. 4. Debt Service Fund 07 revenue budget in amount of \$165,470 and expense budget in amount of \$161,800.
5. 5. Approve the Tentative FY 2017-2018 revenue and expense budgets as follows:
- 5. 5. 1. General Operating Fund 01 revenue budget in amount of \$12,892,822 and expense budget in amount of \$13,034,116
  - 5. 5. 2. Food Service Fund 02 revenue budget in amount of \$598,640 and expense budget in amount of \$558,048.
  - 5. 5. 3. Community Service Fund 04 total revenue budget in amount of \$362,206 and expense budget in amount of \$363,408
  - 5. 5. 4. Debt Service Fund 07 revenue budget in amount of \$166,408 and expense budget in amount of \$161,800.
5. 6. Approve an amended joint powers agreement between ISD 361 and Koochiching Family Collaborative. 43
5. 7. Approve the renewal effective July 1, 2017 from Solutions Insurance Agencies for property, liability insurance in amount of \$71,885.29 and worker's compensation insurance in amount of \$59,472. 50
5. 8. Approve increase of school meal prices by \$.10 for 2017 - 2018 school year in accordance with the Federal Paid Lunch Equity requirement.
5. 9. Approve the 2017-2018 concurrent enrollment agreement with BSU. 51
5. 10. Approve Letter of Engagement with Clifton Larson Allen for fiscal year ending June 30, 2017 audit services . 59
5. 11. Approve ice rental agreement with Ft. Frances Lakers 71
5. 12. Receive Short Term Investment Report. 72
5. 13. Approve request by City of International Falls to use the District field for the July 4th 73

fireworks.

- |                                                                                                               |     |
|---------------------------------------------------------------------------------------------------------------|-----|
| 5. 14. Receive the Long Term Facility Maintenance (LTFM) Ten (10) Year Plan.                                  | 74  |
| 5. 15. Approve MREA membership for the 2017 - 2018 fiscal year in amount of \$2,270.                          | 80  |
| 5. 16. Approve a collaborative services agreement with Kootasca for Head Start and Early Head Start services. | 82  |
| 5. 17. Approve agreement with Tyler Technologies, Inc for routing software effective July 1, 2017.            | 86  |
| <b>6. <u>Personnel Consent:</u></b>                                                                           |     |
| Approve the personnel consent agenda items as presented. moved _____, second _____ carried/failed             |     |
| 6. 1. Accept the resignation of Sevon Simon as Assistant Golf Coach effective May 18, 2017.                   | 97  |
| 6. 2. Accept the resignation of Danielle Schermerhorn as MHS Advisor as of May 31, 2017.                      | 99  |
| 6. 3. Accept retirement letter from Angie Cody to be effective November 22, 2017.                             | 100 |
| 6. 4. Hire Anne Sullivan as .72 FTE Elementary Education Teacher with start date of November 16, 2017.        | 101 |
| <b>7. <u>Policy Consent:</u></b>                                                                              |     |
| 7. 1. Receive revised School Board policy 534 Unpaid Meal Charges.                                            | 102 |

## **REPORTS AND INFORMATION**

### **1. Administrative Reports:**

1. 1. Tim Everson, Principal
1. 2. Melissa Tate, Principal
1. 3. Kevin Grover, Superintendent

## **CLOSED SESSION**

1. Enter into closed session to discuss L4798, L510 and L331 contract negotiations.

## **REOPEN AND ADJOURNMENT:**

Reopen from closed session and adjourn the meeting at \_\_\_\_\_ p.m. moved \_\_\_\_\_, second \_\_\_\_\_ carried/failed

INDEPENDENT SCHOOL DISTRICT NO. 361  
INTERNATIONAL FALLS, MINNESOTA  
2017-18 SCHOOL CALENDAR

TUESDAY	AUGUST 29	ALL EMPLOYEE MEETING-TEACHER WORK DAY
WEDNESDAY	AUGUST 30	TEACHER INSERVICE DAY
MONDAY	SEPTEMBER 4	NO CLASSES – LABOR DAY
TUESDAY	SEPTEMBER 5	FIRST DAY OF CLASSES
<b>FRIDAY</b>	<b>OCTOBER 13</b>	<b>TEACHER INSERVICE–NO CLASSES</b>
<b>THURSDAY</b>	<b>OCTOBER 19</b>	<b>EDUCATION MINNESOTA BREAK – NO CLASSES</b>
<b>FRIDAY</b>	<b>OCTOBER 20</b>	<b>EDUCATION MINNESOTA BREAK – NO CLASSES</b>
FRIDAY	NOVEMBER 3	END OF FIRST QUARTER
MONDAY	NOVEMBER 6	NO CLASSES – EXCHANGE DAY FOR PARENT TEACHER CONFERENCES AND EVENING OPEN HOUSE
FRIDAY	NOVEMBER 10	NO CLASSES – EXCHANGE DAY FOR PARENT TEACHER CONFERENCES
THURSDAY	NOVEMBER 23	THANKSGIVING RECESS – NO CLASSES
FRIDAY	NOVEMBER 24	THANKSGIVING RECESS – NO CLASSES
THURSDAY	DECEMBER 21	LAST DAY FOR CLASSES BEFORE WINTER BREAK
TUESDAY	JANUARY 2	SCHOOL REOPENS
MONDAY	JANUARY 22	TEACHER INSERVICE–NO CLASSES END OF SECOND QUARTER/FIRST SEMESTER
MONDAY	FEBRUARY 19	PRESIDENT’S DAY – NO CLASSES
<del>FRIDAY</del>	<del>MARCH 9</del>	<del>TEACHER INSERVICE NO CLASSES</del>
TUESDAY	MARCH 27	END OF THIRD QUARTER
FRIDAY	MARCH 30	SPRING BREAK – NO CLASSES
MONDAY	APRIL 2	SPRING BREAK – NO CLASSES
MONDAY	MAY 28	MEMORIAL DAY – NO CLASSES
THURSDAY	MAY 31	LAST DAY OF CLASSES
FRIDAY	JUNE 1	TEACHER WORK DAY
SUNDAY	JUNE 3	GRADUATION – 3:00 PM

**2017-18 SCHOOL CALENDAR**



<u>Month</u>	<u>Student Days</u>	<u>Teacher Days</u>	<u>Contract Days</u>
August	0	2	2
September	19	19	20
October	19	20	20
November	18	20	22
December	15	15	16
January	21	22	22
February	19	19	20
March	21	21	22
April	20	20	20
May	22	22	23
June	0	1	1
	<b>174</b>	<b>181</b>	<b>188</b>

**School will be held on Veteran’s Day, Columbus Day  
And Martin Luther King Day**

**ADOPTED AT REGULAR SCHOOL BOARD MEETING – FEBRUARY 21, 2017  
MODIFIED AT REGULAR SCHOOL BOARD MEETING – JUNE 19, 2017**

**REFERENDUM AND BOND PROPOSAL SUMMARY**

**Preliminary Information**

<b>Questions Summary:</b>		<b>Current Referendum per pupil unit</b>	<b>Proposed Referendum per pupil unit</b>
Question 1:	Renew and increase District Referendum	\$ 347.55	\$ 760.00
Question 2:	Recreation Commission Activity Levy	\$ 70.00	\$ 74.00
Question 3:	Arena Bond to repair tubes & building maintenance	Bond at \$1,750,000 10 year repayment	

<b>Annual Tax Impact (increase) Residential Homestead Property</b>				
	<u>Question 1</u>	<u>Question 2</u>	<u>Question 3</u>	Total Tax Impact All Questions (annual)
House Value	District Referendum	Recreation Commission	Arena Bond	
\$ 50,000	\$ 34	\$ 8	\$ 7	\$ 49
\$ 75,000	\$ 51	\$ 12	\$ 11	\$ 74
\$ 100,000	\$ 68	\$ 16	\$ 17	\$ 101
\$ 175,000	\$ 120	\$ 28	\$ 37	\$ 185
\$ 200,000	\$ 137	\$ 32	\$ 44	\$ 213

*\*Table is based on school district taxes for referendum only and do not include other tax levies.*

*Information per Ehlers June 19, 2017 documents 17b. The above is a summary recap intended for discussion only.*

Question 1 - District Referendum  
 Question 2 - Activity Levy (Recreation Commission)

**International Falls School District No. 361**  
 Analysis of Tax Impact for Referendum Levy  
 June 13, 2017

**OPTION 4**

Year Taxes are Payable	Question 1			Question 2	Question 1 & 2		
	2018	2018		2018			
	Revoked Authority	Proposed Authority	Net Change	Proposed Authority	Net Change		
Revenue per Pupil Unit	-\$347.55	\$760.00	\$412.45	\$74.00	\$486.45		
Total Revenue	-\$400,030	\$874,760	\$474,730	\$85,174	\$559,904		
Est. Market Value Tax Rate	-0.03674%	0.10518%	0.06844%	0.01582%	0.08426%		

Type of Property	Estimated Market Value	Estimated Taxes for Referendum Levy Only						
	\$50,000	-\$18	\$53	\$34	\$8	\$42		
	75,000	-28	79	51	12	63		
	100,000	-37	105	68	16	84		
	150,000	-55	158	103	24	126		
	175,000	-64	184	120	28	147		
	200,000	-73	210	137	32	169		
	225,000	-83	237	154	36	190		
Residential	250,000	-92	263	171	40	211		
Homesteads,	275,000	-101	289	188	44	232		
Apartments,	300,000	-110	316	205	47	253		
and Commercial-	350,000	-129	368	240	55	295		
Industrial Property	400,000	-147	421	274	63	337		
	450,000	-165	473	308	71	379		
	500,000	-184	526	342	79	421		
	550,000	-202	579	376	87	463		
	600,000	-220	631	411	95	506		
	700,000	-257	736	479	111	590		
	800,000	-294	841	548	127	674		
	900,000	-331	947	616	142	758		
	1,000,000	-367	1,052	684	158	843		

\* The figures in the table are based on school district taxes for the Operating Referendum levy only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the Minnesota Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the referendum levy for many property owners.

**NOTE: Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre. Seasonal recreational residential property (i.e., cabins) will pay no taxes for the proposed referendum.**

**International Falls School District No. 361**

Sources and Uses for Possible Bond Issue  
 General Obligation School Building Bonds  
 June 19, 2017

<b>Bond Amount Election Number of Years (Tax Levies) Dated</b>	<b>\$1,750,000 November 2017 10 2/1/2018</b>
<b>Sources of Funds</b>	
Par Amount	\$1,750,000
Estimated Investment Earnings *	846
<u>Total Sources</u>	<u>\$1,750,846</u>
<b>Uses of Funds</b>	
Allowance for Discount Bidding	\$17,500
Legal and Fiscal Costs #	40,443
<b><u>Net Available for Project Costs</u></b>	<b><u>1,692,904</u></b>
<u>Total Uses</u>	<u>\$1,750,846</u>

\* Estimated investment earnings are based on an average interest rate of 0.75%, and an average life of 6 months.

# Includes fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

**PRELIMINARY INFORMATION - FOR DISCUSSION ONLY**

**International Falls School District No. 361**

**Analysis of Possible Structure for Capital and Debt Levies**

<p><b>\$1,750,000 Bond Issue</b>  <b>10 Year Repayment</b>  <b>Wrapped Around Existing Debt</b></p>
-------------------------------------------------------------------------------------------------------------

June 19, 2017

Principal Amount:	\$1,750,000
Dated Date:	2/1/2018
Avg. Interest Rate:	3.00%

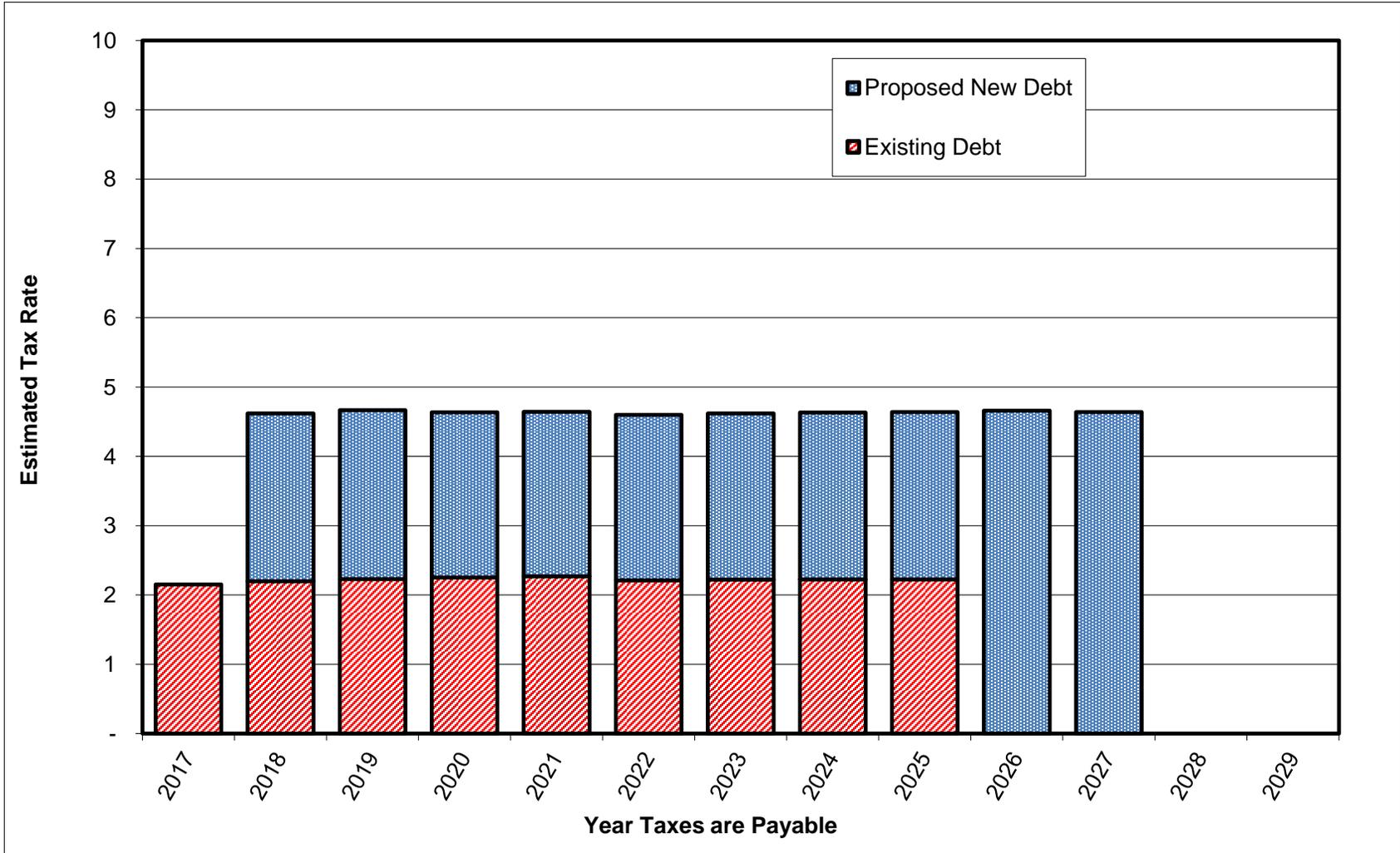
Levy Pay. Year	Fiscal Year	Tax Capacity Value <sup>1</sup> (\$000s)		Existing Commitments				Proposed New Debt				Combined Totals			
				Building Bonds <sup>2</sup>	Est. Debt Excess <sup>3</sup>	Net Levy	Tax Rate	Principal	Interest	Est. Debt Excess <sup>3</sup>	Adjusted Debt Levy	Adjusted Debt Levy	State Debt Aid	Net Levy	Tax Rate
2017	2018	7,491	4.8%	174,313	(13,219)	161,094	2.15	-	-	-	-	161,094	-	161,094	2.15
2018	2019	7,491	0.0%	171,583	(6,757)	164,826	2.20	120,000	52,500	-	181,125	345,951	-	345,951	4.62
2019	2020	7,491	0.0%	173,762	(6,863)	166,899	2.23	125,000	48,900	-	182,595	349,494	-	349,494	4.67
2020	2021	7,491	0.0%	175,610	(6,950)	168,659	2.25	125,000	45,150	-	178,658	347,317	-	347,317	4.64
2021	2022	7,491	0.0%	176,964	(7,024)	169,940	2.27	135,000	41,400	(7,146)	177,716	347,656	-	347,656	4.64
2022	2023	7,491	0.0%	172,701	(7,079)	165,623	2.21	140,000	37,350	(7,109)	178,753	344,376	-	344,376	4.60
2023	2024	7,491	0.0%	173,384	(6,908)	166,476	2.22	145,000	33,150	(7,150)	179,550	346,026	-	346,026	4.62
2024	2025	7,491	0.0%	173,751	(6,935)	166,816	2.23	150,000	28,800	(7,182)	180,199	347,015	-	347,015	4.63
2025	2026	7,491	0.0%	173,712	(6,950)	166,762	2.23	155,000	24,300	(7,208)	180,697	347,459	-	347,459	4.64
2026	2027	7,491	0.0%	-	-	-	-	320,000	19,650	(7,228)	349,043	349,043	-	349,043	4.66
2027	2028	7,491	0.0%	-	-	-	-	335,000	10,050	(13,962)	347,643	347,643	-	347,643	4.64
2028	2029	7,491	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2029	2030	7,491	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>				1,565,781	(68,686)	1,497,095		1,750,000	341,250	(56,985)	2,135,979	3,633,074	0	3,633,074	

- 1 Tax capacity value for taxes payable in 2017 is the actual final value. Estimates for future years are based on the percentage changes as shown above.
- 2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.
- 3 Debt excess adjustment for taxes payable in 2017 is actual amount. Adjustment for taxes payable in 2018 is a preliminary estimate. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.

**International Falls School District No. 361**  
**Estimated Tax Rates for Capital and Debt Service Levies**  
**Existing Commitments and Proposed New Debt**

**\$1,750,000 Bond Issue**  
**10 Year Repayment**  
**Wrapped Around Existing Debt**

Date Prepared: June 19, 2017



10

**PRELIMINARY INFORMATION - FOR DISCUSSION ONLY**

**International Falls School District No. 361**  
**Analysis of Tax Impact for Potential Bond Issue**

**June 19, 2017**

<b>Election</b>	<b>November 7, 2017</b>
<b>Bond Issue Amount</b>	<b>\$1,750,000</b>
<b>Average Interest Rate</b>	<b>3.00%</b>
<b>Number of Years</b>	<b>10</b>
<b>Pay 2018 Estimated Rate</b>	<b>2.20%</b>
<b>Pay 2018 Estimated Rate with New Debt</b>	<b><u>4.62%</u></b>
<b>Estimated Tax Capacity Rate Increase</b>	<b>2.42%</b>

<b>Type of Property</b>	<b>Estimated Market Value</b>	<b>Estimated Tax Impact Payable 2018*</b>
Residential Homestead	\$50,000	\$7
	75,000	11
	100,000	17
	125,000	24
	175,000	37
	200,000	44
	250,000	57
Commercial/ Industrial	300,000	70
	\$50,000	\$18
	100,000	36
	250,000	103
Agricultural Homestead** (average value per acre of land & buildings)	500,000	224
	\$2,000	\$0.15
	3,000	0.22
	4,000	0.29
	5,000	0.36
Agricultural Non-Homestead** (average value per acre of land & buildings)	6,000	0.44
	\$2,000	\$0.29
	3,000	0.44
	4,000	0.58
Seasonal Recreational Residential	5,000	0.73
	6,000	0.87
	\$50,000	\$12
	100,000	24
	150,000	36
Residential	200,000	48
	300,000	73
	500,000	121

\* Estimated tax impact includes principal and interest payments on the new bonds. The figures in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the proposed bond issue for many property owners.

\*\* Estimated tax impact includes 40% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total assessed value of all land & buildings divided by total acres. Homestead examples exclude the house, garage, and one acre, which has the same tax impact as a residential homestead. If you own more than \$1.94 million of agricultural homestead property, call Ehlers at 1-800-552-1171 or email MNSchools@ehlers-inc.com for an individualized estimate.

## RESOLUTION FOR ACCEPTANCE OF GIFTS/DONATIONS

**Whereas**, School Board Policy 706 establishes the guidelines for the acceptance of gifts or donations to the District;

**Whereas**, the International Falls School District Board encourages the support of the district's educational programs through gifts/donations that meet the goals and objectives of the school district;

**Whereas**, Minnesota Statute § 465.03 states the School Board of may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members.

**Therefore, be it resolved**, that the School Board of International Falls Public Schools, ISD 361, accepts with appreciation the following gifts/donations received by the School District:

• 2016 All Class Reunion; Class of 1968 Scholarship	\$ 7,500.00
• 2016 All Class Reunion; FHS School Flag Design & Purchase	\$ 3,000.00
• 2016 All Class Reunion; FES Gym Wall Mats	\$ 3,000.00
• 2016 All Class Reunion; FHS Sports Banners	\$ 3,700.00
• 2016 All Class Reunion; Band Incentive	\$ 5,000.00
• 2016 All Class Reunion; Portable Sound System	\$ 5,600.00
• 2016 All Class Reunion; New Padding for Weight Sets	\$ 1,000.00
• 2016 All Class Reunion; Door Decals with Mission Statement	\$ 800.00
• 2016 All Class Reunion; Window Decals with Room Numbers	\$ 1,000.00
• 2016 All Class Reunion; Extra if needed for above expenses	\$ 841.06
• PCA Mill; Bike Helmets	\$ 287.50
• PCA Mill; FES Playground Enhancements	\$ 3,000.00
• PCA Mill; FES End of Year Carnival Equipment	\$ 5,000.00
• MN Deer Association D3A; FHS PBIS	\$ 50.00
• International Falls Fire Dept.; FHS PBIS	\$ 50.00
• Kerry Park Hockey Tournament; 17/18 Volunteer Hockey Coach	\$ 3,500.00
• Kerry Park Hockey Tournament; 17/18 Concussion Testing	\$ 655.00
• North Star Publishing; KAPE Brochures	\$ 312.00
• North Star Publishing; KAPE Posters	\$ 65.84

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the gifts/donations. Upon roll being called the motion carried/failed.

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, May 15, 2017 – 5:00 p.m.**  
**Falls High School Cafeteria**

**PRELIMINARIES:**

1. CALL TO ORDER: Meeting was called to order by Chairperson Mike Holden at 5:00 p.m.
2. ROLL CALL: Members present were Mike Holden, Michelle Hebner, Heather McBride, Terry Murray, Ted Saxton, Roxanne Skogstad-Ditsch and Superintendent Kevin Grover. Member absent was Toni Korpi.  
  
Media Present: The Journal
3. PLEDGE OF ALLEGIANCE
4. PREVIEW & APPROVAL OF AGENDA: Moved by Roxanne Skogstad-Ditsch, seconded by Heather McBride to approve the agenda as amended. Superintendent Grover amended agenda with removal of item 4.0, and additions of item 10.12 and item 11.5. Carried 6-0.
5. OPEN FORUM:
  - 5.1. April Students of the Month Presentations to Casey Meyers and Aaron Taylor. No students present. Superintendent Grover stated students were given recognition at the Elks Scholarship Banquet held on April 30th.
  - 5.2. May Students of the Month Presentations to Alexis Erickson and Tristan Toth. No students present. Superintendent Grover stated students were given recognition at the Elks Scholarship Banquet held on April 30th.
  - 5.3. Public open forum:
    5. 3. 1. Fifth grade Teacher, Angela Cody, presented highlights of the recycling program started by her fifth grade students.
    5. 3. 2. P&I Grant Coordinator, BethAnne Slatinski along with members of the youth leadership group gave a presentation on past and upcoming P&I grant activities.

**OLD BUSINESS: None.**

**NEW BUSINESS:**

1. Member M. Hebner introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT OF  
JOANNA BRUNKHORST AND MICHELLE KOENIG, PROBATIONARY TEACHERS**

**WHEREAS** Joanna Brunkhorst and Michelle Koenig are probationary teachers in Independent School District No. 361, and

**BE IT RESOLVED**, by the School Board of Independent School District No. 361, that pursuant to Minnesota Statutes 122A.40, Subdivision 5 and the collective bargaining agreement between ISD 361 and EDMN Local 331, that the teaching contracts of Joanna Brunkhorst and Michelle Koenig, probationary teachers in Independent School District No. 361, are hereby terminated at the close of the current 2016-17 school year.

**BE IT FURTHER RESOLVED** that written notice be sent to said teachers regarding termination and nonrenewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION  
AND NON RENEWAL

Dear:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 361 held on May 15, 2017, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not renew your contract for the 2017-18 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract.

For Your Information,

Toni Korpi, Clerk  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 361

The motion for the adoption of the foregoing resolution was duly seconded by T. Murray and upon vote being taken thereon, the following voted in favor thereof: M. Hebner, M. Holden, H. McBride, T. Murray, T. Saxton and R. Skogstad-Ditsch and the following voted against the same: none. whereupon said resolution was declared duly passed and adopted.

2. Member H. McBride introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE  
REDUCTION OF THE TEACHING CONTRACT OF  
STACY ROBAR, PROBATIONARY TEACHER**

**WHEREAS**, Stacy Robar, is a probationary teacher in Independent School District No. 361.

**BE IT RESOLVED**, by the School Board of Independent School District No. 361, that pursuant to Minnesota Statutes 122A.40, Subdivision 5 and the collective bargaining agreement between ISD 361 and EDMN Local 331, that the teaching contract of Stacy Robar, probationary teacher in Independent School District No. 361, be reduced from .818 FTE to .273 FTE at the close of the current 2016-17 school year.

**BE IT FURTHER RESOLVED** that written notice be sent to said teacher regarding reduction of her contract as provided by law, and that said notice shall be in substantially the following form:

Ms. Stacy Robar  
International Falls, MN 56649

Dear Ms. Robar:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 361 held on May 15, 2017, a resolution was adopted by a majority roll call vote to reduce your contract from .818 FTE to .273 effective at the end of the current school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the reduction of your teaching contract.

For Your Information,

Toni Korpi, Clerk  
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 361

The motion for the adoption of the foregoing resolution was duly seconded by R. Skogstad-Ditsch and upon vote being taken thereon, the following voted in favor thereof: M. Hebner, M. Holden, H. McBride, T. Murray, T. Saxton and R. Skogstad-Ditsch and the following voted against the same: none; whereupon said resolution was declared duly passed and adopted.

3. Member M. Hebner introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE RENEWAL OF THE TEACHING CONTRACTS OF PROBATIONARY TEACHERS**

**WHEREAS** Sethen Ettestad, Mason Imhof, Karla Olson-Line, Lela Renberg, Stacy Robar and Sarah Staples are probationary teachers in Independent School District No. 361, and

**WHEREAS** Sethen Ettestad, Mason Imhof, Karla Olson-Line, Lela Renberg, Stacy Robar and Sarah Staples have successfully completed a probationary teaching year for 2016-17,

**BE IT RESOLVED**, by the School Board of Independent School District No. 361, that pursuant to Minnesota Statutes 122A.40, Subdivision 5 and the collective bargaining agreement between ISD 361 and EDMN Local 331, that Sethen Ettestad, Mason Imhof, Karla Olson-Line, Lela Renberg, Stacy Robar and Sarah Staples, probationary teachers in Independent School District No. 361, are hereby granted a probationary teaching position as follows:

Sethen Ettestad to the extent of 1.0 F.T.E.

Mason Imhof to the extent of 1.0 F.T.E.

Karla Olson-Line to the extent of .727 F.T.E.

Lela Renberg to the extent of 1.0 F.T.E.

Stacy Robar to the extent of .273 F.T.E.

Sarah Staples to the extent of 1.0 F.T.E.

for the 2017-18 school year as evidenced by observation and recommendation of the administration.

**BE IT FURTHER RESOLVED** that written notice be sent to said teachers regarding renewal of his/her probationary position as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF RENEWAL OF  
A PROBATIONARY TEACHING POSITION

XXXXXXXXXX  
International Falls, MN 56649

Dear:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 361 held on May 15, 2017, a resolution was adopted by a majority roll call vote to renew your probationary position for the 2017-18 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 361  
Toni Korpi, Clerk

The motion for the adoption of the foregoing resolution was duly seconded by H. McBride and upon vote being taken thereon, the following voted in favor thereof: M. Hebner, M. Holden, H. McBride, T. Murray, T. Saxton and R. Skogstad-Ditsch and the following voted against the same: none; whereupon said resolution was declared duly passed and adopted.

4. ~~Adopt a Resolution for Proposed Placement of Tenured Teacher on Unrequested Leave of Absence. Item as removed from agenda.~~

5. Acknowledged the continuing contract of Angela Schwartz as Early Childhood Special Education Instructor through the Northland Learning Center.

6. Member M. Hebner introduced the following resolution and moved its adoption:

**RESOLUTION FOR AWARDING CONTRACT LEADING TO “CONTINUING CONTRACT RIGHTS”, OR, “TENURE”:**

**Whereas** Karli Hendrickson has served the required number of years of probationary teaching, as prescribed by MS 122A.40, and

**Whereas** Karli Hendrickson has successfully met the instructional and professional standards of ISD 361, International Falls Public Schools, as determined by her immediate supervisor Melissa Tate, and

**Whereas** Melissa Tate, Principal, and Kevin Grover, Superintendent, now recommend Karli Hendrickson to the school board to faculty tenure,

**Be it resolved** that Karli Hendrickson upon recommendation of the administration be granted faculty tenure to the extent of 1.0 FTE with all its privileges and responsibilities, effective the 2017-18 school year.

The motion for the adoption of the foregoing resolution was duly seconded by Member H. McBride and upon voice vote being taken thereon, the following voted in favor thereof: M. Hebner, M. Holden, H. McBride, T. Murray, T. Saxton and R. Skogstad-Ditsch and the following voted against the same: none; Whereupon said resolution was declared duly passed and adopted.

7. Adopted Version "B" of the 2017-18 preschool fee schedule. Moved by Ted Saxton, Seconded by Terry Murray. Carried 6-0.

8. Set a school board work session meeting for June 5<sup>th</sup> at 6:00 pm in the Falls High School Library to discuss specifics of the November 2017 referendum.

9. Approved early retirement incentive language for members of Local 331. Moved by Michelle Hebner, seconded by Roxanne Skogstad-Ditsch. Carried 6-0.

10. Program Consent: Approved the program consent agenda items as presented. Moved by Roxanne Skogstad-Ditsch, seconded by Heather McBride. Carried 6-0.

10.1. Approved donations in the amount of \$5,138.40.

4/14/17 Roger Olson & Angela Olson; U-Haul Rental to Pick Up 6th Gr Pies \$32.00

4/14/17 Roger Jackson & Betty Olson; Truck Gas to Pick Up 6th Gr Pies \$50.00

4/26/17 Bronco Track Boosters; Volunteer Track Coach \$2500.00

4/26/17 David Skeim; Bronco Hall of Fame \$60.00

4/27/17 Elks Lodge #1599; Community Education \$500.00

5/1/17 Box Tops for Education; Falls High School \$146.40

5/1/17 Wells Fargo Community Connection Grant; General Education \$1000.00

5/2/17 International Falls Ambulance; PBIS \$50.00

5/2/17 North Star Electric Co-op Knowledge Scholarship; FHS Students \$800.00  
Total \$5138.40

- 10.2. Approved the minutes from the regular meeting of April 17 and the special meeting of May 1.
  - 10.3. Approved the bills due and payable amounting to \$198,619.87.
  - 10.4. Accepted the low bid from Range Cornice & Roofing in the amount of \$33,747.00 for the FES roof project, Section C.
  - 10.5. Accepted the low bid from Range Cornice & Roofing in the amount of \$50,585.00 for the FES roof project, Sections D&H.
  - 10.6. Accepted the low bid from Range Cornice & Roofing in the amount of \$87,243.00 for the FES roof project, Section G.
  - 10.7. Approved a contract between Northeast Service Cooperative and ISD 361 for provision of Health and Safety services for the period of July 1, 2017 through June 30, 2020.
  - 10.8. Approved a contract between IEA and ISD 361 for provision of Environmental, Health and Safety Management Services for the period of July 1, 2017 through June 30, 2020.
  - 10.9. Approved Application for Dissolution of Cooperative Sponsorship with ISD 363 for the wrestling program.
  - 10.10. Adopted the Resolution for Membership in the Minnesota State High School League for 2017-18
  - 10.11. Received the Short Term Investment Report
  - 10.12. Received the FY 2016-2017 Final Revenue and Expense Budgets and the FY 2017-2018 Tentative Revenue and Expense Budgets.
11. Personnel Consent: Approved the personnel consent agenda items as presented. Moved by Heather McBride, seconded by Roxanne Skogstad-Ditsch. Members Michelle Hebner and Mike Holden abstained from voting. Carried 4-0.
11. 1. Approved the hire of the following coaches/advisors with seasons during the 2017-18 school year and pursuant to Schedules "C" or "D" of the Master Agreement between ISD 361 and Local 331:
    - Basketball Cheer Advisor: Lori Potter
    - Hockey Cheer Advisor: Alex Ringhofer
    - Assistant Football Coach: Seth Ettestad
    - Assistant Football Coach: Stuart Nordquist
    - Assistant Football Coach: Todd Perala
    - Head Boys Hockey: George McDonald
    - Assistant Boys Hockey: Terry Thompson
    - Assistant Boys Hockey: Chad Baldwin
    - Head Boys Basketball: Mason Imhof
    - Head Boys Swim: Steve Joslyn
    - Assistant Boys Swim: Michelle Hebner
    - Head Girls Hockey: Gerald Bolstad
    - Assistant Girls Hockey: Kevin Erickson
    - Head Wrestling: Pete Benedix
    - Assistant Wrestling: Mike Holden
    - Knowledge Bowl: Carol Jaksa

11. 2. Acknowledged the following coaches:  
Head Wrestling: Pete Benedix  
Assistant Wrestling: Mike Holden
11. 3. Approved the hire of the following summer student custodial workers:  
Dylan Holt  
Ben Everson  
Alexis Erickson
11. 4. Accepted the resignation of Michael Christianson, Bus Driver, effective April 28, 2017.
- 11.5 Approved the hire of Sara Wendt as 1.0 FTE Elementary Education Teacher for the 2017-2018 school year in accord with the Master Agreement between ISD 361 and Local 331.

**12. Policy Consent:**

12. 1. Approved the policy consent agenda items as presented. Moved by Terry Murray, seconded by Mike Holden. Carried 6-0.
  - Policy 501 School Weapons
  - Policy 805 Waste Management and Recycling

**REPORTS AND INFORMATION**

**1. Administrative Reports:**

1. 1. Tim Everson, Secondary Principal, reported on current enrollment and upcoming end of year events.
1. 2. Melissa Tate, Elementary Principal, reported on current enrollment; extended a thank you to the volunteers who brought back the items for the end of year carnival held by grades K-5.
1. 3. Kevin Grover, Superintendent, reviewed new service offered from MSBA for Board Self Evaluations. Board may participate if interested.

**RECESS:** Chairperson, Mike Holden, recessed meeting at 6:12 to conduct tenure celebration. Meeting resumed at 6:26 p.m.

**CLOSED SESSION:** Closed meeting at 6:26 p.m. to discuss negotiations strategy with Local 510 and Local 4798. Moved by Terry Murray, seconded by Roxanne Skogstad-Ditsch. Carried 6-0.

**REOPEN AND ADJOURNMENT:** Reopen from closed session and adjourn the meeting at 6:40 p.m. Moved by Michelle Hebner, and seconded by Roxanne Skogstad-Ditsch. Carried 6-0.

---

Attest: Roxanne Skogstad-Ditsch, Acting Clerk

---

Date:

**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, June 5, 2017 at 5:00 p.m.**  
**Falls High School Library**

**PRELIMINARIES:**

**Call to Order:** Meeting was called to order by chairperson, Mike Holden at 6:00 p.m.

**Roll Call:** Members present were Mike Holden, Michelle Hebner, Terry Murray, Ted Saxton, Roxanne Skogstad-Ditsch, and Superintendent Kevin Grover. Member absent was Toni Korpi and Heather McBride.

**Pledge of Allegiance**

**Preview and Approval of Agenda:** Moved by Michelle Hebner, seconded by Roxanne Skogstad-Ditsch to approve the agenda.

**NEW BUSINESS:**

**Consent Agenda:** Moved by Terry Murray, seconded by Mike Holden, to approve the Consent Agenda as presented. Motion Carried.

1. Approve the hire of Leah DeLack as 1.0 FTE Secondary Art Teacher for the 2017-2018 school year.
2. Approve the hire of Tylyn Nault as 1.0 FTE Elementary Education Teacher for the 2017-2018 school year.

**Information and Discussion:** Superintendent Grover reviewed the Radiographic Examination Report from Acuren. The tubes in the Arena will need to be replaced in future. Discussion took place regarding the estimated cost of tube/floor replacement and how to fund this project.

Superintendent Grover presented three referendum options. All three options were discussed. Superintendent Grover will bring to the June Regular School Board meeting a final version for board approval.

**ADJOURNMENT:** Motion by Michelle Hebner, seconded by Terry Murray to adjourn meeting at 7:43 pm. Motion carried.

\_\_\_\_\_  
Toni Korpi, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Holden, Chairperson

\_\_\_\_\_  
Date

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
161700135	Schrader, William	5/9/2017	PIE REFUND	REFUND FOR 6TH GRADE PIE FUND RAISER (HE PAID TWICE)	0 \$	28.00
161700136	Erickson, Jennifer	6/6/2017	STATE TRACK	STATE TRACK PER DIEM 6/8-9/17	0 \$	896.00
161700137	Bahr, Linda	6/12/2017	53117	Mileage Reimbursement to and from Public Library (April & May)	0 \$	41.19
	Bahr, Linda	6/12/2017	52517	Supplies for B-Day Club Party	0 \$	15.00
161700138	Duhant, Tracy	6/12/2017	92217	Meals Reimbursement for P& I Training	0 \$	8.00
161700139	Everson, Timothy	6/12/2017	50917	Meal Reimbursement (EIP Meeting)	0 \$	10.00
161700140	Gilbert, Kayla	6/12/2017	52517	BSU Honorarium	0 \$	75.00
161700141	Hamers, Katie	6/12/2017	50517	Meal Reimbursement	0 \$	49.90
	Hamers, Katie	6/12/2017	50917	Meal Reimbursment-- LSI Tracker Training	0 \$	13.51
161700142	Hewitt, Susan	6/12/2017	52617	Reimbursement for FES Picnic Tablecloths	0 \$	40.00
161700143	Holden, Dana	6/12/2017	60217	Mileage Reimbursement to Duluth to Return FES Carnival Toys	0 \$	133.13
161700144	Hopkins, Michelle	6/12/2017	51717	Mileage to Virginia (NLC) MARSS Meeting	0 \$	76.23
161700145	Katrin, Jill	6/12/2017	52517	BSU Honorarium	0 \$	225.00
161700146	Krause, Kerstin	6/12/2017	11217	Mileage Reimbursement FES to Bus Garage	0 \$	27.52
161700147	Leseman, Stacey	6/12/2017	60117	Mileage Reimbursement to and from Bus Garage	0 \$	30.49
161700148	McDonald, Kimberley	6/12/2017	5917	Meal Reimbursment-- LSI Tracker Training	0 \$	10.00
	McDonald, Kimberley	6/12/2017	51117	Meal Reimbursment-- Guided Math Training	0 \$	67.68
	McDonald, Kimberley	6/12/2017	51017	Mileage Reimbursement to Minneapolis-- Guided Math	0 \$	246.40

20

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Training		
161700149	Mitchell, Kirby	6/12/2017	60117	Mileage Reimbursement to and from Bus Garage	0 \$	36.97
161700150	Olson-Line, Karla	6/12/2017	50917	Meals & Mileage Reimbursement for Perkins Meeting	0 \$	134.04
161700151	Pavleck, Molly	6/12/2017	43017	Reimbursement for Classroom Supplies	0 \$	86.47
	Pavleck, Molly	6/12/2017	52517	BSU Honorarium	0 \$	225.00
161700152	Potter, Lori	6/12/2017	60117	Mileage Reimbursement to and from Bus Garage	0 \$	21.40
161700153	Ringhofer, Alexandra	6/12/2017	42917	Reimbursement for School Car Gas	0 \$	21.51
161700154	Schwartz, Angela	6/12/2017	51917	Reimbursment for Safe Sitter Fee	0 \$	25.00
161700155	VOYAGEUR CHARTER COACH	6/12/2017	23170	5th Grade Class Trip to Grand Rapids	0 \$	1,670.00
	VOYAGEUR CHARTER COACH	6/12/2017	2353	6th Grade Trip to Minn/StPaul	0 \$	5,200.00
	VOYAGEUR CHARTER COACH	6/12/2017	2360	Science Class Trip to Valleyfair	0 \$	4,000.00
	VOYAGEUR CHARTER COACH	6/12/2017	2334	2017 TRACK MILEAGE	2921700065 \$	7,335.90
	VOYAGEUR CHARTER COACH	6/12/2017	2368	Softball Game Mileage (2 trips)	0 \$	1,986.60
	VOYAGEUR CHARTER COACH	6/12/2017	2369	Baseball Game Mileage (2 trips)	0 \$	848.10
161700156	Wenberg-Anderson, Jennifer	6/12/2017	60117	Mileage Reimbursement to FES and from FHS	0 \$	49.75
161700157	Wilson, June	6/12/2017	60117	Mileage Reimbursement to and from Bus Garage	0 \$	24.87
201134031	GLUMACK, BABE	5/9/2017	SOFTBALL 5/9/	SOFTBALL UMP 5/9/17	0 \$	214.14
201134032	MESABA COUNTRY CLUB	5/9/2017	B/G GOLF 5/5/	B/G GOLF 5/5/17	0 \$	240.00
201134033	MN ASSOC OF SECONDARY SCHO	5/9/2017	T.EVERSON-M	REGISTRATION FOR MN PRINCIPALS ASSOCIATION	0 \$	260.00
201134034	SIMONS, David	5/9/2017	SOFTBALL 5/9/	SOFTBALL UMP 5/9/17	0 \$	105.00

21

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134035	VIRGINIA GOLF	5/9/2017	GIRLS GOLF 5/1	GIRLS GOLF ENTRY FEE 5/6/17	0 \$	156.00
201134036	MN ASSOC OF SECONDARY SCHO	5/9/2017	T.EVERSON 17	MEMBERSHIP FEE 2017-18	0 \$	858.00
201134038	DeBenedet, Jenna	5/10/2017	5/9/2017	Refund for CPR/First Aid Class	0 \$	90.00
201134039	MARY, MOTHER OF THE CHURCH	5/10/2017	6TH GR TRIP D	DONATION FOR 6TH GRADE TRIP - LODGING	0 \$	250.00
201134040	Olson, James	5/10/2017	5/9/2017	Payment for Red Cross Lifeguard Training	0 \$	972.50
201134041	Zayic, Jean	5/10/2017	5/9/2017	Payment for Red Cross Lifeguard Training	0 \$	972.50
201134047	CRUZ, Juan	5/11/2017	BASEBALL 5/11	BASEBALL UMP 5/11/17	0 \$	40.00
201134048	HASAN, RAHEEM	5/11/2017	BASEBALL 5/11	BASEBALL UMP 5/11/17	0 \$	40.00
201134049	HIBBING TRACK BOOSTER CLUB	5/11/2017	B/G TRACK 5/1	TRACK ENTRY FEE 5/11/17	0 \$	80.00
201134050	KARICH, Brian	5/11/2017	BASEBALL 5/11	BASEBALL UMP 5/11/17	0 \$	183.71
201134051	TURNBULL, Mike	5/11/2017	BASEBALL 5/11	BASEBALL UMP 5/11/17	0 \$	75.00
201134052	VIRGINIA GOLF	5/11/2017	GOLF 5/11/17	GOLF ENTRY FEE	0 \$	144.00
201134053	ISD #695	5/11/2017	B/G TRACK 5/1	BOYS TRACK ENTRY FEE 5/11/17	0 \$	75.00
201134054	Pick Me Flowers	5/11/2017	218.283.4095	Volunteer Recognition	0 \$	138.00
201134055	VIRGINIA GOLF	5/11/2017	GOLF 5/12-13/	GOLF INVITE ENTRY FEE 5/12	0 \$	300.00
201134056	US FOODSERVICE	5/15/2017	4588379	FES; Milk for Meal Service	0 \$	330.91
	US FOODSERVICE	5/15/2017	4588380	FES; Milk for Meal Service	0 \$	40.32
	US FOODSERVICE	5/15/2017	4662760	FES; Milk for Meal Service	0 \$	220.61
	US FOODSERVICE	5/15/2017	4722690	FES; Milk for Meal Service	0 \$	281.09
	US FOODSERVICE	5/15/2017	4722691	FES; Milk for Meal Service	0 \$	30.24
	US FOODSERVICE	5/15/2017	4799377	FES; Milk for Meal Service	0 \$	410.40
	US FOODSERVICE	5/15/2017	4799378	FES; Milk for Meal Service	0 \$	70.56
	US FOODSERVICE	5/15/2017	4859016	FES; Milk for Meal Service	0 \$	353.06
	US FOODSERVICE	5/15/2017	4932239	FES; Milk for Meal Service	0 \$	119.52
	US FOODSERVICE	5/15/2017	4932240	FES; Milk for Meal Service	0 \$	29.87
	US FOODSERVICE	5/15/2017	4722689	FHS; Milk for Meal Service	0 \$	291.17
	US FOODSERVICE	5/15/2017	4799373	FHS; Milk for Meal Service	0 \$	139.97
201134056	US FOODSERVICE	5/15/2017	4859014	FHS; Milk for Meal Service	0 \$	240.77
	US FOODSERVICE	5/15/2017	4932238	FHS; Food for Meal Service	0 \$	138.83

22

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	US FOODSERVICE	5/15/2017	4662778	FES; Food for Meal Service	0	\$ 20.93
	US FOODSERVICE	5/15/2017	4662777	FHS; Food for Meal Service	0	\$ 59.80
	US FOODSERVICE	5/15/2017	4691360	FHS; Food for Meal Service	0	\$ 54.97
	US FOODSERVICE	5/15/2017	4722692	FHS; Food for Meal Service	0	\$ 24.84
	US FOODSERVICE	5/15/2017	4799369	FHS; Food for Meal Service	0	\$ 2,560.91
	US FOODSERVICE	5/15/2017	4859017	FHS; Food for Meal Service	0	\$ 370.25
	US FOODSERVICE	5/15/2017	4932233	FHS; Food for Meal Service	0	\$ 1,808.56
	US FOODSERVICE	5/15/2017	4932233	FHS; Food for Meal Service	0	\$ 284.21
	US FOODSERVICE	5/15/2017	4722706	FES; Milk for Meal Service	0	\$ 565.43
	US FOODSERVICE	5/15/2017	4859028	FES; Milk for Meal Service	0	\$ 350.16
	US FOODSERVICE	5/15/2017	4662771	FES; Food for Meal Service	0	\$ 881.38
	US FOODSERVICE	5/15/2017	4662771	FES; Food for Meal Service	0	\$ 196.59
	US FOODSERVICE	5/15/2017	4799367	FES; Food for Meal Service	0	\$ 1,358.59
	US FOODSERVICE	5/15/2017	4932234	FES; Food for Meal Service	0	\$ 1,225.06
	US FOODSERVICE	5/15/2017	4991248	FES; Milk for Meal Service	0	\$ 246.26
	US FOODSERVICE	5/15/2017	4991254	FHS; Food for Meal Service	0	\$ 513.38
	US FOODSERVICE	5/15/2017	4991254	FHS; Food for Meal Service	0	\$ 53.84
201134058	Kuffenkam, Margaret	5/17/2017	5/17/2017	Early Retirement Incentive - Margaret Kuffenkam	0	\$ 1,632.90
201134060	CORRIN'S PLUMBING AND HEATII	5/18/2017	3734	STEEL	2551700041	\$ 111.30
201134061	EARTHGRAINS BAKING CO INC	5/18/2017	52526215635	FHS; Bread for Meal Service	0	\$ 45.00
	EARTHGRAINS BAKING CO INC	5/18/2017	52526215695	FHS; Bread for Meal Service	0	\$ 77.85
	EARTHGRAINS BAKING CO INC	5/18/2017	52526215753	FHS; Bread for Meal Service	0	\$ 58.30
	EARTHGRAINS BAKING CO INC	5/18/2017	52526215751	FHS; Bread for Meal Service	0	\$ 67.25
	EARTHGRAINS BAKING CO INC	5/18/2017	52526215637	FES; Bread for Meal Service	0	\$ 75.00
	EARTHGRAINS BAKING CO INC	5/18/2017	52526215693	FES; Bread for Meal Service	0	\$ 199.20
201134061	EARTHGRAINS BAKING CO INC	5/18/2017	52526215749	FES; Bread for Meal Service	0	\$ 109.00
201134062	FARGO PUBLIC SCHOOL DISTRICT	5/18/2017	42938	Student Tuition 3/9/-4/11/17	0	\$ 1,602.84
201134063	GRAND FORKS PUBLIC SCHOOLS	5/18/2017	12773	RR Behavioral System Tuition	0	\$ 519.25
201134064	GREENTECH MANUFACTURING IN	5/18/2017	8762	Comm Garden Benches (Age To Age Funds)	0	\$ 2,511.56
201134065	GUARDIAN PEST CONTROL INC	5/18/2017	1755457	Pest Control Service	8101700017	\$ 64.65
201134066	INAC, INC	5/18/2017	3021	Food Service Consulting	7701700004	\$ 1,454.55

23

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Agreement		
201134067	LEO'S SAWMILL	5/18/2017	874151	WOOD RESALE	2551700039	\$ 860.00
	LEO'S SAWMILL	5/18/2017	874155	WOOD RESALE	2551700039	\$ 300.00
201134068	Marco Technologies LLC	5/18/2017	329282727	Comm Ed; XEROX Lease	5001700002	\$ 111.32
	Marco Technologies LLC	5/18/2017	330326612	Comm Ed; XEROX Lease	5001700002	\$ 306.83
	Marco Technologies LLC	5/18/2017	330326570	Konica Minolta Copy Machines	1101700012	\$ 647.36
	Marco Technologies LLC	5/18/2017	330326570	Konica Minolta Copy Machines	1101700012	\$ 647.35
	Marco Technologies LLC	5/18/2017	4282864	Guid Office Cost per Copy	7101700000	\$ 28.37
201134069	MEDTOX LABORATORIES	5/18/2017	42017665124	Employee Drug Screens	0	\$ 112.30
201134070	MN POWER	5/18/2017	051017G	Garage; Electricity Bill	8101700023	\$ 531.78
	MN POWER	5/18/2017	051017A	Arena; Electricity Bill	8101700023	\$ 1,167.24
	MN POWER	5/18/2017	051017FES	FES; Electricity Bill	8101700023	\$ 2,471.20
	MN POWER	5/18/2017	051017FHS	Pool; Electricity Bill	8101700023	\$ 3,000.00
	MN POWER	5/18/2017	051017FHS	FHS; Electricity Bill	8101700023	\$ 6,601.95
201134071	NORTHLAND LEARNING CENTER	5/18/2017	3616	FY17 ECSE Salary & Benefits	0	\$ 10,822.50
	NORTHLAND LEARNING CENTER	5/18/2017	3616	FY17 ECSE Salary & Benefits	0	\$ 1,945.21
	NORTHLAND LEARNING CENTER	5/18/2017	3545	FY17 Coordinator Salary & Benefits	0	\$ 874.89
	NORTHLAND LEARNING CENTER	5/18/2017	3545	FY17 Coordinator Salary & Benefits	0	\$ 210.95
	NORTHLAND LEARNING CENTER	5/18/2017	3545	FY17 Coordinator Salary & Benefits	0	\$ 2,234.83
	NORTHLAND LEARNING CENTER	5/18/2017	3545	FY17 Coordinator Salary & Benefits	0	\$ 445.33
	NORTHLAND LEARNING CENTER	5/18/2017	3622	Contracte PI Services	0	\$ 650.00
201134072	O'REILLY AUTO PARTS	5/18/2017	3901-297945	Transpor; Oil Filter	0	\$ 7.52
201134073	OFFICE DEPOT	5/18/2017	9.22328E+11	Supt Office (Toner)	201700002	\$ 149.78
	OFFICE DEPOT	5/18/2017	9.25826E+11	File Folders	1101700034	\$ 15.98
201134074	PROGRESSPUBLICATIONS.COM	5/18/2017	47342473	SUB FOLDERS	3001700129	\$ 97.50
201134075	RAINY LAKE MEDICAL CENTER	5/18/2017	2985	PT/OT Therapies Services	1101700007	\$ 10,749.20
201134076	RECREATION COMMISSION	5/18/2017	16/17	Athletic Director Services	0	\$ 18,185.75
201134078	CITIZENS FOR BACKUS	5/18/2017	0	PCN Dinner (Sales Tax)	0	\$ 84.70
201134079	COLLEGEBOARD	5/18/2017	PO 710170000	Test Fees for AP Calc & AP	0	\$ 1,945.00

24

June 19, 2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
English						
201134080	FULLERTON, JIM	5/18/2017	SOFTBALL 5/18	SOFTBALL UMP 5/18/17	0	\$ 105.00
201134081	Hibbing ISD #701	5/18/2017	SOFTBALL 5/18	SOFTBALL ENTRY FEE 5/12/17	0	\$ 75.00
201134082	MESABI EAST SCHOOLS	5/18/2017	B/G GOLF 5/15	B/G GOLF ENTRY FEE 5/15/17	0	\$ 300.00
201134083	VAADELAND, HAAKON	5/18/2017	SOFTBALL 5/18	SOFTBALL UMP 5/18/17	0	\$ 281.22
201134084	VIRGINIA GOLF	5/18/2017	B/G GOLF 5/17	B/G GOLF ENTRY FEE 5/17/17	0	\$ 302.00
201134085	HIBBING TRACK BOOSTER CLUB	5/19/2017	B/G TRACK 5/19	B/G TRACK ENTRY FEE 5/19/17	0	\$ 180.00
201134086	JONES, DANIEL	5/19/2017	SR. BANQUET	SPEAKER FOR SR. BANQUET	0	\$ 300.00
201134088	CLOQUET MIDDLE SCHOOL	5/23/2017	B GOLF 5/24/1	BOYS GOLF ENTRY FEE 5/24/17	0	\$ 150.00
201134089	FULLERTON, JIM	5/23/2017	BASEBALL 5/23	BASEBALL UMP 5/23/17	0	\$ 125.00
	FULLERTON, JIM	5/25/2017	BASEBALL 5/23	BASEBALL UMP 5/23/17	0	\$ (125.00)
201134090	GLUMACK, BABE	5/23/2017	SOFTBALL 5/23	SOFTBALL UMP 5/23/17	0	\$ 214.14
201134091	SIMONS, David	5/23/2017	SOFTBALL 5/23	SOFTBALL UMP 5/23/17	0	\$ 70.00
201134092	VAADELAND, HAAKON	5/23/2017	BASEBALL 5/23	BASEBALL UMP 5/23/17	0	\$ 291.22
201134093	VIRGINIA GOLF	5/23/2017	B GOLF 5/19/1	B GOLF ENTRY FEE 5/19/17	0	\$ 144.00
201134094	Koenig, Joshua	5/23/2017	BASEBALL 5/23	BASEBALL UMP 5/23/17	0	\$ 115.00
201134102	TREGO, ANDRE	5/24/2017	BASEBALL 5/24	BASEBALL UMP 5/24/17	0	\$ 40.00
201134103	GLUMACK, BABE	5/24/2017	BASEBALL 5/24	BASEBALL UMP 5/24/17	0	\$ 184.14
201134104	Koenig, Joshua	5/24/2017	BASEBALL 5/24	BASEBALL UMP 5/24/17	0	\$ 40.00
201134105	PETERSON, WILLIAM	5/24/2017	BASEBALL 5/24	BASEBALL UMP 5/24/17	0	\$ 75.00
201134106	CANON FINANCIAL SERVICES INC	5/26/2017	17305957	FES 6055 & FHS 6075 Canon Lease	1101700004	\$ 348.10
201134107	CDW Government	5/26/2017	HSV1182	Science Carts	6051700116	\$ 747.66
201134108	EWALD ENTERPRISES	5/26/2017	4794	Arm Door Closure	0	\$ 208.50
201134109	GRINDALL, DOUGLAS	5/26/2017	50817	Dog Obedience Instructor	0	\$ 380.00
201134110	HAWKINS INC	5/26/2017	4071483	Pool Chemicals	8101700047	\$ 308.98
	HAWKINS INC	5/26/2017	4072938	Pool Chemicals	8101700047	\$ 150.00
201134111	J2M APPAREL CO	5/26/2017	8541	T-Shirts for 6th Grade Trip	0	\$ 622.75
201134112	KANTOR ELECTRIC INC	5/26/2017	13804	Pool Chlorinator Repair	0	\$ 88.00
201134113	KENNEDY & GRAVEN, CHARTEREI	5/26/2017	41217	Attorney Consultation	0	\$ 225.50
201134114	KOOCHICHING COUNTY	5/26/2017	30728	Tipping Fees	0	\$ 27.50
201134115	Marco Technologies LLC	5/26/2017	4290856	Bus Office Copy Per Copy	1101700005	\$ 17.43
	Marco Technologies LLC	5/26/2017	4242178	FES Staples for Copier	1301700127	\$ 106.90

25

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134116	MIDWEST SPORTSWEAR	5/26/2017	30466	Tenure Plaque	101700008	\$ 68.89
201134117	MN ENERGY RESOURCES CORP	5/26/2017	50917	Stadium; Natural Gas Services	8101700019	\$ 14.14
	MN ENERGY RESOURCES CORP	5/26/2017	051917G	Garage; Natural Gas Services	8101700019	\$ 78.05
201134118	ODC INC	5/26/2017	7145611	April Job Coaching	0	\$ 130.50
201134119	OFFICE MAX	5/26/2017	796253	FES Office Supplies	1301700128	\$ 153.12
	OFFICE MAX	5/26/2017	802455	OFFICE SUPPLIES	3001700144	\$ 142.52
	OFFICE MAX	5/26/2017	808163	Office Supplies	5001700058	\$ 114.48
	OFFICE MAX	5/26/2017	802414	Supplies for Guidance Office	7101700003	\$ 129.01
201134120	PERMA BOUND	5/26/2017	1727130-01	FHS Library - FEF	3001700123	\$ 110.43
201134121	ProRider, Inc.	5/26/2017	71537	Bike Helmets for the May 9 Bike Rodeo - PCA will donate money for these	5001700054	\$ 287.50
201134122	RATWIK ROSZAK & MALONEY PA	5/26/2017	50117	Attorney Consultations	0	\$ 2,069.91
201134123	SCHOOL NURSE SUPPLY INC	5/26/2017	0630659-IN	1ST AID KIT SUPPLIES`	3001700140	\$ 145.32
201134124	SUPER ONE	5/26/2017	42117	FES; Food For Meal Service	0	\$ 9.49
	SUPER ONE	5/26/2017	42517	FES; Food For Meal Service	0	\$ 11.67
	SUPER ONE	5/26/2017	42617	FES; Food For Meal Service	0	\$ 10.59
	SUPER ONE	5/26/2017	42717	FES; Food For Meal Service	0	\$ 15.96
	SUPER ONE	5/26/2017	50117	FES; Food For Meal Service	0	\$ 9.49
	SUPER ONE	5/26/2017	50417	FES; Food For Meal Service	0	\$ 17.94
	SUPER ONE	5/26/2017	51117	FES; Food For Meal Service	0	\$ 5.97
	SUPER ONE	5/26/2017	50917	FES; Food For Meal Service	0	\$ 27.04
	SUPER ONE	5/26/2017	042517P	PALS Supplies	5001700006	\$ 13.63
	SUPER ONE	5/26/2017	51517	FES; Food for Meal Service	0	\$ 8.97
	SUPER ONE	5/26/2017	52317	CLASSROOM GROCERIES	3001700071	\$ 20.43
	SUPER ONE	5/26/2017	51717	PALS Supplies	5001700006	\$ 43.96
201134125	TIERNEY BROTHERS INC	5/26/2017	741093	Supplies	6051700112	\$ 77.42
	TIERNEY BROTHERS INC	5/26/2017	741615	Supplies	6051700114	\$ 1,399.00
	TIERNEY BROTHERS INC	5/26/2017	741382	Supplies	6051700114	\$ 7,740.00
201134126	TIMBERPINS	5/26/2017	547120	PALS Bowling for Spring Session	5001700050	\$ 262.60
201134127	UPPER LAKES FOODS	5/26/2017	898628-00	FHS; Food for Meal Service	0	\$ 357.44
201134127	UPPER LAKES FOODS	5/26/2017	898628-00	FHS; Food for Meal Service	0	\$ 218.28

26

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	UPPER LAKES FOODS	5/26/2017	898965-00	FES; Food for Meal Service	0	\$ 249.10
	UPPER LAKES FOODS	5/26/2017	9044364-00	FHS; Food for Meal Service	0	\$ 218.28
201134128	XEROX CORP	5/26/2017	88963046	FHS Copy Machine Rental	1101700001	\$ 478.09
	XEROX CORP	5/26/2017	88963045	FES Copy Machine Rental	1101700001	\$ 478.09
201134129	Carlson, Bianca	5/25/2017	V.F REFUND	REFUND VALLEY FAIR TRIP	0	\$ 26.25
201134131	US FOODSERVICE	5/31/2017	4991259	FES; Food for Meal Service	0	\$ 77.80
	US FOODSERVICE	5/31/2017	4991259	FES; Food for Meal Service	0	\$ 246.88
	US FOODSERVICE	5/31/2017	5066648	FES; Food for Meal Service	0	\$ 162.39
	US FOODSERVICE	5/31/2017	5066648	FES; Food for Meal Service	0	\$ 955.93
	US FOODSERVICE	5/31/2017	5128464	FES; Food for Meal Service	0	\$ 169.01
	US FOODSERVICE	5/31/2017	5128464	FES; Food for Meal Service	0	\$ 652.30
	US FOODSERVICE	5/31/2017	5199681	FES; Food for Meal Service	0	\$ 148.59
	US FOODSERVICE	5/31/2017	5199681	FES; Food for Meal Service	0	\$ 899.79
	US FOODSERVICE	5/31/2017	4991249	FES; Milk for Meal Service	0	\$ 219.08
	US FOODSERVICE	5/31/2017	5066636	FES; Milk for Meal Service	0	\$ 257.71
	US FOODSERVICE	5/31/2017	5066637	FES; Milk for Meal Service	0	\$ 39.83
	US FOODSERVICE	5/31/2017	5117113	FES; Milk for Meal Service	0	\$ 9.96
	US FOODSERVICE	5/31/2017	5128444	FES; Milk for Meal Service	0	\$ 277.65
	US FOODSERVICE	5/31/2017	5199671	FES; Milk for Meal Service	0	\$ 316.32
	US FOODSERVICE	5/31/2017	5199672	FES; Milk for Meal Service	0	\$ 39.84
	US FOODSERVICE	5/31/2017	5066634	FHS; Milk for Meal Service	0	\$ 98.99
	US FOODSERVICE	5/31/2017	5128443	FHS; Milk for Meal Service	0	\$ 237.85
	US FOODSERVICE	5/31/2017	5199668	FHS; Milk for Meal Service	0	\$ 19.92
	US FOODSERVICE	5/31/2017	5255714	FHS; Milk for Meal Service	0	\$ 198.02
	US FOODSERVICE	5/31/2017	5128447	FHS; Food for Meal Service	0	\$ 364.06
	US FOODSERVICE	5/31/2017	5329915	FHS; Food for Meal Service	0	\$ 116.29
	US FOODSERVICE	5/31/2017	5329915	FHS; Food for Meal Service	0	\$ 620.12
	US FOODSERVICE	5/31/2017	5066628	FHS; Food for Meal Service	0	\$ 1,779.61
	US FOODSERVICE	5/31/2017	5066628	FHS; Food for Meal Service	0	\$ 386.17
	US FOODSERVICE	5/31/2017	5199664	FHS; Food for Meal Service	0	\$ 1,873.95
	US FOODSERVICE	5/31/2017	5199664	FHS; Food for Meal Service	0	\$ 53.99
201134131	US FOODSERVICE	5/31/2017	5255722	FHS; Food for Meal Service	0	\$ 983.61
	US FOODSERVICE	5/31/2017	5255722	FHS; Food for Meal Service	0	\$ 21.16

27

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	US FOODSERVICE	5/31/2017	5255715	FES; Milk for Meal Service	0 \$	357.31
	US FOODSERVICE	5/31/2017	5329910	FES; Milk for Meal Service	0 \$	29.88
	US FOODSERVICE	5/31/2017	5329909	FES; Milk for Meal Service	0 \$	138.29
	US FOODSERVICE	5/31/2017	5255733	FES; FHS for Meal Service	0 \$	959.15
	US FOODSERVICE	5/31/2017	5255733	FES; FHS for Meal Service	0 \$	130.94
	US FOODSERVICE	5/31/2017	5329922	FES; FHS for Meal Service	0 \$	1,078.20
201134132	Section 7A	5/31/2017	B/G GOLF 5/24	B/G GOLF ENTRY FEE	0 \$	300.00
201134133	WOOD NICCI	5/31/2017	5/24/2017	Refund for Safe On My Own Class through Community Ed, May 22 - Lila Wood	0 \$	10.00
201134134	DELL - Warranty Extension	6/2/2017	61117	Supplies	6051700117 \$	572.82
201134135	FRONTIER	6/2/2017	51617	Monthly Telephone Service	8101700003 \$	557.60
	FRONTIER	6/2/2017	051617FES	FES; Monthly Telephone Service	8101700003 \$	206.10
	FRONTIER	6/2/2017	051617G	Garage; Monthly Telephone Service	8101700003 \$	34.10
	FRONTIER	6/2/2017	051617A	Arena; Monthly Telephone Service	8101700003 \$	43.10
	FRONTIER	6/2/2017	051617P	Pool; Monthly Telephone Service	8101700003 \$	34.10
201134136	Fun Express, LLC	6/2/2017	683827767-01	Preschool Graduation Caps	1301700132 \$	24.90
	Fun Express, LLC	6/2/2017	683740078-01	ECFE Family Fishing Supplies	5001700059 \$	49.71
201134137	Hometown Hobby & Craft	6/2/2017	2640	Casareto Science	0 \$	191.84
201134138	INTERMEDIATE DISTRICT 287	6/2/2017	75275	ALC Period 3 Billing	0 \$	2,067.84
201134139	INTERQUEST DETECTION CANINE	6/2/2017	114nm-13	Canine Detection Services	1101700019 \$	315.00
201134140	KEEP ENTERPRISES INC	6/2/2017	57927	Fuel purchase	7601700012 \$	2,045.28
201134141	KMART	6/2/2017	51717	PBIS YEAR END PRIZE	3001700153 \$	143.80
201134142	LAMAR COMPANIES	6/2/2017	108054511	Billboard Signs	7901700025 \$	965.00
201134143	LEO'S SAWMILL	6/2/2017	874154	Wood Resale	0 \$	200.00
	LEO'S SAWMILL	6/2/2017	874156	Wood Resale	0 \$	540.00
201134144	MN SCHOOL BOARD ASSN	6/2/2017	17107Z0P7V9	BoardBook	101700007 \$	2,000.00
201134145	Nordquist, Stuart	6/2/2017	51017	Reimbursement for HOF Supplies	0 \$	334.29

28

June 19, 2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134146	ROCHESTER TELECOM SYSTEMS IN	6/2/2017	52217	Long Distance Phone Calls	8101700016	\$ 59.80
	ROCHESTER TELECOM SYSTEMS IN	6/2/2017	52217	Long Distance Phone Calls	8101700016	\$ 59.80
201134147	STAR Autism Support	6/2/2017	17833	AUTISM SUPPORT KITS	3001700147	\$ 1,802.90
201134148	TRANS MISSISSIPPI BIO SUPPLY	6/2/2017	5064	LIVE SPECIMENS	2601700007	\$ 55.33
201134149	UHL/ABE	6/2/2017	25001	Sensor for FHS Boiler	0	\$ 34.00
	UHL/ABE	6/2/2017	25135	FES; Actuator	0	\$ 540.00
201134150	WATER DEPT	6/2/2017	52217	Garage; Water Usage	8101700012	\$ 68.32
	WATER DEPT	6/2/2017	052217A	Water Usage	8101700012	\$ 152.36
	WATER DEPT	6/2/2017	052217FES	FES; Water Usage	8101700012	\$ 2,736.59
	WATER DEPT	6/2/2017	052217FHS	FHS; Water Usage	8101700012	\$ 1,707.10
201134152	GIERSZEWSKI, MARK	6/2/2017	GRAD SOUND	SOUND SYSTEM FOR GRADUATION	0	\$ 350.00
201134154	Gjertson, John	6/5/2017	6/5/2017	Early Retirement Incentive - J. Gjertson	0	\$ 259.15
201134155	KING OF THE ROAD ENTERTAINM	6/6/2017	GRAD SOUND	SOUND SYSTEM FOR GRADUATION	0	\$ 350.00
201134156	HAMLIN UNIVERSITY	6/6/2017	STATE TRACK	STATE TRACK PRACTICE FEES 6/8-9/17	0	\$ 27.00
201134157	Knox, Kayla	6/6/2017	6/2/2017	Refund for Bradley's Community Ed classes	0	\$ 100.00
201134158	MSHSL	6/6/2017	STATE TRACK	STATE TRACK EXTRA COACH FEE	0	\$ 20.00
201134159	WOOD NICCI	6/6/2017	6/6/2017	Refund for two summer classes for Lila Wood	0	\$ 40.00
201134164	APPERSON	6/8/2017	INV03624	TEST SCAN SHEETS	3001700155	\$ 171.14
201134165	ARROWHEAD LIBRARY SYSTEM	6/8/2017	6781	Library Catalog System	6201700000	\$ 625.00
201134166	Citon Computer Corp	6/8/2017	S165156	Services	6051700121	\$ 687.25
201134167	COCA-COLA BOTTLING CO	6/8/2017	567463	FHS; Beverages for Meal Service	0	\$ 193.50
	COCA-COLA BOTTLING CO	6/8/2017	567498	FHS; Beverages for Meal Service	0	\$ 263.00
	COCA-COLA BOTTLING CO	6/8/2017	567421	FHS; Beverages for Meal Service	0	\$ 268.00
201134168	CORRIN'S PLUMBING AND HEATII	6/8/2017	4626	FHS; Trim Grip	0	\$ 15.00
201134169	COUNTY MARKET	6/8/2017	51517	Tenure Meeting Supplies	0	\$ 35.96
201134170	DOMINO'S PIZZA	6/8/2017	52617	PBIS Pizza Rewards	0	\$ 621.77

29

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	DOMINO'S PIZZA	6/8/2017	52417	FHS; Ala Carte Pizza		0 \$ 3,657.60
201134171	EARTHGRAINS BAKING CO INC	6/8/2017	52526215813	FHS; Bread for Meal Service		0 \$ 35.85
	EARTHGRAINS BAKING CO INC	6/8/2017	52526215871	FHS; Bread for Meal Service		0 \$ 109.25
	EARTHGRAINS BAKING CO INC	6/8/2017	52526215811	FES; Bread for Meal Service		0 \$ 77.30
	EARTHGRAINS BAKING CO INC	6/8/2017	52526215827	FES; Bread for Meal Service		0 \$ 23.85
	EARTHGRAINS BAKING CO INC	6/8/2017	52526215869	FES; Bread for Meal Service		0 \$ 70.20
	EARTHGRAINS BAKING CO INC	6/8/2017	52526215895	FES; Bread for Meal Service		0 \$ 81.00
	EARTHGRAINS BAKING CO INC	6/8/2017	52526215438	FES; Bread for Meal Service		0 \$ 73.00
201134172	Good Samaritan Society	6/8/2017	51817	Comm Ed; First Aid and CPR Class Instructor		0 \$ 555.00
201134173	GREAT AMERICAN OPPORTUNITII	6/8/2017	913567134	CHOIR FUNDRAISER	3001700143	\$ 1,504.90
201134174	K&K MEYERS INC	6/8/2017	21381	Replace Storage Rm Window		0 \$ 300.00
	K&K MEYERS INC	6/8/2017	21381	Replace Storage Rm Window		0 \$ 179.56
	K&K MEYERS INC	6/8/2017	21382	Glass replacement at FES		0 \$ 75.00
	K&K MEYERS INC	6/8/2017	21382	Glass replacement at FES		0 \$ 27.99
	K&K MEYERS INC	6/8/2017	21393	Fork Lift Rental to move Metal Shop Tools		0 \$ 740.00
	K&K MEYERS INC	6/8/2017	21390	Door Repair		0 \$ 75.00
	K&K MEYERS INC	6/8/2017	21410	WEE; Replace Glass in Door		0 \$ 300.00
	K&K MEYERS INC	6/8/2017	21410	WEE; Replace Glass in Door		0 \$ 253.68
201134175	MIDCONTINENT COMMUNICATIC	6/8/2017	52717	ALC Phone & Data	3001700009	\$ 168.21
201134176	MR FAITH SOUND & LIGHT INC	6/8/2017	51617	PALS Dances 5/1617	5001700051	\$ 477.70
201134177	OFFICE DEPOT	6/8/2017	9.27618E+11	Carnival Supplies	1301700135	\$ 35.94
201134178	Oh 4 Sweet Catering (DBA)	6/8/2017	53017	PALS Picnic - 5/30/17	5001700061	\$ 862.50
201134179	OUTDOORSMANS HEADQUARTEF	6/8/2017	9831	PBIS YEAR END PRIZE	3001700149	\$ 49.96
201134180	Small Town Tech Inc.	6/8/2017	1564	IPad screen repair		0 \$ 80.15
	Small Town Tech Inc.	6/8/2017	1604	IPAD Screen Repair		0 \$ 110.63
201134181	THE INSTRUMENTALIST AWARDS	6/8/2017	1702	Choral Award	2580000015	\$ 14.50
	THE INSTRUMENTALIST AWARDS	6/8/2017	1701	John Philip Sousa Award	2580000014	\$ 70.00
201134182	XEROX CORP	6/8/2017	89308671	FES Copy Machine Rental	1101700001	\$ 478.09
	XEROX CORP	6/8/2017	89308672	FHS Copy Machine Rental	1101700001	\$ 478.09
201134183	Johnson, Stephen	6/8/2017	STATE GOLF6/	B/G STATE GOLF PER DIEM 6/12-15/17		0 \$ 648.00

30

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134184	MN State High School Golf Coach	6/8/2017	STATE GOLF6/	STATE GOLF BANQUET 6/12-15/17		0 \$ 225.00
201134185	Bronco Track & Field Boosters	6/12/2017	PBIS CONCESS	END OF YEAR CONCESSIONS FROM TRACK BOOSTERS FOR PBIS LAST DAY ACTIVITIES		0 \$ 230.00
201134186	Deedrick, Danyelle	6/12/2017	6/8/2017	Refund for Session 1 Youth Classes through Community Ed		0 \$ 40.00
201134187	JOSTENS INC	6/12/2017	I.FALLS ANNU	FINAL 2017 YEARBOOK PAYMENT		0 \$ 3,162.96
201134188	CITIZENS FOR BACKUS	6/12/2017	60117	Lease Agreement	101700001	\$ 593.29
201134189	CRANDALLS SEPTIC PUMPING	6/12/2017	4874	SPRING SPORTS PORTABLE TOILETS (MAY)	2921700067	\$ 400.00
201134190	DELTA EDUCATION	6/12/2017	2.02501E+11	6th GRADE SCIENCE PER CYCLE	3001700089	\$ 793.94
201134191	Educator Benefit Consultants, LL	6/12/2017	37168	403b Third Party Admin Svc	1101700002	\$ 154.83
201134192	Falls Advanced Chiropractic Cent	6/12/2017	52217	DOT Physical (D.S)		0 \$ 85.00
	Falls Advanced Chiropractic Cent	6/12/2017	51017	DOT Physical (N.K)		0 \$ 85.00
	Falls Advanced Chiropractic Cent	6/12/2017	51517	DOT Physical (R.H)		0 \$ 85.00
	Falls Advanced Chiropractic Cent	6/12/2017	50317	DOT Physical (J.S)		0 \$ 85.00
201134193	FARGO PUBLIC SCHOOL DISTRICT	6/12/2017	43216	Student Tuition (5/4-5/16)		0 \$ 674.88
201134194	FRIENDS GARBAGE SERVICE, LLC	6/12/2017	60117	Garbage Pickups	8101700005	\$ 1,518.66
201134195	INAC, INC	6/12/2017	3028	Food Service Consulting Agreement	7701700004	\$ 1,454.55
201134196	KGHS-AM	6/12/2017	60117	School Matters	101700004	\$ 198.00
201134197	LAMAR COMPANIES	6/12/2017	108130060	Billboard	7901700033	\$ 965.00
201134198	MENARDS	6/12/2017	96322	FES; Reflective Tape		0 \$ 29.73
	MENARDS	6/12/2017	96331	FES; Supplies		0 \$ 21.83
	MENARDS	6/12/2017	95699	FES; Fuses		0 \$ 21.84
	MENARDS	6/12/2017	96128	FHS; Velcro		0 \$ 6.97
201134199	Mesabi Range Community and Tr	6/12/2017	99560	ALI Classes		0 \$ 3,000.00
201134200	ODC INC	6/12/2017	7145827	May Job Coaching		0 \$ 144.00
201134201	RAINY LAKE MEDICAL CENTER	6/12/2017	3025	PT/OT Therapies Services	1101700007	\$ 10,543.37
201134202	RAINY RIVER COMMUNITY COLLE	6/12/2017	30800	CEP Class Mentor Fees		0 \$ 16,500.00
201134203	THE JOURNAL	6/12/2017	53117	Advertising Local Newspaper	101700003	\$ 887.80
201134204	Thompson, Sara	6/12/2017	60217	P & I Grant Marketing Consultant	1101700014	\$ 1,125.00

31

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134205	ACUREN	6/14/2017	542407	Radiography of Slab Pipes in Arena	0	\$ 3,222.00
	ACUREN	6/14/2017	542407	Radiography of Slab Pipes in Arena	0	\$ 180.00
201134206	Anderson, Rick	6/14/2017	60117	Lunch Acct Refund	0	\$ 6.00
201134207	Auqua Phin	6/14/2017	17-1826-13	Work on pool vacuum	8101700100	\$ 1,469.40
201134208	BARTKOWSKI, JULIE	6/14/2017	60117	Lunch Acct Refund	0	\$ 84.00
201134209	Ettestad, Anthony	6/14/2017	60117	Lunch Acct Refund	0	\$ 34.45
201134210	FOGELBERG, LOIS	6/14/2017	60117	Lunch Acct Refund	0	\$ 10.95
201134211	GENERAL HEATING & MECHANIC	6/14/2017	13858	FES; Replaced Pilot	0	\$ 320.50
201134212	Gillespie, Joy	6/14/2017	60117	Lunch Acct Refund	0	\$ 10.00
201134213	Hanson, Steve	6/14/2017	60117	Senior Lunch Acct Refund	0	\$ 38.45
201134214	Hasbargen, Cindy	6/14/2017	60117	Lunch Acct Refund	0	\$ 29.15
201134215	Larson, Lynn	6/14/2017	60117	Senior Lunch Acct Refund	0	\$ 14.00
201134216	Lucek, Susan	6/14/2017	60117	Senior Lunch Acct Refund	0	\$ 11.10
201134217	Marco Technologies LLC	6/14/2017	4309267	STAPLES	3001700157	\$ 204.49
	Marco Technologies LLC	6/14/2017	332556265	Konica Minolta Copy Machines	1101700012	\$ 647.36
	Marco Technologies LLC	6/14/2017	332556265	Konica Minolta Copy Machines	1101700012	\$ 647.35
	Marco Technologies LLC	6/14/2017	332556364	Comm Ed; XEROX Lease	5001700002	\$ 361.33
201134218	MN ENERGY RESOURCES CORP	6/14/2017	060217FHS	FHS; Natural Gas Services	8101700019	\$ 169.95
	MN ENERGY RESOURCES CORP	6/14/2017	060217FHS	Pool; Natural Gas Services	8101700019	\$ 56.65
	MN ENERGY RESOURCES CORP	6/14/2017	060217FES	FES; Natural Gas Services	8101700019	\$ 36.58
	MN ENERGY RESOURCES CORP	6/14/2017	53117	Arena; Natural Gas Services	8101700019	\$ 1,603.14
	MN ENERGY RESOURCES CORP	6/14/2017	053117A	Arena; Natural Gas Services	8101700019	\$ 264.64
201134219	MN TELECOMMUNICATIONS	6/14/2017	3696	Monthly Broadband Services	6051700007	\$ 1,512.50
201134220	Nicholson, Shane	6/14/2017	60117	Senior Lunch Acct Refund	0	\$ 5.95
201134221	NORTHLAND LEARNING CENTER	6/14/2017	3673	FY17 D/HH Services	0	\$ 4,183.80
	NORTHLAND LEARNING CENTER	6/14/2017	3673	FY17 D/HH Services	0	\$ 1,399.20
	NORTHLAND LEARNING CENTER	6/14/2017	3634	FY17 Speech Partners 3/13-3/26/17	0	\$ 4,704.00
	NORTHLAND LEARNING CENTER	6/14/2017	3641	FY17 Speech Partners 3/27-4/09/17	0	\$ 4,344.00
	NORTHLAND LEARNING CENTER	6/14/2017	3648	FY17 Speech Partners	0	\$ 3,882.00

32

June 19,2017  
Detail Check Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				4/10-4/23/17		
	NORTHLAND LEARNING CENTER	6/14/2017	3661	FY17 Speech Partners	0 \$	5,070.00
				4/24-5/07/17		
201134222	Oveson, Jeff	6/14/2017	60117	Senior Lunch Acct Refund	0 \$	7.05
201134223	Rautio, Troy	6/14/2017	60117	Senior Lunch Acct Refund	0 \$	16.35
201134224	Renollet, Tami	6/14/2017	60117	Senior Lunch Acct Refund	0 \$	26.08
201134225	SCHOOL NURSE SUPPLY INC	6/14/2017	0633804-IN	Supplies for Nurse's Office	1301700136 \$	369.48
201134226	SOUND NORTH	6/14/2017	19269	CLASS SLIPS AND GRAD PROGRAMS	3001700002 \$	287.00
201134227	THE RIVER GOLF	6/14/2017	184403	Beverages for 5th Gr Outdoor Days	0 \$	116.80
201134228	Wiley, Steve	6/14/2017	60117	Senior Lunch Acct Refund	0 \$	10.20
201600567	BMO	6/8/2017		Credit Card Charges	\$	20,928.54
<b>TOTAL</b>						<b>\$ 283,828.16</b>

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX8319	05/24/2017	471382928	JOHNSBAR002	Johnson Barbara J	FOREST HISTORY CENTER, SAINT PA	MN HISTO001	05/30/2017		Invoiced	A	472.00	
	1					Missy's00000	05/24/2017	472.00				
	05/12/2017	470159529	JOHNSBAR002	Johnson Barbara J	CROWNE PLAZA PLYMOUTH, 763-5596		05/15/2017		Invoiced	A	138.38	
	1					Missy's00001	05/24/2017	138.38				
					2 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>							610.38
XXXXXXXXXXXX8327	05/26/2017	471688362	BOYLEJOS000	Boyle Joseph M	MF ATHLETIC & PERFORM, 08005567	MF ATHLE000	05/30/2017		Invoiced	A	214.00	
	1	PO 2921700069 -				Tim's00000	06/03/2017	214.00				
	05/08/2017	469528143	HAMERKAT000	Hamers Katie B	HOLIDAY INN & SUITES S, ST CLOU	HOLIDAY 001	05/15/2017		Invoiced	A	219.02	
	1	English Dept Conference - (KH & KG)				Tim's00001	06/03/2017	219.02				
	05/04/2017	469081985	VOLLOTHO001	Vollom Thomas M	ML Grand Casino Hotel, ONAMIA,		05/15/2017		Invoiced	A	-64.83	
	1	Credit Room Cancellation - IE				Tim's00002	06/03/2017	-64.83				
	05/04/2017	469081986	VOLLOTHO001	Vollom Thomas M	ML Grand Casino Hotel, ONAMIA,		05/15/2017		Invoiced	A	-64.83	
	1	Room Cancellation - IE				Tim's00002	06/03/2017	-64.83				
	05/04/2017	469081987	BOELKMIC000	Boelk Michelle L	UMN CONDUCTFWKSP, 6126258024, MN		05/15/2017		Invoiced	A	670.00	
	1	Music Conference (MB)				Tim's00002	06/03/2017	670.00				
	05/01/2017	468639500	KOENITAM000	Koenig Tamara J	HOLIDAY STNSTORE 0380, INTERNAT		05/15/2017		Invoiced	A	35.71	
	1	Gas for Vehicles for Choir Trip				Tim's00002	06/03/2017	35.71				
	05/01/2017	468639501	KOENITAM000	Koenig Tamara J	HOLIDAY STNSTORE 0380, INTERNAT		05/15/2017		Invoiced	A	36.70	
	1	Gas for Vehicles Choir Trip				Tim's00002	06/03/2017	36.70				
	04/28/2017	468377533	KOENITAM000	Koenig Tamara J	BP#9268202FOREST LAQPS, FOREST	BP-AMOCO000	05/15/2017		Invoiced	A	57.86	
	1	Gas for Vehicle Choir Trip				Tim's00003	06/03/2017	57.86				
	04/28/2017	468377534	KOENITAM000	Koenig Tamara J	BP#9268202FOREST LAQPS, FOREST	BP-AMOCO000	05/15/2017		Invoiced	A	53.50	
	1	Gas for Vehicles Choir Trip				Tim's00003	06/03/2017	53.50				
	04/28/2017	468377535	KOENITAM000	Koenig Tamara J	COUNTRY INN&SUITES CHA, CHANHAS		05/15/2017		Invoiced	A	365.00	
	1	Rooms for Choir Trip				Tim's00002	06/03/2017	365.00				
	04/28/2017	468377536	AWE WIL000	Awe William G	DULUTH HOLIDAY INN, DULUTH, MN,	HOLIDAY 001	05/15/2017		Invoiced	A	225.50	
	1	Rooms - Math Conference (WA)				Tim's00001	06/03/2017	225.50				
	04/28/2017	468377537	RINGHALE001	Ringhofer Alexandra K	DULUTH HOLIDAY INN, DULUTH, MN,	HOLIDAY 001	05/15/2017		Invoiced	A	225.50	
	1	Room for Math Conference (AR)				Tim's00001	06/03/2017	225.50				
					12 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>							1,973.13
XXXXXXXXXXXX8335	05/26/2017	471688363	SteelEug000	Steele Eugene L	OREILLY AUTO #3901, INTERNATION	O'REILLY000	05/30/2017		Invoiced	A	19.96	
	1	Bus Cleaning items				Eugene's00000	05/24/2017	19.96				
	05/25/2017	471528995	SteelEug000	Steele Eugene L	UNITED TRUCK BODY CO, HERMANTOW	UNITED T000	05/30/2017		Invoiced	A	114.11	
	1	Stop arm motor bus #20				Eugene's00001	05/24/2017	114.11				
	05/25/2017	471528996	SteelEug000	Steele Eugene L	UNITED TRUCK BODY CO, HERMANTOW	UNITED T000	05/30/2017		Invoiced	A	62.51	
	1	Fan clutch				Eugene's00001	05/24/2017	62.51				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8335	continued...										
	05/23/2017	471223419	SteelEug000	Steele Eugene L	OREILLY AUTO #3901, INTERNATION	O'REILLY000	05/30/2017		Invoiced	A	6.59
	1	Headlight bus #2				Eugene's00000	05/24/2017	6.59			
	05/12/2017	470159530	SteelEug000	Steele Eugene L	NORTHERN LUMBER YA, INTERNATION	NORTHERN005	05/15/2017		Invoiced	A	19.41
	1	Bolts and hose clamp for buses				Eugene's00002	05/24/2017	19.41			
	05/12/2017	470159531	SteelEug000	Steele Eugene L	NAPA FALLS SUPLY 00229, INTERNA	NAPA FAL000	05/15/2017		Invoiced	A	12.16
	1	Brake clean and select oil				Eugene's00003	05/24/2017	12.16			
	05/12/2017	470159532	SteelEug000	Steele Eugene L	OREILLY AUTO #3901, INTERNATION	O'REILLY000	05/15/2017		Invoiced	A	44.97
	1	3 gal of anti-freeze				Eugene's00000	05/24/2017	44.97			
	05/12/2017	470159533	SteelEug000	Steele Eugene L	AUTO VALUEINTERNATIONA, INTL FA	AUTO VAL000	05/15/2017		Invoiced	A	3.49
	1	Misc. parts for bus				Eugene's00004	05/24/2017	3.49			
	05/12/2017	470159534	SteelEug000	Steele Eugene L	UNITED TRUCK BODY CO, HERMANTOW	UNITED T000	05/15/2017		Invoiced	A	83.49
	1	Parts for bus 536				Eugene's00001	05/24/2017	83.49			
	05/05/2017	469295047	SteelEug000	Steele Eugene L	INDUSTRIAL LUBRICANT C, GRAND R	INDUSTRI001	05/15/2017		Invoiced	A	40.00
	1	recycle filter pick up fee				Eugene's00005	05/24/2017	40.00			
	05/05/2017	469295048	SteelEug000	Steele Eugene L	INDUSTRIAL LUBRICANT C, GRAND R	INDUSTRI001	05/15/2017		Invoiced	A	416.95
	2	Phillips 10w30 55 gal drum motor oil			7601700011	Eugene's00006	05/24/2017	411.95			
	3	Price of oil went up since p.o. requested				Eugene's00005	05/24/2017	5.00			
	05/05/2017	469295049	SteelEug000	Steele Eugene L	OREILLY AUTO #3901, INTERNATION	O'REILLY000	05/15/2017		Invoiced	A	91.91
	1	brake line and parts for bus #19				Eugene's00000	05/24/2017	91.91			
	05/05/2017	469295050	SteelEug000	Steele Eugene L	MTI, 763-5925675, MN, 55429-383		05/15/2017		Invoiced	A	113.64
	1	parts for Toro mower				Eugene's00007	05/24/2017	113.64			
	05/05/2017	469295051	SteelEug000	Steele Eugene L	MIDWEST BUS PARTS INC, BIG LAKE	MIDWEST 000	05/15/2017		Invoiced	A	92.51
	1	Solenoid for Tan van lift				Eugene's00008	05/24/2017	92.51			
	05/02/2017	468767015	SteelEug000	Steele Eugene L	NAPA FALLS SUPLY 00229, INTERNA	NAPA FAL000	05/15/2017		Invoiced	A	37.52
	1	Gas cap, brake clean, and oil				Eugene's00003	05/24/2017	37.52			
	15 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>>										1,159.22
XXXXXXXXXXXX6612	05/25/2017	471528997	JOHNSBAR002	Johnson Barbara J	RED CROSS STORE, 877-4002286, V		05/30/2017		Invoiced	A	209.03
	1					Barb's00000	05/24/2017	209.03			
	05/25/2017	471528998	JOHNSBAR002	Johnson Barbara J	SAFE SITTER INC, 800-2554089, I	SAFE SIT000	05/30/2017		Invoiced	A	305.00
	2	Student Handbooks			5001700063	Barb's00001	05/24/2017	280.00			
	3	Shipping			5001700063	Barb's00001	05/24/2017	25.00			
	05/12/2017	470159535	JOHNSBAR002	Johnson Barbara J	SUBWAY 00112250, INTL FA	SUBWAY 000	05/15/2017		Invoiced	A	254.36
	2	7 Party Platters			1301700129	Barb's00002	05/24/2017	254.36			
	05/12/2017	470159536	JOHNSBAR002	Johnson Barbara J	MN DEPT HEALTH VITAL R, 651-201		05/15/2017		Invoiced	A	180.00
	1					Barb's00000	05/24/2017	180.00			

35

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX6612	continued...										
	04/28/2017	468377538	JOHNSBAR002	Johnson Barbara J	USPS PO 2647200549, INTL FALLS,	POSTMAST000	05/15/2017		Invoiced	A	10.55
	1					Barb's00003	05/24/2017	10.55			
											5 transaction(s) for XXXXXXXXXXXX6612. Total Amount ====>
											958.94
XXXXXXXXXXXX6620	05/26/2017	471688364	HOLT THO000	Holt Thomas T	Mesco Corporation, 401-683-2677		05/30/2017		Invoiced	A	156.84
	1	Aurora pump rebuild kit				Tom's00000	06/03/2017	156.84			
	05/18/2017	470788275	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/30/2017		Invoiced	A	88.20
	1	Cement patch, paint, work gloves,weed killer.				Tom's00001	06/03/2017	88.20			
	05/17/2017	470617138	HOLT THO000	Holt Thomas T	DALCO ENTERPRISES, 06512516657,	DALCO 000	05/30/2017		Invoiced	A	253.09
	2	DAL DAL4046X2B BLACK 100CA40X46 1.2M ROLL CAN			8101700113	Tom's00002	06/03/2017	64.22			
	3	SPEC SLRS385815K BLACK 100CA38X58 1.5M ROLL CA			8101700113	Tom's00002	06/03/2017	32.07			
	4	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8101700113	Tom's00002	06/03/2017	156.80			
	05/10/2017	469792904	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/15/2017		Invoiced	A	39.99
	1	purchase cordless grease gun				Tom's00001	06/03/2017	39.99			
	05/10/2017	469792905	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/15/2017		Invoiced	A	-39.99
	1	return grease gun to use rebates				Tom's00001	06/03/2017	-39.99			
	05/10/2017	469792906	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/15/2017		Invoiced	A	1.89
	1	final cost of portable grease gun				Tom's00001	06/03/2017	1.89			
	05/10/2017	469792907	HOLT THO000	Holt Thomas T	NORTHERN LUMBER YA, INTERNATION	NORTHERN005	05/15/2017		Invoiced	A	2.87
	1	2 keys made for bus garage				Tom's00003	06/03/2017	2.87			
	05/09/2017	469664257	HOLT THO000	Holt Thomas T	MTI, 763-5925675, MN, 55429-383		05/15/2017		Invoiced	A	16.16
	1	Bushing for Toro lawn mowerr				Tom's00000	06/03/2017	16.16			
	05/09/2017	469664258	HOLT THO000	Holt Thomas T	STATE SUPPLY, 8777757705, MN, 5	STATE SU000	05/15/2017		Invoiced	A	366.61
	1	Cast iron pump, recirc, FHS boiler room				Tom's00004	06/03/2017	366.61			
	05/05/2017	469295052	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/15/2017		Invoiced	A	4.67
	1	1 gang efi cover Arena				Tom's00001	06/03/2017	4.67			
	05/03/2017	468921076	HOLT THO000	Holt Thomas T	JACKS SMALL ENGINES &, 99999999	JACK'S S000	05/15/2017		Invoiced	A	144.31
	2	Blades			8101700111	Tom's00005	06/03/2017	76.80			
	3	Pully mount			8101700111	Tom's00005	06/03/2017	5.62			
	4	Rollers for deck			8101700111	Tom's00005	06/03/2017	50.94			
	5	Shipping and Handling			8101700111	Tom's00005	06/03/2017	10.95			
											11 transaction(s) for XXXXXXXXXXXX6620. Total Amount ====>
											1,034.64
XXXXXXXXXXXX7362	05/25/2017	471528999			MC *MIDCONTINENT COMM, 800-888-	MIDCONTI000	05/30/2017		Invoiced	A	150.00
	1	Garage Internet				Stacy's00000	06/03/2017	150.00			
	05/24/2017	471382929			ADMISSIONS, SHAKOPEE, MN, 55379	VALLEYFA000	05/30/2017		Invoiced	A	1,656.00
	2	Valley Fair Science Field Trip				Stacy's00001	06/03/2017	1,656.00			

36

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7362		continued...									
	05/24/2017	471382930			CTS*FRONTIER ONLINEPAY, 800-921	FRONTIER000	05/30/2017		Invoiced	A	144.90
	11	Arena Elevator Phones				Stacy's00002	06/03/2017	144.90			
	05/23/2017	471223420			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	05/30/2017		Invoiced	A	49.95
	2	Archeer Waterproof Speaker Portable Outdoor Bl			3001700151	Stacy's00003	06/03/2017	49.95			
	05/23/2017	471223421			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	05/30/2017		Invoiced	A	123.54
	2	AmazonBasics In-Ear Headphones - Black			3001700151	Stacy's00005	06/03/2017	16.41			
	3	AmazonBasics In-Ear Headphones - Blue			3001700151	Stacy's00005	06/03/2017	16.41			
	4	Portable Charger,Mopower 3000mAh Power Bank Li			3001700151	Stacy's00005	06/03/2017	25.98			
	5	Portable Charger,Mopower 3000mAh Power Bank Li			3001700151	Stacy's00005	06/03/2017	12.99			
	6	Shipping & Handling				Stacy's00004	06/03/2017	51.75			
	05/19/2017	470974821			Amazon.com, AMZN.COM/BILL, WA,	AMAZON B000	05/30/2017		Invoiced	A	26.02
	2	The Zodiac Legacy: The Dragon's Return			3001700150	Stacy's00006	06/03/2017	9.06			
	3	Queen of Shadows: Throne of Glass 4			3001700150	Stacy's00006	06/03/2017	10.99			
	4	Shipping - Cost of shipping, not including shi			3001700150	Stacy's00006	06/03/2017	5.97			
	05/19/2017	470974822			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	05/30/2017		Invoiced	A	568.84
	3	Dell 300 GB 2.5" Internal Hard Drive			6051700118	Stacy's00007	06/03/2017	568.84			
	05/19/2017	470974823			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	05/30/2017		Invoiced	A	11.25
	3	"Package of Two" Smith Corona XL1000, XL1500,			1301700139	Stacy's00008	06/03/2017	11.25			
	05/18/2017	470788276			MCDONALD S M6003, APPLE VALLEY,	MCDONALD004	05/30/2017		Invoiced	A	427.16
	2	MCDONALDS			3001700156	Stacy's00009	06/03/2017	427.16			
	05/18/2017	470788277			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	47.08
	2	MCDONALDS			3001700156	Stacy's00010	06/03/2017	47.08			
	05/18/2017	470788278			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	46.97
	2	MCDONALDS			3001700156	Stacy's00011	06/03/2017	46.97			
	05/18/2017	470788279			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	35.61
	2	MCDONALDS			3001700156	Stacy's00012	06/03/2017	35.61			
	05/18/2017	470788280			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	50.62
	2	MCDONALDS			3001700156	Stacy's00013	06/03/2017	50.62			
	05/18/2017	470788281			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	27.90
	2	MCDONALDS			3001700156	Stacy's00014	06/03/2017	27.90			
	05/18/2017	470788282			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	138.34
	2	MCDONALDS			3001700156	Stacy's00015	06/03/2017	138.34			
	05/18/2017	470788283			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	60.01
	2	MCDONALDS			3001700156	Stacy's00016	06/03/2017	60.01			
	05/18/2017	470788284			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	52.21
	2	MCDONALDS			3001700156	Stacy's00017	06/03/2017	52.21			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7362	continued...										
	05/18/2017	470788285			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	59.61
	2	MCDONALDS			3001700156 Stacy's00018	06/03/2017		59.61			
	05/18/2017	470788286			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	50.35
	2	MCDONALDS			3001700156 Stacy's00019	06/03/2017		50.35			
	05/18/2017	470788287			MCDONALD S F34406, HINCKLEY, MN	MCDONALD004	05/30/2017		Invoiced	A	59.25
	2	MCDONALDS			3001700156 Stacy's00020	06/03/2017		59.25			
	05/18/2017	470788288			ARBYS 0682, BURNSVILLE, MN, 553		05/30/2017		Invoiced	A	626.70
	2	ARBY'S			3001700156 Stacy's00021	06/03/2017		626.70			
	05/17/2017	470617139			MN ZOO TARS, APPLE VALLEY, MN,		05/30/2017		Invoiced	A	720.00
	2	MINNESOTA ZOO ENTRANCE 2-PARKING @ \$10.00 = \$2			3001700156 Stacy's00022	06/03/2017		720.00			
	05/09/2017	469664259			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	05/15/2017		Invoiced	A	37.98
	2	Progo 50 Pack Standard Black Single DVD Cases			3001700141 Stacy's00023	06/03/2017		37.98			
	04/28/2017	468377539			SPORTSMENS SERVICE, INTERNATION		05/15/2017		Invoiced	A	200.00
	2	PBIS YEAR END PRIZE			3001700149 Stacy's00024	06/03/2017		200.00			
	24 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>										5,370.29
XXXXXXXXXXXX7116	05/25/2017	471529000		MITCHDEB000 Mitchell Deborah A	SHA SHA RESORT, INTERNATIONAL,	SHA SHA 001	05/30/2017		Invoiced	A	25.00
	2	SHA SHA GIFT CARD			3001700152 Debbie00000	05/25/2017		25.00			
	05/19/2017	470974824		MITCHDEB000 Mitchell Deborah A	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/30/2017		Invoiced	A	38.09
	1				Debbie00001	05/25/2017		38.09			
	05/19/2017	470974825		MITCHDEB000 Mitchell Deborah A	CINE 5 MN, BRITT, MN, 55710, US	CINE 5 000	05/30/2017		Invoiced	A	25.00
	2	CINE 5 GIFT CARD			3001700152 Debbie00002	05/25/2017		25.00			
	05/19/2017	470974826		MITCHDEB000 Mitchell Deborah A	SUBWAY 00112250, INTL FA	SUBWAY 000	05/30/2017		Invoiced	A	25.00
	2	SUBWAY GIFT CARD			3001700152 Debbie00003	05/25/2017		25.00			
	05/18/2017	470788289		MITCHDEB000 Mitchell Deborah A	COFFEE LANDING CAFE -, INTERNAT	COFFEE L000	05/30/2017		Invoiced	A	25.00
	2	COFFEE LANDING GIFT CARD			3001700152 Debbie00004	05/25/2017		25.00			
	05/18/2017	470788290		MITCHDEB000 Mitchell Deborah A	RONNINGS, INTERNATIONAL, MN, 56	RONNINGS000	05/30/2017		Invoiced	A	25.00
	2	RONNINGS GIFT CARD			3001700152 Debbie00005	05/25/2017		25.00			
	05/18/2017	470788291		MITCHDEB000 Mitchell Deborah A	DAIRY QUEEN #11342, INTERNATION		05/30/2017		Invoiced	A	25.00
	2	DQ GIFT CARD			3001700152 Debbie00006	05/25/2017		25.00			
	05/18/2017	470788292		MITCHDEB000 Mitchell Deborah A	BP#9697004RANDY S BQPS, INTERNA	BP-AMOCO000	05/30/2017		Invoiced	A	25.00
	2	RANDY'S GIFT CARD			3001700152 Debbie00007	05/25/2017		25.00			
	05/18/2017	470788293		MITCHDEB000 Mitchell Deborah A	THE OUTDOORSMAN S HDQ, INTERNAT	OUTDOORS000	05/30/2017		Invoiced	A	25.00
	2	OUTDOORSMAN GIFT CARD			3001700152 Debbie00008	05/25/2017		25.00			
	05/17/2017	470617140		MITCHDEB000 Mitchell Deborah A	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	05/30/2017		Invoiced	A	62.30
	1	Office Supplies for guidance office (PO # 7101			Debbie00009	05/25/2017		62.30			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7116	continued...										
	05/17/2017	470617141	MITCHDEB000	Mitchell Deborah A	BREEZY POINT RESORT IN, BREEZY	BREEZY P000	05/30/2017		Invoiced	A	600.00
	2	LODGING FOR MASSP CONFERENCE 6/13-16/17			3001700146	Debbie00010	05/25/2017	600.00			
	05/12/2017	470159537	MITCHDEB000	Mitchell Deborah A	THE OUTDOORSMAN S HDQ, INTERNAT	OUTDOORS000	05/15/2017		Invoiced	A	197.96
	2	UGLY STICK - 6 1/2 COMBO (\$60.00 LESS 10%)			3001700148	Debbie00011	05/25/2017	107.98			
	3	BERKLEY SOFTSIDE TACKLE BOX (\$50.00 LESS 10%)			3001700148	Debbie00011	05/25/2017	44.98			
	4	2 FOR 10 LURES (10 TOTAL) (\$50.00 LESS 10%)			3001700148	Debbie00011	05/25/2017	45.00			
	05/05/2017	469295053	MITCHDEB000	Mitchell Deborah A	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/15/2017		Invoiced	A	27.30
	1	PAINT FOR YARD YAHTZEE GAMES FOR RESALE				Debbie00012	05/25/2017	27.30			
	05/04/2017	469081993	MITCHDEB000	Mitchell Deborah A	SUBWAY	00112250, INTL FA	SUBWAY 000	05/15/2017	Invoiced	A	145.35
	1					Debbie00013	05/25/2017	145.35			
					14 transaction(s) for XXXXXXXXXXXX7116. Total Amount ==>						1,271.00
XXXXXXXXXXXX7124	05/24/2017	471382931	BLESIMIC000	Blesi Michael E	DRI*AOMEI PA SERVER L, MINNETO		05/30/2017		Invoiced	A	180.62
	3	Partition Assistant Server Edition			6051700124	Mike's00000	05/24/2017	180.62			
	05/19/2017	470974827	BLESIMIC000	Blesi Michael E	RLI*RENAISSANCE LEARN, 877-444-		05/30/2017		Invoiced	A	202.50
	5	Star Reading Licensing			6051700119	Mike's00001	05/24/2017	67.50			
	6	Star Math Licensing			6051700119	Mike's00001	05/24/2017	67.50			
	7	Star Early Literacy Licensing			6051700119	Mike's00001	05/24/2017	67.50			
	05/01/2017	468639502	BLESIMIC000	Blesi Michael E	PRIMERA WEB STORE, PLYMOUTH, MN		05/15/2017		Invoiced	A	934.80
	5	Primera Bravo SE3 Disc Autoprinter			6051700113	Mike's00002	05/24/2017	715.00			
	6	Primera 53334 Ink Cartridges for SE3			6051700113	Mike's00002	05/24/2017	219.80			
					3 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>						1,317.92
XXXXXXXXXXXX7648	05/26/2017	471688365	SLATIBET000	Slatinski BethAnne K	THE DEERSTAND RESTAURA, DEERWOO		05/30/2017		Invoiced	A	37.22
	1					Bethanne's00000	05/24/2017	37.22			
	05/26/2017	471688366	SLATIBET000	Slatinski BethAnne K	HOLIDAY STNSTORE 0450, DEERWOOD		05/30/2017		Invoiced	A	19.43
	1					Bethanne's00000	05/24/2017	19.43			
	05/25/2017	471529001	SLATIBET000	Slatinski BethAnne K	THE DEERSTAND RESTAURA, DEERWOO		05/30/2017		Invoiced	A	47.41
	1					Bethanne's00000	05/24/2017	47.41			
	05/24/2017	471382932	SLATIBET000	Slatinski BethAnne K	RUTTIGERS DINING, DEERWOOD, MN,		05/30/2017		Invoiced	A	82.72
	1					Bethanne's00000	05/24/2017	82.72			
	05/19/2017	470974828	SLATIBET000	Slatinski BethAnne K	KWIK TRIP	24700002477, CLOQUET	05/30/2017		Invoiced	A	6.65
	1					Bethanne's00000	05/24/2017	6.65			
	05/19/2017	470974829	SLATIBET000	Slatinski BethAnne K	HOLIDAY STNSTORE 0403, NORTH BR		05/30/2017		Invoiced	A	20.52
	1					Bethanne's00000	05/24/2017	20.52			
	05/19/2017	470974830	SLATIBET000	Slatinski BethAnne K	EMBASSY SUITES ST. PAU, ST. PAUL		05/30/2017		Invoiced	A	180.90
	1					Bethanne's00000	05/24/2017	180.90			

39

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX7648		continued...										
	05/19/2017	470974831	SLATIBET000	Slatinski BethAnne K	EMBASSY SUITES ST. PAU, ST.PAUL		05/30/2017		Invoiced	A	13.99	
	1					Bethanne's00000	05/24/2017	13.99				
	05/17/2017	470617142	SLATIBET000	Slatinski BethAnne K	TIM HORTON S #916662, INTERNATI		05/30/2017		Invoiced	A	48.16	
	1					Bethanne's00000	05/24/2017	48.16				
	05/12/2017	470159538	SLATIBET000	Slatinski BethAnne K	SUBWAY	00112250, INTL FA	SUBWAY 000	05/15/2017		Invoiced	A	4.54
	1					Bethanne's00001	05/24/2017	4.54				
	05/12/2017	470159539	SLATIBET000	Slatinski BethAnne K	RUTTGENS BAY LAKE LODG, DEERWOO		05/15/2017		Invoiced	A	577.76	
	1					Bethanne's00000	05/24/2017	577.76				
	05/12/2017	470159540	SLATIBET000	Slatinski BethAnne K	DELTA, DELTA.COM, CA, 30354-198		DELTA ED000	05/15/2017		Invoiced	A	901.95
	1					Bethanne's00002	05/24/2017	901.95				
	05/12/2017	470159541	SLATIBET000	Slatinski BethAnne K	DELTA, DELTA.COM, CA, 30354-198		DELTA ED000	05/15/2017		Invoiced	A	901.95
	1					Bethanne's00002	05/24/2017	901.95				
	05/12/2017	470159542	SLATIBET000	Slatinski BethAnne K	TRAVEL INSURANCE POLIC, 0800729		TRAVELER000	05/15/2017		Invoiced	A	56.37
	1					Bethanne's00003	05/24/2017	56.37				
	05/12/2017	470159543	SLATIBET000	Slatinski BethAnne K	TRAVEL INSURANCE POLIC, 0800729		TRAVELER000	05/15/2017		Invoiced	A	54.12
	1					Bethanne's00003	05/24/2017	54.12				
	05/11/2017	469943154	SLATIBET000	Slatinski BethAnne K	DOMINO S 7380, INTL FALLS, MN,		DOMINO'S000	05/15/2017		Invoiced	A	34.50
	1					Bethanne's00004	05/24/2017	34.50				
	05/11/2017	469943155	SLATIBET000	Slatinski BethAnne K	DAIRY QUEEN #11342, INTERNATIONAL			05/15/2017		Invoiced	A	26.62
	1					Bethanne's00000	05/24/2017	26.62				
	05/11/2017	469943156	SLATIBET000	Slatinski BethAnne K	KMART 9689, INTERNATIONAL, MN,		KMART 000	05/15/2017		Invoiced	A	58.59
	1					Bethanne's00005	05/24/2017	58.59				
	05/10/2017	469792908	SLATIBET000	Slatinski BethAnne K	BATTALION DISTRIBUTING, INTERNA		BATTALIO000	05/15/2017		Invoiced	A	94.90
	1					Bethanne's00006	05/24/2017	94.90				
	05/05/2017	469295054	SLATIBET000	Slatinski BethAnne K	GRANDMAS SALOON AND GR, VIRGINI			05/15/2017		Invoiced	A	30.21
	1					Bethanne's00000	05/24/2017	30.21				
	05/05/2017	469295055	SLATIBET000	Slatinski BethAnne K	SQU*SQ *KUNNARI S KITC, Virgini			05/15/2017		Invoiced	A	23.77
	1					Bethanne's00000	05/24/2017	23.77				
	05/05/2017	469295056	SLATIBET000	Slatinski BethAnne K	SQU*SQ *KUNNARI S KITC, Virgini			05/15/2017		Invoiced	A	19.84
	1					Bethanne's00000	05/24/2017	19.84				
	05/05/2017	469295057	SLATIBET000	Slatinski BethAnne K	SAWMILL SALOON & REST, VIRGINIA			05/15/2017		Invoiced	A	22.53
	1					Bethanne's00000	05/24/2017	22.53				
	05/05/2017	469295058	SLATIBET000	Slatinski BethAnne K	AMERICINN OF VIRGINIA, VIRGINIA		AMERICIN001	05/15/2017		Invoiced	A	271.22
	1					Bethanne's00007	05/24/2017	271.22				
	05/04/2017	469081997	SLATIBET000	Slatinski BethAnne K	SQU*SQ *KUNNARI S KITC, Virgini			05/15/2017		Invoiced	A	37.97
	1					Bethanne's00000	05/24/2017	37.97				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	05/04/2017	469081998	SLATIBET000	Slatinski BethAnne K	TRAVEL INSURANCE POLIC, 0800729	TRAVELER000	05/15/2017		Invoiced	A	48.42
	1					Bethanne's00003	05/24/2017	48.42			
	05/04/2017	469081999	SLATIBET000	Slatinski BethAnne K	TRAVEL INSURANCE POLIC, 0800729	TRAVELER000	05/15/2017		Invoiced	A	51.67
	1					Bethanne's00003	05/24/2017	51.67			
	05/03/2017	468921077	SLATIBET000	Slatinski BethAnne K	DELTA, DELTA.COM, CA, 30354-198	DELTA ED000	05/15/2017		Invoiced	A	794.90
	1					Bethanne's00002	05/24/2017	794.90			
	05/03/2017	468921078	SLATIBET000	Slatinski BethAnne K	DELTA, DELTA.COM, CA, 30354-198	DELTA ED000	05/15/2017		Invoiced	A	744.90
	1					Bethanne's00002	05/24/2017	744.90			
	05/01/2017	468639503	SLATIBET000	Slatinski BethAnne K	DAIRY QUEEN #11342, INTERNATIONAL		05/15/2017		Invoiced	A	20.00
	1					Bethanne's00000	05/24/2017	20.00			
	04/28/2017	468377540	SLATIBET000	Slatinski BethAnne K	RUTTIGERS BAY LAKE LODG, DEERWOO		05/15/2017		Invoiced	A	577.76
	1					Bethanne's00000	05/24/2017	577.76			
	31 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>										5,811.49
XXXXXXXXXXXX2314	05/26/2017	471688367	OLSONKAR000	Olson-Line Karla A	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/30/2017		Invoiced	A	38.80
	2					Karla's00000	05/24/2017	38.80			
	05/23/2017	471223422	OLSONKAR000	Olson-Line Karla A	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/30/2017		Invoiced	A	21.22
	2					Karla's00000	05/24/2017	21.22			
	05/23/2017	471223423	OLSONKAR000	Olson-Line Karla A	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/30/2017		Invoiced	A	109.22
	2					Karla's00000	05/24/2017	109.22			
	05/19/2017	470974832	OLSONKAR000	Olson-Line Karla A	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/30/2017		Invoiced	A	12.74
	2					Karla's00000	05/24/2017	12.74			
	05/17/2017	470617143	LINE KAR000	Line Karla	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/30/2017		Invoiced	A	18.37
	1	Groceries for Food Classes				Karla's00000	05/24/2017	18.37			
	05/12/2017	470159544	HOPKIMIC000	Hopkins Michelle L	COUNTY MKT. #574, INTERNATIONAL	COUNTY M000	05/15/2017		Invoiced	A	8.45
	2	FACS cooking supplies				Karla's00001	05/24/2017	8.45			
	05/10/2017	469792909	HOPKIMIC000	Hopkins Michelle L	TARGET	00008474, VIRGINI	TARGET 000	05/15/2017	Invoiced	A	7.00
	2	FACS Supplies				Karla's00002	05/24/2017	7.00			
	05/10/2017	469792910	HOPKIMIC000	Hopkins Michelle L	WAL-MART #4849, MOUNTAIN IRON,	WALMART.000	05/15/2017		Invoiced	A	69.05
	2	FACS Supplies				Karla's00003	05/24/2017	69.05			
	05/05/2017	469295059	HOPKIMIC000	Hopkins Michelle L	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/15/2017		Invoiced	A	59.66
	2	Groceries for classroom supplies			2501700004	Karla's00004	05/24/2017	59.66			
	05/05/2017	469295060	HOPKIMIC000	Hopkins Michelle L	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/15/2017		Invoiced	A	17.35
	2	Groceries for classroom supplies			2501700004	Karla's00005	05/24/2017	17.35			
	05/02/2017	468767016	HOPKIMIC000	Hopkins Michelle L	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/15/2017		Invoiced	A	48.68
	2	Groceries for classroom supplies			2501700004	Karla's00006	05/24/2017	48.68			

41

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2314	continued...										
	04/28/2017	468377541	HOPKIMIC000	Hopkins Michelle L	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	05/15/2017		Invoiced	A	11.76
	2	Groceries for classroom supplies			2501700004	Karla's00007	05/24/2017	11.76			
	12 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										422.30
XXXXXXXXXXXX2322	05/24/2017	471382933	MCDONGEO000	McDonald George F	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/30/2017		Invoiced	A	34.97
	1	Woodburning Kit				George's00000	06/03/2017	34.97			
	05/19/2017	470974833	MCDONGEO000	McDonald George F	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/30/2017		Invoiced	A	81.34
	1	Classroom Supplies				George's00000	06/03/2017	81.34			
	05/19/2017	470974834	MCDONGEO000	McDonald George F	NORTHERN LUMBER YA, INTERNATION	NORTHERN005	05/30/2017		Invoiced	A	205.13
	1	Reisser Screws				George's00001	06/03/2017	205.13			
	05/12/2017	470159545	MCDONGEO000	McDonald George F	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/15/2017		Invoiced	A	93.27
	1	Classroom Supplies				George's00000	06/03/2017	93.27			
	05/01/2017	468639504	MCDONGEO000	McDonald George F	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/15/2017		Invoiced	A	22.27
	1	Pocket Screws				George's00000	06/03/2017	22.27			
	5 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>										436.98
XXXXXXXXXXXX2330	05/26/2017	471688368	OLSONDAV000	Olson David W	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/30/2017		Invoiced	A	23.32
	1	Bolts & Washers				Dave's00000	06/03/2017	23.32			
	05/23/2017	471223424	OLSONDAV000	Olson David W	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/30/2017		Invoiced	A	266.79
	1	Polish & Fasteners				Dave's00000	06/03/2017	266.79			
	05/09/2017	469664260	OLSONDAV000	Olson David W	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	05/15/2017		Invoiced	A	154.04
	1	Classroom Supplies				Dave's00000	06/03/2017	154.04			
	05/05/2017	469295061	OLSONDAV000	Olson David W	THE LODGE AT GIANTS RI, BIWABIK		05/15/2017		Invoiced	A	118.10
	1	Hotel Room (ALI will reimburse)				Dave's00001	06/03/2017	118.10			
	4 transaction(s) for XXXXXXXXXXXX2330. Total Amount ==>										562.25
	138 transaction(s). Total Amount ==>										20,928.54

42

\*\*\*\*\* End of report \*\*\*\*\*

**AMENDMENT TO THE  
KOOCHICHING FAMILY COLLABORATIVE  
JOINT POWERS AGREEMENT**

**BETWEEN:**

**INDEPENDENT SCHOOL DISTRICT NO. 361  
(INTERNATIONAL FALLS)  
INDEPENDENT SCHOOL DISTRICT NO. 362  
(LITTLEFORK – BIG FALLS)  
INDEPENDENT SCHOOL DISTRICT NO. 363  
(SOUTH KOOCHICHING-RAINY RIVER)  
KOOCHICHING COUNTY  
(PUBLIC HEALTH AND HUMAN SERVICES)  
KOOTASCA COMMUNITY ACTION, INC.  
(INCLUDING HEAD START)  
ARROWHEAD REGIONAL CORRECTIONS  
(KOOCHICHING COUNTY PROBATION)**



KOOTASCA COMMUNITY ACTION, INC.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Executive Director

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

INDEPENDENT SCHOOL DISTRICT NO. 361

---

Chairperson

---

Clerk

---

Superintendent

---

Date

INDEPENDENT SCHOOL DISTRICT NO. 363

---

Chairperson

---

Clerk

---

Superintendent

---

Date

ARROWHEAD REGIONAL CORRECTIONS

---

Chairperson

---

Director

---

Date

The County of Koochiching having duly approved this Amendment to the Koochiching Family Collaborative Joint Powers Agreement and pursuant to such approval and the proper officials having signed this Agreement, the County hereto agrees to be bound by the provisions herein set forth upon the approval of this Amendment to the Agreement by the other Boards herein. The collective copies of this Amendment when signed by all the Boards herein named shall have the same force and effect as if all parties had signed on a single page in a single document.

---

Chair, Koochiching County Board

---

Date

# International Falls School ISD #361 Renewal Effective 07/01/2017

## Premium Summary:

### Travelers Insurance: AM Best Rating A+

Coverage	2015-2016 Premium	2016-2017 Premium	2017-2018 Premium
General Liability	\$7,795	\$6,402	\$6,727
Employee Benefit Liability	\$300	\$300	\$300
*Cyber Liability	\$3,040	\$6,664	\$6,786
Property	\$24,025	\$23,787	\$24,285
Equipment Breakdown	Included	Included	Included
Equipment Floater/Inland Marine	\$719	\$715	\$682
Commercial Auto	\$23,583	\$23,044	\$24,218
Crime	\$1,179	\$1,163	\$1,053
Umbrella	\$2,000	\$1,700	\$1,788
Surcharges	Included	\$129	\$129
<b>Total Estimated Premium</b>	<b>\$62,641</b>	<b>\$63,904</b>	<b>\$65,839</b>

### QBE Specialty Insurance Company: AM Best Rating A non-admitted

School Board Legal Liability	\$6,346.28	\$6,019.58	\$6,046.29
------------------------------	------------	------------	------------

### Employers Insurance: AM Best Rating A-

Workers Compensation	\$64,010	\$63,100	\$59,472
----------------------	----------	----------	----------

Overall decrease of \$1,666.29 from 2016-2017 to 2017-2018.

#### Items to Note:

2016-2017 policy saw the following changes:

Added two printers valued at \$34,000

Added 2006 Blue Bird Bus Vin 3196 – 10/3/16

Deleted 1997 Blue Bird Vin 6085, 1994 Blue Bird Vin 2694 and 1985 Chev Plow Truck Vin 5089 – 8/18/16

Added 2017 Blue Bird Vin 5109 – 10/5/16

Added 2017 Chev Express Van Vin 6193 – 3/2/17

Property limits increased due to inflation

This summary is for illustration purposes and is only a brief outline of coverages.  
Please refer to your insurance policy for all coverage, rates, terms, conditions and exclusions.  
This summary does not amend or alter the insurance contract.



**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

***BEMIDJI STATE UNIVERSITY & FALLS HIGH SCHOOL  
CONCURRENT ENROLLMENT AGREEMENT***

THIS CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter “contract”) is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (hereinafter “MnSCU”), on behalf of Bemidji State University (hereinafter “University”) and Falls High School (hereinafter “High School”).

Definitions:

**Post-Secondary Enrollment Options Program or “PSEO”.** The Post-Secondary Enrollment Options program is the program established by Minnesota Statutes Section 124D.09 to “promote rigorous educational pursuits and provide a wider variety of options for students.” Through PSEO, high school students may earn both secondary and post-secondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

**PSEO Concurrent Enrollment Course.** A PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

Falls High School and Bemidji State University wish to enter into this Agreement through their respective agents for the delivery of concurrent enrollment courses which the parties agree will be of mutual benefit;

NOW, THEREFORE, it is agreed:

I. DUTIES & RESPONSIBILITIES

A. Bemidji State University shall:

Provide appropriate registration, withdrawal, and drop-add information:

- Provide necessary Special High School Student Admission and Registration forms.
- Provide necessary registration, withdrawal, and drop-add information for all concurrent enrollment courses.
- Assist Falls High School with administration of Accuplacer testing.
- Maintain appropriate academic records documenting each concurrent enrollment course.

- Provide student orientation sessions, print and/or electronic materials information concerning academic and student support services available to all students at the University which also outlines BSU academic policies and student responsibilities. (MnSCU Policy Chapter 3.5.1 Part 3 Subpart A.)

Ensure that the BSU records office:

- Creates course lists and grade sheets.
- Makes appropriate record adjustments for students in accordance to Drop/Add and Withdrawal policies.
- Provides student transcripts upon receipt of written request and fee payment.
- Maintains university course records for high school students, and award University credit for successfully completed courses.

Ensure that each university faculty mentor:

- Initiates an orientation session with concurrent enrollment high school teachers prior to the start of any concurrent enrollment course offering.
- Collaborates with the high school concurrent enrollment teacher to clarify the approved university course outline and to create a course syllabus for the concurrent enrollment course.
- Provides current university information and/or exam copies of the text, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school teacher's use.
- Provides teachers who have taught the course previously with copies of new course outlines, new calendars, schedules or other information as courses change.
- Collaborates with high school concurrent enrollment teachers to assure that assessment meets academic department criteria.
- Visits the class at least once during the semester to observe teaching and student response to instruction, meeting with the teacher after each classroom observation.
- Communicates regularly (face-to-face, on-line, by telephone, etc.) with the high school concurrent enrollment teacher and monitors assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the university and that the students are held to university-level standards.
- Arranges to serve as a guest lecturer during the semester if requested by the high school teacher.
- Reviews selected graded assignments, tests and papers.
- Extends to high school concurrent enrollment teachers, invitations to participate in appropriate campus-based faculty development activities. (MnSCU Policy Chapter 3.5.1 Part 4 Subpart D Number 2).

B. Falls High School shall ensure the following program logistics:

- By July 1 of each year for Fall Semester and by January 1 of each year for Spring Semester, send a completed student enrollment list and student admission and registration forms to the University's Center for Extended Learning.

(1) The enrollment list for each concurrent enrollment course offered shall include the full name of each student who plans to enroll in the course, with the understanding that in order to be listed, the student meets the criteria to be eligible for participation in a concurrent enrollment course (see "Student Qualifications" section). The high school shall be responsible for ensuring that the student meets the eligibility requirements for concurrent enrollment courses.

(2) In order to register for a course, all students must submit a signed/completed Special High School Student Admission and Registration Form.

- Assist in student compliance with the Drop-Add and Withdrawal Policies (see "Other Provisions" section), sign off on forms as student advisor, and submit forms to the University's Center for Extended Learning.
- To the extent possible, provide counseling services to students and their parents (or guardian) before students enroll in BSU's concurrent enrollment courses. This ensures that the student and their parents (or guardian) are fully aware of the risks and possible consequences of enrolling in concurrent enrollment courses.
- Work with University staff to schedule and administer the Accuplacer exam for students interested in concurrent enrollment courses prior to student admission and registration.
- Provide all textbooks and other instructional materials/equipment required for the course as determined by the sponsoring academic department and faculty mentor.

Ensure the following course scheduling requirements:

- The maximum enrollment of a concurrent enrollment course (concurrent enrollment students and non-concurrent enrollment students combined) must not exceed 25 without prior approval of the faculty mentor.
- Concurrent enrollment courses shall not simultaneously enroll concurrent enrollment and non-concurrent enrollment students except as follows:
  - A high school that wishes to have the University offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to concurrent enrollment students, may request approval for an exception from the University's Chief Academic Officer. The Chief Academic

Officer shall approve or deny the request after the appropriate University consultation process (MnSCU Policy Chapter 3.5.1, Part 4, Subpart F). Requests from high schools must be received by July 1 of each year for Fall Semester and January 1 of each year for Spring Semester.

- Enrollment of concurrent enrollment students in a course must be greater than the enrollment of non-concurrent enrollment students in the same class. (MnSCU Policy Chapter 3.5.1 Part 4 Subpart F Number 1).
- Students may choose to be non-current enrollment students and not receive university credit, even if they are eligible and qualify for the course.

Ensure that each high school concurrent enrollment teacher does the following:

- Uses the course syllabus for the concurrent enrollment course provided by the University.
- Provides the University faculty mentor with documentation that ensures each concurrent enrollment course is equivalent in content and rigor to the same course offered on campus. This documentation should include copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work, and C-level work. A student's grade in a course is to be based on their academic performance on assignments and tests or other factors as mutually agreed upon by the high school teacher and faculty mentor and as stated in the syllabus. Testing should cover the full curriculum of the course. The University faculty mentor reserves the right to approve any mid-terms, as well as the final examination. If not approved, the University faculty mentor must demonstrate that the exam does not evaluate at the University level and/or it is not consistent with course learning objectives.
- Assigns final, whole letter grades to each student on the class list. The completed grade sheet is to be signed and sent to the faculty mentor immediately after the semester ends.
- Attends a yearly orientation/faculty meeting at BSU to discuss issues, policies and procedures.

## II. OTHER PROVISIONS

The following is to be understood and agreed to by both the High School and the University.

### Teacher Qualifications

- High school concurrent enrollment teachers must meet the education requirements for part-time faculty at Bemidji State University. High school concurrent enrollment teachers must have obtained a Master's degree in the area of instruction, or a Master's degree with 16 graduate semester credits which would apply to a major in the area of instruction.

- Falls High School shall forward a Concurrent Enrollment Teacher Data Form, copies of transcripts and corresponding resume of all proposed concurrent enrollment teachers to the University's Center for Extended Learning.
- Each high school teacher selected to teach a concurrent enrollment course requires the approval of the teacher's principal and of the University's sponsoring academic department. (per MnSCU Policy Chapter 3.5.1, Part 4, Subpart C).

#### Student Requirements

- Eligible students are currently enrolled seniors in the top 50% of their class or score at or above the 50th percentile on a nationally standardized test (ACT or SAT) and currently enrolled juniors in the upper one third of their class or score at or above the 70th percentile on a nationally standardized test (ACT or SAT). Approval must be granted by a high school counselor and the instructor of each course prior to a determination of admission. (per MnSCU Policy Chapter 3.5.1, Part 2, Subpart A) Students must complete the College Board Accuplacer exam to be eligible for registration.
- Potential concurrent enrollment students must return to their high school guidance counselor their completed Special High School Student Admission and Registration Form.
- Potential concurrent enrollment students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.
- The University's Drop-Add and Withdrawal Policy applies to enrolled concurrent enrollment students. It is understood that adjustments will be made to the student's record by the University's records office in accordance with the Drop/Add and Withdrawal policies outlined below. Students must notify their high school current enrollment teacher along with their high school counselor of their intent to drop or withdraw from a concurrent enrollment course. The high school current enrollment teacher must notify in writing the University's Center for Extended Learning of the student's request to drop or withdraw from the concurrent enrollment course.

#### Dropping and Adding a Course

Students may make a change(s) in their course schedules only through the fifth (5<sup>th</sup>) class day of the high school's calendar. Dropped classes do not appear on the student's transcript.

#### Withdrawal

The last date to withdraw from a course is up to 80% of the course meetings. Grades of "W" for withdrawal will be recorded on the student's official transcript. No course may be dropped during the 20% of the course meetings. Withdrawals that are not officially processed through

the Extended Learning will be recorded on the student's permanent record with a grade of "F".

III. CONSIDERATION AND TERMS OF PAYMENT.

- A. Consideration for all service performed by Bemidji State University pursuant to this Agreement shall be paid by the high school as follows:

Falls High School agrees to pay the University \$2200 per concurrent enrollment course. With permission of the sponsoring BSU academic department, up to two sections of each course may be offered by the High School per semester. Proposed course offerings for the 2017-18 academic year include:

Fall Semester 2017

ENGL 1151 Composition

Spring Semester 2018

ENGL 2152 Argument and Exposition

ENGL 2355 American Lit 1865 to Present

ECON 2100 Macroeconomics and the Business Cycle

- B. Terms of Payment. Payment shall be made by the high school within thirty (30) days after the University has presented invoices for services performed to the high school.

- IV. TERMS OF AGREEMENT. This agreement shall be effective July 1, 2017, or upon the date that the final required signature is obtained by the University, whichever occurs later, and shall remain in effect until June 30, 2018, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

- V. CANCELLATION. This Agreement may be cancelled during its term only by mutual agreement between the High School or the University. In the event of such a cancellation, the University shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

- VI. ASSIGNMENT. Neither the University nor the High School may assign or transfer any rights or obligations under this Agreement without the prior consent of the other part.

- VII. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

- VIII. LIABILITY. The High School agrees to indemnify and save and hold the University, its representatives and employees, harmless from any and all claims or

cause of action arising from the performance of this contract by the High School or the High School's agents or employees. This clause shall not be construed to bar any legal remedies the high school may have for the University's failure to fulfill its obligations pursuant to this contract.

- IX. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. The High School agrees that in fulfilling the duties of this contract, the High School is responsible for complying with the applicable provisions of the American with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
- X. GOVERNMENT DATA PRACTICES ACT. The High School must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the University in accordance with this contract, and as it applies to all data, crated, collected, received, stored, used, maintained, or disseminated by the High School in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the High School or the University.

In the event the High School receives a request to release the data referred to in this Article, the High School, must immediately notify the University. The University will give the High School instructions concerning the release of the data to the requesting party before the data is released.

- XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. The University shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the University and its employees and contractors individually or jointly. Materials developed jointly between any University employee and/or contractor and any high school employee in the performance of its obligation under this contract shall be jointly owned by the University and the High School. Materials developed individually by any high school employee in performance of his/her duties under this contact shall belong to the High School; however, the University shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the High School, its contractors and/or employees, or those developed by the High School or any high school employee prior to the existence of this contract.
- XIII. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the High School or its employees individually or jointly with others, or any subcontractors shall identify the University as the sponsoring

agency and shall not be released prior to approval by the University's authorized representative.

XIV. CONTACT INFORMATION. The High Schools authorized representative for the purpose of administration of this contract is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

BSU's authorized representative for the purpose of administration of this contract is:

Name: \_\_\_\_\_ Lynn Johnson, Extended Learning \_\_\_\_\_

Address: \_\_\_\_\_ 1500 Birchmont Dr NE #4, Bemidji, MN 56601 \_\_\_\_\_

Telephone: \_\_\_\_\_ 218-755-2068 \_\_\_\_\_

E-Mail: \_\_\_\_\_ ljohnson@bemidjistate.edu \_\_\_\_\_

Fax: \_\_\_\_\_ 218-755-4604 \_\_\_\_\_

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

APPROVED:

FALLS HIGH SCHOOL

By \_\_\_\_\_  
Principal

Dated: \_\_\_\_\_

BEMIDJI STATE UNIVERSITY

By \_\_\_\_\_  
Provost/Vice President for Academic Affairs

Dated: \_\_\_\_\_

May 25, 2017

The School Board and Management of  
Independent School District No. 361  
1515 Eleventh Street  
International Falls, Minnesota 56649

Dear Board Members:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Independent School District No. 361 (“you,” “your,” or “the entity”) for the year ended June 30, 2017.

Mary Reedy is responsible for the performance of the audit engagement.

**Audit services**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 361, as of and for the year ended June 30, 2017, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management’s discussion and analysis.
2. Budgetary comparison schedules.
3. Schedule of Funding Progress for Postemployment Benefit Plan.
4. Schedule of the Funding Progress and Schedule of Contributions and Rates – pension plans.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Combining and individual fund statements and supporting schedules.
2. Schedule of expenditures of federal awards
3. Uniform Financial Accounting and Reporting Standards (UFARS) Compliance Table.

In addition, we will also audit the statement of cash receipts and disbursements of the student activity accounts of the entity for the year ended June 30, 2017.

### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.

### **Audit objectives**

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

#### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information

complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance

with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

**Use of financial statements**

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

**Engagement administration and other matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies and legislative staff.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

### **Mediation**

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

### **Time limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

### **Fees**

Our fees for these services will be based on the time involved and the degree of responsibility and skills required, plus expenses including internal and administrative charges. Based on our preliminary estimates, the fee for the engagement should be \$19,400 for the audit and for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before

undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

***Changes in accounting and audit standards***

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**HIPAA Business Associate Agreement**

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that Independent School District No. 361 and CLA have entered into a HIPAA Business Associate Agreement (BAA) dated April 20, 2016.

**Consent**

***Consent to use financial information***

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Independent School District No. 361's information in these cost comparison, performance indicator, and/or benchmarking reports.

***Subcontractors***

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**



Mary Reedy, CPA, CGFM  
Principal  
218-825-2972  
Mary.reedy@CLAconnect.com

**Response:**

This letter correctly sets forth the understanding of Independent School District No. 361.

Authorized governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Authorized management signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

# Independent School District #361

1515 11<sup>th</sup> Street, International Falls, MN 56649-2501 [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us)

## CONTRACT FOR SUMMER 2017 LAKERS HOCKEY CAMP

ISD 361, International Falls Public Schools, is entering into a lease agreement for use of Bronco Arena with Wayne Strachan and the Fort Frances Lakers Junior A Hockey Team. It is the desire of the district to enter into a professional services contract with Mr. Wayne Strachan for this camp's program. Mr. Strachan, as contractor, shall be responsible for any and all players and staff members he would hire and/or assign to duty to conduct the summer camp, to include any and all insurance issues, including workers compensation, that he would deem necessary.

Mr. Strachan will pay the district in advance for use of the facility along with providing a copy of insurance for him, his staff and the players. This material and payment should be turned into the district office no later than July 14, 2017.

Ice rental will be available for your group as follows:

Friday, July 14 from 8:30 pm to 10:00 pm

Saturday, July 15 from 11:15 am to 12:45 pm and 7:00 pm to 8:30 pm

Sunday, July 16 from 10:00 am to 11:30 am

Players will be allowed into the locker rooms 30 minutes prior to going on the ice and must be out of the arena 30 minutes after ice rental is complete. Mr. Strachan will supervise the athletes and will ensure that athletes meet these timelines.

Ice rental and facility use will be at a rate of \$90.00 per hour with a total bill for the six hours of ice time and four hours of facility use to be \$900.00. ISD 361 will ensure that the ice is resurfaced prior to the start of each ice rental and will resurface during the rental period upon the wish of Mr. Wayne Strachan but any resurfacing will count during the ice time.

\_\_\_\_\_  
Kevin Grover, Superintendent

\_\_\_\_\_  
Wayne Strachan, Ft. Frances Lakers

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Kevin Grover, Superintendent  
Tim Everson, FHS/WEE Principal  
David Gooch, Asst. Prin. 6-12  
Bill Mason, Activities Director  
Melissa Tate, FES Principal

V-218-283-2571 x112  
V-218-283-2571 x104  
V-218-283-2571 x110  
V-218-283-2571 x110  
V-218-283-2571 x232

F-218-283-8104  
F-218-283-2384  
F-218-283-8104  
F-218-283-2384  
F-218-283-3133

[kgrover@isd361.k12.mn.us](mailto:kgrover@isd361.k12.mn.us)  
[teverson@isd361.k12.mn.us](mailto:teverson@isd361.k12.mn.us)  
[dgooch@isd361.k12.mn.us](mailto:dgooch@isd361.k12.mn.us)  
[bmason@isd361.k12.mn.us](mailto:bmason@isd361.k12.mn.us)  
[mtate@isd361.k12.mn.us](mailto:mtate@isd361.k12.mn.us)



**ISD #361 SCHOOL BOARD SHORT TERM INVESTMENT REPORT  
06/12/2017**

The following are the new short term investments as of June 1, 2017:

- \$500,000 at .950% interest yield; Invested 5/12/17; Matures 6/14/17
- \$1,000,000 at .950% interest yield; Invested 6/01/2017; Matures 6/30/17



## INTERNATIONAL FALLS FIRE DEPARTMENT

600 Fourth Street  
International Falls, Minnesota 56649  
Telephone (218) 283-9073  
Fax (218) 283-9151  
[adamm@ci.international-falls.mn.us](mailto:adamm@ci.international-falls.mn.us)

**OFFICE OF THE FIRE CHIEF**  
Adam Mannausau

June 7, 2017

Mr. Kevin Grover  
ISD 361 Superintendent  
1515 11<sup>th</sup> Street  
Int'l Falls, MN 56649

Dear Sir,

The City of International Falls Fire Department again requests the use of ISD #361 property for the purpose of the July 4, 2017 fireworks display. The school district's property (between the track and RRCC) would fulfill our needs because of its large size and proximity to viewing areas. It also satisfies safety distances needed.

We have the appropriate insurance coverage and the school district will be added as an additional insurer on City's Liability Insurance. We also have trained personnel needed for a safe, professional display. Please be assured we won't be rutting the turf and any mess will be cleaned up to your satisfaction. Your consideration and approval of this request would be greatly appreciated.

Respectfully Submitted,

Adam Mannausau

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure	ED - 02478-02
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------	---------------------------------------------------------------------------	---------------

**INSTRUCTIONS:** Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.

	District Name: <b>Independent School District 361</b>	District # <b>361</b>
		Date: <b>6/13/2017</b>
	District Contact for Questions on this Spreadsheet:	
	Name: <b>Tom Holt</b>	E-mail: <b>tholt@isd361.k12.mn.us</b>
		Phone #: <b>(218)283 - 2571 ext 185</b>

Fiscal Year, Ending June 30th -->	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
-----------------------------------	------	------	------	------	------	------	------	------	------	------	------

ESTIMATED EXPENDITURES:												
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site												
Finance	Category											
347	Physical Hazards	\$6,000	\$4,500	\$5,500	\$4,704	\$5,538	\$4,800	\$5,351	\$4,800	\$5,500	\$5,655	\$6,000
349	Other Hazardous Materials	\$8,500	\$8,500	\$1,500	\$1,500	\$1,500	\$1,500	\$8,500	\$1,500	\$1,500	\$1,800	\$1,500
352	Environmental Health & Safety Management	\$14,700	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
358	Asbestos Removal and Encapsulation	\$0	\$0	\$20,000	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$25,700	\$31,437	\$10,000	\$60,000	\$99,000	\$11,000	\$11,000	\$11,000	\$11,000	\$12,000	\$11,000
366	Indoor Air Quality	\$5,500	\$0	\$40,155	\$86,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	<b>\$60,400</b>	<b>\$56,937</b>	<b>\$89,655</b>	<b>\$174,704</b>	<b>\$118,538</b>	<b>\$69,800</b>	<b>\$37,351</b>	<b>\$29,800</b>	<b>\$30,500</b>	<b>\$31,955</b>	<b>\$31,000</b>
Health and Safety, Projects Costing > \$100,000 per Site												
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$240,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>	<b>\$0</b>							
Remodeling for Pre-K instruction approved under M.S. 124D.151												
Finance	Category											
355	Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance	Category											
367	Accessibility	\$166,915	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$225,000	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance	Category											
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$75,000	\$100,000	\$87,896	\$0	\$0	\$100,000
369	Building Hardware and Equipment	\$0	\$88,000	\$0	\$0	\$75,000	\$0	\$0	\$222,155	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$20,000	\$6,000	\$140,896	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$40,147	\$27,313	\$25,000	\$0	\$100,000	\$75,000	\$317,896	\$0
380	Mechanical Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,351	\$90,000	\$0
381	Plumbing	\$0	\$0	\$40,196	\$140,000	\$45,000	\$82,155	\$122,500	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$208,851
384	Site Projects	\$0	\$199,052	\$70,000	\$65,000	\$88,000	\$47,000	\$180,000	\$0	\$80,000	\$0	\$100,000
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$0</b>	<b>\$287,052</b>	<b>\$110,196</b>	<b>\$265,147</b>	<b>\$321,313</b>	<b>\$370,051</b>	<b>\$402,500</b>	<b>\$410,051</b>	<b>\$184,351</b>	<b>\$407,896</b>	<b>\$408,851</b>
	<b>Total Annual 10 Year Plan Expenditures</b>	<b>\$227,315</b>	<b>\$343,989</b>	<b>\$439,851</b>								



Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
361	<b>&lt;= Type in School District Number</b>												
	<b>INTERNATIONAL FALLS SCHOOL DISTRICT</b>												
<b>Calculations for Ten Year Projection</b>			Pay 17	Payable 2017	Current Estimate								
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
	<b>Old Formula revenue</b>												
21	411	-	-	-	-	-	-	-	-	-	-	-	
22			-	-	-	-	-	-	-	-	-	-	
23			-	-	-	-	-	-	-	-	-	-	
24	765		-	-	-	-	-	-	-	-	-	-	
25	766		174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
26	414		-	-	-	-	-	-	-	-	-	-	
27	417		-	-	-	-	-	-	-	-	-	-	
27a	703		-	-	-	-	-	-	-	-	-	-	
27b	705		-	-	-	-	-	-	-	-	-	-	
28	422		75,395	74,080	74,080	74,080	74,080	74,080	74,080	74,080	74,080	74,080	
29	423	236,001	249,708	245,664	247,843	249,691	251,045	246,782	247,465	247,832	247,792	74,080	
30	424	502,852	518,302	611,434	613,613	615,461	616,816	612,553	613,235	613,603	613,563	439,851	
31	425	-	-	-	-	-	-	-	-	-	-	-	
32	426	502,852	518,302	611,434	613,613	615,461	616,816	612,553	613,235	613,603	613,563	439,851	
76	427	-	-	-	-	-	-	-	-	-	-	-	
34	428	502,852	518,302	611,434	613,613	615,461	616,816	612,553	613,235	613,603	613,563	439,851	
<b>Aid and Levy Shares of Total Revenue</b>													
35		2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
36	31	7,313,465	7,313,465	7,826,627	8,139,692	8,465,280	8,803,891	9,156,047	9,522,288	9,903,180	10,299,307	10,711,279	
37	52	1,189.63	1,189.63	1,191.53	1,189.56	1,178.04	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	
38	430	6,147.68	6,147.68	6,568.54	6,842.62	7,185.88	7,605.94	7,910.18	8,226.58	8,555.65	8,897.87	9,253.79	
39	431	7,373.50	7,373.50	7,701.26	8,060.47	8,410.61	8,747.00	9,097.00	9,461.00	9,839.00	10,233.00	10,642.00	
40	432	9,069.41	9,069.41	9,472.55	9,914.38	10,345.05	10,758.81	11,189.31	11,637.03	12,101.97	12,586.59	13,089.66	
41	433	67.78%	67.78%	69.34%	69.02%	69.46%	70.69%	70.69%	70.69%	70.70%	70.69%	70.70%	
42	434	32.22%	32.22%	30.66%	30.98%	30.54%	29.31%	29.31%	29.31%	29.30%	29.31%	29.30%	
43	429	341,757	343,989	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851	
44	435	110,101	110,817	134,846	136,278	134,322	128,898	128,902	128,907	128,892	128,906	128,896	
45	437	-	-	-	-	-	-	-	-	-	-	-	
46	438	110,101	110,817	134,846	136,278	134,322	128,898	128,902	128,907	128,892	128,906	128,896	
47	441	392,750	407,486	476,589	477,335	481,140	487,917	483,650	484,329	484,710	484,657	310,954	
<b>Debt Service Portion of Revenue (non-grandfather districts)</b>													
49	765+766+703		174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
50	705		-	-	-	-	-	-	-	-	-	-	
51	767		174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
52	442		174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
53	443		56,156	52,603	53,837	53,628	51,860	50,612	50,814	50,916	50,909	-	
54	445		118,158	118,981	119,926	121,983	125,105	122,090	122,571	122,836	122,803	-	
55	446		-	-	-	-	-	-	-	-	-	-	
56	<b>General Fund Portion of Revenue (non-grandfather districts)</b>												

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
361	<= Type in School District Number												
	INTERNATIONAL FALLS SCHOOL DISTRICT												
Calculations for Ten Year Projection			Pay 17	Payable 2017 LLC Certification	Current Estimate								
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
57	Total General Fund Revenue = (34) - (51)	447	343,989	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851
58	General Fund Equalized Revenue = (43) - (52)	448	169,675	268,267	266,088	264,240	262,886	267,149	266,466	266,099	266,139	439,851	
59	Total General Fund Aid = (46) - (53)	449	54,661	82,243	82,442	80,694	77,039	78,290	78,093	77,977	77,997	128,896	
60	General Fund Equalized Levy = (58) * (41)	450	115,014	186,024	183,647	183,547	185,847	188,858	188,373	188,122	188,142	310,954	
61	General Fund Unequalized levy = (57) - (58)	451	174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
62	Total General Fund Levy = (60) + (61)	452	289,328	357,608	357,409	359,157	362,812	361,560	361,758	361,874	361,854	310,954	
<b>Notes:</b> 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.													

**GENERAL INFORMATION:** Minnesota school districts, intermediate school districts and cooperatives applying for long-term facilities maintenance revenue under Minnesota Statutes, section 123B.595, must annually complete the application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477-03). The application must be submitted to the Minnesota Department of Education, (MDE) Attn: Sarah Miller by July 31, 2017.

## IDENTIFICATION INFORMATION

Name of District or Cooperative:

District Number and Type:

Date Submitted:

## STATEMENT OF ASSURANCES

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE health and safety system are for allowed health and safety uses under Minnesota Statutes section 123B.595, subdivision 10, paragraph (a), clause (3); Minnesota Statutes, section 123B.57, subdivision 6; and the Minnesota Department of Education (MDE) *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE health and safety system are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial and Accounting Reporting Standards (UFARS) for FY 2019 under Finance codes 347, 349, 352, 358, 363, and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3); Minnesota Statutes, section 123B.57, subdivision 6; and the Minnesota Department of Education (MDE) *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these Finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2018 under the Finance codes 367, 368, 369, 370, 379, 380, 381, 382, 383, and 384 for accessibility and deferred maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these Finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue.
6. The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practice, including indoor air quality management and remediation of lead hazards.

## CERTIFICATION OF STATEMENT OF ASSURANCES

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director:      Name – Superintendent or Cooperative Director (Please print)      Date:



Voice For Greater Minnesota Education

## MREA MEMBERSHIP RENEWAL FY 2017-18 INVOICE

Kevin Grover  
Superintendent  
International Falls Public Schools  
1515 - 11th St  
International Falls MN 56649-0000

**Email:** kgrover@isd361.k12.mn.us  
**Phone:** 218.283.8468

**District #** 0361

**Invoice date:** June 1, 2017

**Due Date:** July 15, 2017

**Membership Year:** July 1- June 30

**MREA Membership Type:** FULLISD

**\*Base Fee:** \$1,100.00

**SHARED DISTRICT:**

**APU =** 1170

**\*\*APU Legislative Fee: +** \$1,170.00

**Total 2017-18 MREA Dues =** **\$2,270.00**

\*Base Fee of \$825 applies only if districts with SHARED Membership Type both join MREA.

\*\*\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum. APU based on MDE estimates for 2017-18.

**Enclose a copy of this invoice with your dues payment, payable to MREA. Enclose your membership listing only if changes are needed.**

MREA dues are not deductible as a charitable contribution for U.S. federal income tax purposes, but *may* be deductible as a business expense; check with your tax advisor for your situation. MREA estimates that 42.7% of your dues are not deductible because of MREA lobbying activities on behalf of our members.

**"Thank you for your diligence watching for legislation that largely affects rural Minnesota schools. Without your voice at the Capitol, we would not have anywhere close to the support that is needed for rural schools throughout the state of Minnesota."**

**David Fjeldheim  
Superintendent, Sebeka Schools**



Voice for Greater Minnesota Education

PO BOX 107 • ST CLOUD, MN 56302 | (320) 762-6574 | [MREAVOICE.ORG](http://MREAVOICE.ORG)





"Building Community to End Poverty"



## KOOTASCA Head Start / *Building Strong Families*

**Executive Director**  
Paul Carlson  
218-999-0801

**Financial Department**  
James Glancy  
218-748-7338

**Director of Education/  
Assistant Executive  
Direction**  
Maureen Rosato  
218-999-0810

**Main Office**  
201 NW 4th St.  
Suite 130  
Grand Rapids, MN  
55744-3984  
218-999-0800  
1-877-687-1163  
Fax: 218-999-0197

**Koochiching County**  
2232 E 2<sup>nd</sup> Avenue  
International Falls, MN 56649  
218-283-9491  
1-800-559-9491  
Fax: 218-283-9855

Visit us at  
[www.kootasca.org](http://www.kootasca.org)

TDD: 1-800-627-3529  
Access through MN  
Relay System

KOOTASCA Community  
Action, Inc. is an Equal  
Opportunity/Affirmative  
Action Employer,  
Contractor and Provider.

The past year has flown by as I continue to learn about my role within the program and with our partners. It is that time again for our yearly contract so together we can serve the children in the best possible way! If you have any questions at any point please do not hesitate to contact me. My goal is to get this completed by August before I go out on maternity leave.

Thank you for your time looking over the agreement and your prompt response. Look over the contract and let me know if there are any changes that need to be added, as I would be happy to do so. Please sign and return both copies to me as soon as possible. We will sign them and send you a copy back.

Sincerely,

A handwritten signature in black ink that reads "Jenna Olson".

Jenna Olson  
Special Needs & Community Partnerships Manager  
KOOTASCA Head Start  
[jennab@kootasca.org](mailto:jennab@kootasca.org)  
201 NW 4<sup>th</sup> St.  
Suite 130  
Grand Rapids, MN. 55744  
Phone: 218-999-0815



*"Building Community to End Poverty"*

**KOOTASCA Head Start / *Building Strong Families***

**Executive Director**  
Paul Carlson  
218-999-0801

**Financial Department**  
James Glancy  
218-748-7338

**Director of Education/  
Assistant Executive  
Director**  
Maureen Rosato  
218-999-0810

**Main Office**  
201 NW 4th St.  
Suite 130  
Grand Rapids, MN  
55744-3984  
218-999-0800  
1-877-687-1163  
Fax: 218-999-0197

**Koochiching County**  
2232 E 2<sup>nd</sup> Avenue  
International Falls, MN  
56649  
218-283-9491  
1-800-559-9491  
Fax: 218-283-9855

Visit us at  
[www.kootasca.org](http://www.kootasca.org)

**TDD: 1-800-627-3529**  
**Access through MN**  
**Relay System**

**KOOTASCA Community  
Action, Inc. is an Equal  
Opportunity/Affirmative  
Action Employer,  
Contractor and Provider**

**Independent School District 361 (I-Falls) ECSE and  
KOOTASCA Head Start & Early Head Start**

May 1, 2017 - April 30, 2018

**I. Purpose Statement**

The purpose of this agreement is to define the working relationship of these two agencies in order to provide collaborative services to families with children eligible for Early Childhood Special Education Services and Head Start in compliance with Part B and C of IDEA of the Federal and State laws and regulations.

The intent of this agreement is to:

1. Define which services will be provided by each agency.
2. Ensure that early childhood children eligible for any special education services receive a free and appropriate public education, in a typical early childhood environment.
3. Work with appropriate community agencies to provide services to early childhood children with disabilities and their families.

**II. Program Mandates**

**A. KOOTASCA HEAD START RESPONSIBILITIES**

1. To recruit, enroll and serve eligible children ages birth to 5 with no less than 10% of the total number of enrollment opportunities in Head Start available for children with disabilities.
2. To provide health and developmental screening information, if needed, and to share information.
3. To refer children to the District #361 early childhood special education staff for diagnostic evaluation after completing pre-referral interventions.
4. To participate with parents and ECSE to provide services to eligible children in a collaborative manner.
  - i. To provide information of parental rights and inclusion to parents/legal Guardian
  - ii. Reporting to parents/legal Guardians informally and formally throughout the program year
5. To work with ECSE to provide services in a collaborative manner

to ensure that special needs are met in the Least Restrictive Environment.

- i. Implementation of the IFSP/IEP services within two weeks after parental consent.
6. To provide training to Head Start and Early Head Start staff on working with children with special needs and inclusion.
  7. To develop an individualized transition plan with parents/ legal Guardian and early childhood special education staff Into/from Infant and Toddler programs, preschool programs and into kindergarten that are:
    - a. Appropriate and provide continuous services
    - b. Transfer records and exchange information
    - c. Offer parent participation in all aspects of the transition
    - d. IFSP - transition plan in place 6 months prior to transition
    - e. IEP – transition plan in place 90 days prior to transition.
  8. To provide time for preschool staff meetings and curriculum planning.

### **III. International Falls ECSE Responsibilities**

1. To provide diagnostic testing if pre-referral interventions were not successful.
2. To invite KOOTASCA Head Start staff to meetings involving a Head Start enrolled child.
3. To facilitate IEP/IFSP meetings, periodic, and annual reviews.
4. To initiate written notice and /or verbal notice to arrange IFSP/IEP meetings with parent/legal guardians, Head Start staff, and other person (s) involved with evaluations and assessments based on the convenience and accessibility of parent/legal guardian. ,
5. To work with parents and KOOTASCA Head Start to provide collaborative services for children with special needs.
6. To provide KOOTASCA Head Start with copies of Evaluation Report and IFSP/IEP documents upon receipts of signed Release of Information.
  - i. Evaluations completed within 45 days of receiving referral
  - ii. IFSP/IEP meeting held within 30 days of completed evaluation or within reasonable period of time.
7. To provide consultation to Head Start staff working with children with

special needs.

8. To develop an individualized transition plan with parents/ legal guardian, ECSE and KOOTASCA Head Start staff Into/from Infant Toddler programs, Preschool programs, and into kindergarten that are: .
  - a. Appropriate and provide continuous services
  - b. Transfer records and exchange information
  - c. Offer parent participation in all aspects of the transition
  - d. IFSP - transition plan in place 6 months prior to transition
  - e. IEP – transition plan in place 90 days prior to transition.

KOOTASCA Director of Education/  
Assistant Executive Director  
Maureen Rosato

Director of Special Education  
Reggie Engebritson

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

KOOTASCA Executive Director  
Paul Carlson

ISD #361 Superintendent  
Kevin Grover

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

## AGREEMENT

This Agreement (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2017 (“Effective Date”) between Tyler Technologies, Inc., with offices at 23 British American Boulevard, Latham, New York 12110 (“Tyler”) and the International Falls School District with offices at 1515 11<sup>th</sup> Street, International Falls, Minnesota 56649 (“Client”).

Tyler and Client agree as follows:

1. **Term.** The term of this Agreement shall expire three (3) years from the first day of the month after access to the software is provided. This Agreement will renew automatically for additional one (1) year terms at Tyler’s then-current fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current term.
2. **License Grant.**
  - 2.1. Upon the Effective Date, Tyler hereby grants to Client a non-exclusive, non-transferable, royalty-free, revocable license to use the Tyler software products set forth in the investment summary attached hereto as Exhibit 1 (“Investment Summary”) and related interfaces (collectively, the “Tyler Software Products”) and Tyler user manuals during the Term for Client’s internal business purposes at 1515 11<sup>th</sup> Street, International Falls, Minnesota 56649 for International Falls School District only and otherwise subject to the terms and conditions of this Agreement. This license is revocable by Tyler if Client fails to comply with the terms and conditions of this Agreement, including without limitation, Client’s failure to timely pay the annual Software as a Service fees in full.
  - 2.2. Client acknowledges and agrees that the Tyler Software Products and user manuals are proprietary to Tyler and have been developed as trade secrets at Tyler’s expense. Client shall use best efforts to keep the Tyler Software Products and user manuals confidential and to prevent any misuse, unauthorized use or unauthorized disclosure of the Tyler Software Products or user manuals by any party.
  - 2.3. Client may make copies of the Tyler Software Products for archive purposes only. Client will repeat any and all proprietary notices on any copy of the Tyler Software Products. Client may make copies of the Tyler user manuals for internal use only.
  - 2.4. The Tyler Software Products may not be modified by anyone other than Tyler. If Client modifies the Tyler Software Products without Tyler’s prior written consent, Tyler’s obligations to provide maintenance services on, and the warranty for, the Tyler Software Products will be void. Client shall not perform decompilation, disassembly, translation or other reverse engineering on the Tyler Software Products. Client also shall not append, delete, modify or otherwise alter the data in the databases used by the Tyler Software Products, other than by the use of the Tyler Software Products in accordance with the terms of this Agreement.
3. **Limited Warranty.** For the purposes of this Agreement, a “Defect” is defined as a failure of the Tyler Software Products to substantially conform to the then-current Tyler User Guides and the functional descriptions of the Tyler Software Products in Tyler’s written proposal to Client. In the event of conflict between the aforementioned documents, the then-current Tyler User Guides will control. A Tyler Software Product is “Defective” if it contains a Defect. For as long as a current Agreement is in place, Tyler warrants that the Tyler Software Products will not contain Defects. If the Tyler Software Products do not perform as warranted, Tyler will use reasonable efforts, consistent with industry standards, to cure the defect in accordance with Tyler’s then current support callprocess.
4. **Intellectual Property Infringement Indemnification.** Tyler will defend and indemnify Client against any claim by an unaffiliated third party of this Agreement that a Tyler Software Product infringes that party’s patent, copyright or other intellectual property right issued and existing as of the Effective Date or as of the distribution date of a release to the Tyler Software Product, and will pay the amount of any resulting adverse final judgment issued by a court of competent jurisdiction or of any settlement that Tyler pre-approves in writing, provided that Client promptly notifies Tyler in writing of any such claim, gives Tyler reasonable cooperation, information, and assistance in connection with it, and consent to Tyler’s sole control and authority with respect to the defense, settlement or compromise of the claim. Tyler will not be obligated under this section if the infringement results from: (i) Client’s use of a previous version of a Tyler Software Product and the claim would have been avoided had you used the current version of the Tyler Software Product; (ii) Client’s combining the Tyler Software Product with devices or products not provided by Tyler, (iii) use of a Tyler

Software Product in applications, business environments or processes for which the Tyler Software Product was not designed or contemplated, and where use of the Tyler Software Product outside such application, environment or business process would not have given rise to the claim, (iv) corrections, modifications, alterations or enhancements that Client made to the Tyler Software Product; (v) use of the Tyler Software Product by any person or entity other than Client or Client's employees; or (vi) Client's willful infringement. In the event a Tyler Software Product is finally determined to be infringing and its use by Client is enjoined, Tyler shall, at its election (i) procure for Client the right to continue using the infringing Tyler Software Products; or (ii) modify or replace the infringing Tyler Software Products so that it becomes non-infringing. The foregoing states Tyler's entire liability and Client's sole and exclusive remedy with respect to the subject matter hereof.

5. **Expenses.** Expenses shall be billed in accordance with the then-current Tyler Business Travel Policy, based on Tyler's usual and customary practices. Copies of receipts shall be provided on an exception basis at no charge. Should all receipts for non per diem expenses be requested, an administrative fee shall be incurred. Receipts for mileage and miscellaneous items less than five dollars (\$5) are not available.
6. **Cancellation of Services.** In the event Client cancels services less than fifteen (15) business days in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the canceled services if Tyler is unable to re-assign its personnel. Training may be rescheduled upon written request of Client and prepayment of Training costs at the rates and upon the terms and conditions provided for in this Agreement.
7. **Work Responsibilities.** Client data necessary to utilize the Tyler Software Products (the "Client Data") shall be developed between the Effective Date and the first day of training. Tyler shall retain ownership of the Client Data. The parties shall have the additional responsibilities for developing and formatting the Client Data as set forth in the "Work Responsibilities" annexed hereto as Exhibit 2 and made a part of this Agreement. Should a NAVTEQ map be used to populate the Tyler Software database, such map will be subject to the "NAVTEQ End-User Terms and Conditions" attached hereto as Exhibit 3 and made a part of this Agreement.
8. **Additional Services.** Services requested by Client in excess of those set forth in the Investment Summary, including but not limited to district canvassing, if Client's downloads do not meet specifications or if fields of data are missing or need to be interpreted or processed, may be billable services, at Tyler's sole discretion, to be provided at Tyler's then-current rates. Tyler shall not perform additional services without Client's prior written approval.
9. **Maintenance Services.**
  - 9.1. **Maintenance Services Terms, Conditions, Limitations and Exclusions.** For as long as a current Agreement is in place, Tyler shall:
    - 9.1.1.1. In a professional, good and workmanlike manner, perform its obligations in accordance with Tyler's then current support call process in order to conform the Tyler Software Products to the applicable warranty under this Agreement. If Client modifies the Tyler Software Products without Tyler's prior written consent, Tyler's obligations to provide maintenance services on and warrant the Tyler Software Products shall be void. Tyler reserves the right to suspend maintenance services if Client fails to pay undisputed Software as a Service (and maintenance, if applicable) fees within sixty (60) calendar days of the due date. Tyler will reinstate maintenance services upon Client's payment of the overdue Software as a Service (and maintenance, if applicable) fees.
    - 9.1.1.2. Provide Client with all releases Tyler makes to the Tyler Software Products. Client acknowledges and agrees that a new release of the Tyler Software Products is for implementation in the Tyler Software Products as they exist without Client customization or modification, and that Tyler reserves the right to cease supporting a prior release of the Tyler Software Products one (1) year after Tyler has made a new release of the Tyler Software Products available to Client for downloading.
  - 9.1.2. Software as a Service (and maintenance, if applicable) fees do not include installation or implementation of the Tyler Software Products, onsite support (unless Tyler cannot remotely correct a defect in a Tyler Software Product), application design, other consulting services, support of an operating system or hardware, and support outside Tyler's normal business hours.
- 9.2. **Client Responsibilities.** Client shall provide, at no charge to Tyler, full and free access to the Tyler

Software Products and the servers and workstation that run them; including but not limited to: remote access, working space; adequate facilities within a reasonable distance from the equipment; and use of machines, attachments, features, or other equipment necessary to provide maintenance services set forth herein.

10. **Taxes.** The fees set forth in the Investment Summary do not include any taxes, including, without limitation, sales, use or excise tax. All applicable taxes shall be paid by Tyler to the proper authorities and shall be reimbursed by Client to Tyler. In the event Client possesses a valid direct-pay permit, Client will forward such permit to Tyler on the Effective Date. In such event, Client shall be responsible for remitting all applicable taxes to the proper authorities. If tax-exempt, Client shall provide Tyler with Client's tax-exempt certificate.
11. **Force Majeure.** Neither party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by force majeure. Either party shall have the right to terminate this Agreement if Force Majeure suspends performance of scheduled tasks by one or more parties for a period of one hundred-twenty (120) or more days from the scheduled date of the task. This paragraph shall not relieve Client of its responsibility to pay for services and goods provided to Client and expenses incurred on behalf of Client prior to the effective date of termination.
12. **Indemnification.** Subject to the limitation of liability set forth herein, Tyler shall indemnify and hold harmless Client and its agents, officials and employees from and against any and all claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) arising from Tyler's negligence or willful misconduct. Tyler shall not be liable to the degree or extent of damages, loss, or expense determined to be the fault of the Client.
13. **Limitation of Liability.** In no event shall Tyler be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Tyler Software Products, Services, or Third Party Products. Tyler's liability for damages and expenses arising from the Tyler Software Products or Services, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to the fees set forth in the Investment Summary related to the defective product or service. Tyler's liability for damages and expenses arising from the Third Party Products, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to the License Fee/Purchase Price of the Third Party Products. Such fees reflect and are set in reliance upon this limitation of liability.
14. **Disclaimer.** THE RIGHTS, REMEDIES, AND WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER RIGHTS, REMEDIES, AND WARRANTIES EXPRESSED, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND SYSTEM INTEGRATION, WHICH ARE HEREBY DISCLAIMED BY TYLER.
15. **Termination.**
  - 15.1. **Termination for Cause.** In the event of Tyler's failure to perform under this Agreement, Client shall immediately notify Tyler in writing of such failure and allow Tyler a thirty (30) day period in which to cure such failure. If, at the end of the cure period, Tyler has not cured such failure, Client will have the right to terminate this Agreement. Upon such termination, Client shall pay Tyler for all products, services, and expenses not in dispute which were delivered or incurred prior to the date Tyler received Client's notice of termination. Payment for products, services, and expenses in dispute will be determined through non-binding arbitration.
  - 15.2. **Termination for Non-appropriation.** If Client should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, Client may unilaterally terminate this Agreement only upon thirty (30) days written notice to Tyler. Upon termination, Client shall remit payment for all products and services delivered to Client and all expenses incurred by Tyler prior to Tyler's receipt of the termination notice, or all applicable early termination fees.
16. **No Assignment.** Client may not assign its rights and responsibilities under this Agreement without Tyler's prior

written permission, not to be unreasonably withheld.

17. **Confidentiality.** Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein shall survive the termination or cancellation of this Agreement for a period of two (2) years. In the event of Freedom of Information Act or similar public record requests, confidential information shall be disclosed only to the extent disclosure is based on the good faith written opinion of the receiving party's legal counsel that disclosure is required by law: provided, however, that that receiving party shall give prompt notice of the service of process or other documentation that underlies such requirement and use its best efforts to assist the disclosing party if the disclosing party wishes to obtain a protective order or otherwise protect the confidentiality of such confidential information. The disclosing party reserves the right to obtain protective order or otherwise protect the confidentiality of its confidential information.

18. **Shipping.** Delivery shall be F.O.B. shipping point.

**19. Payment Terms.**

19.1. Client will remit to Tyler annual Software as a Service fees as follows:

19.1.1.1. \$3,000 on the first day of the following month after connectivity is established, for the year one (1) term;

19.1.1.2. \$3,000 one (1) year from the initial invoice date for the year two (2) term;

19.1.1.3. \$3,150 two (2) years from the initial invoice date for the year three (3) term;

19.1.1.4. Subsequent annual Software as a Service fees will be due annually thereafter at the then-current fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current term.

19.2. Tyler will invoice Client the fees of \$3,500 for Implementation services as follows:

19.2.1. 50% when map is available to the client in Tyler's datacenter

19.2.2. 50% upon completion of implementation

19.3. Payment is due within thirty (30) days of the invoice date.

20. **Hosting.** For as long as Client pays annual Software as a Service fees to Tyler, Tyler shall host at Tyler's data center and make available to Client the Tyler Software Products listed in the Investment Summary, except as otherwise noted in this Agreement. Hosting Services will be provided in accord with Exhibit 4, Service Level Agreement.

21. **Early Termination Fees.** Notwithstanding anything to the contrary stated in this Agreement, if the Client should terminate this Agreement within three (3) years of the Effective Date, Client shall remit to Tyler, in addition to fees for all products and services delivered and expenses incurred prior to the effective date of termination, unpaid annual Software as a Service fees as follows:

21.1. Termination before (1) year after the Effective Date: all Software as a Service fees due prior to the effective date of termination and 75% of the annual Software as a Service fees for years two and three of the Term;

21.2. Termination one (1) year after the Effective Date but before two (2) years of the Effective Date: all Software as a Service fees due prior to the effective date of termination and 50% of the annual Software as a Service fees for year three of the Term; and

21.3. Termination two (2) years after the Effective Date but prior to the expiration of the Term: all Software as a Service fees due prior to the effective date of termination.

22. **Electronic Payment.** Tyler prefers to receive payments electronically. Tyler's electronic payment information is as follows:

Bank:	Wells Fargo Bank, N.A. 420 Montgomery San Francisco, CA 94104
ABA:	121000248

Account: 4124302472  
Beneficiary: Tyler Technologies Inc. –Operating

23. **Entire Agreement.** This Agreement represents the entire agreement of Client and Tyler with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Client hereby acknowledges that in entering into this Agreement it did not rely on any information not explicitly set forth in this Agreement.
24. **Multiple Originals and Signatures.** This Agreement may be executed in multiple originals, any of which shall be independently treated as an original document. Any electronic, faxed, scanned, photocopied or similarly reproduced signature on this Agreement or any amendment hereto shall be deemed an original signature and shall be fully enforceable as if an original signature.

IN WITNESS WHEREOF, persons having been duly authorized and empowered enter into this Agreement.

Tyler Technologies, Inc.

International Falls School District

By: 

By: \_\_\_\_\_

Name: Theodore J. Thien

Name: \_\_\_\_\_

Title: VP and General Manager, Versatrans

Title: \_\_\_\_\_

Date: June 6, 2017

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

**Exhibit 1: Software Investment Summary for International Falls School District**  
*prices are valid until September 4 2017*

1. Software	Quantity	Price	Extended Price	Discount	This Year Total	Year 2	Year 3
<b>Subtotal: Application Software License Fees</b>			<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0 USD</b>
2. Maintenance/Software as a Service	Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3
Traversa Core provided as SaaS for up to 20 vehicles	1	\$ 3,000	\$ 3,000	\$0	\$3,000	\$3,000	\$3,150 USD
<b>Subtotal: Application Software Maintenance Fees</b>			<b>\$3,000</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,150 USD</b>
3. Services	Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3
Traversa Core Implementation -- includes online training (2)	1	\$ 3,500	\$ 3,500	\$0	\$ 3,500		USD
Koochiching County Map, Source: local GIS	1	inc \$	-	inc	inc		USD
<b>Subtotal: Application Services</b>			<b>\$3,500</b>		<b>\$3,500</b>	<b>\$0</b>	<b>\$0 USD</b>
<b>Total One-Time Fees:</b>					<b>\$6,500</b>		<b>USD</b>
<b>Total Recurring Fees **:</b>						<b>\$3,000</b>	<b>\$3,150 USD</b>

\*\* Subject to annual increase after year three

<sup>2</sup> Training Classes are limited to 5 persons  
**Note: Run building services are not included**

Quote prepared on June 06, 2017

Ver. Combi:03-03-17

\_\_\_\_\_  
Signature

## Exhibit 2

### Traversa ServicesPackage

#### Work Responsibilities

##### **Mapping**

Tyler will provide Client access in Tyler's data center to a digitized map covering the area of the district, and essential roadways outside of the district commonly traveled for in-district students. Client will supply contact information for local GIS agency if available.

##### **Student File Preparation**

Tyler will provide Client with an ASCII file layout describing the required district student data file and will import the Client's ASCII file(s) into the new map data file (the "Student Data").

Tyler will pass the Student Data through the location process. To the extent feasible as determined in Tyler's sole discretion, Tyler will correct Student Data not matching street/number ranges in the digital map.

##### **Editorial Responsibilities**

Tyler may periodically require Client to review district data. The timely and accurate review of this data is critical. Client will cause its employees or agents to perform the editing functions timely, accurately and to the best of their ability, and will notify Tyler when corrections are final. The information and data approved following the periodic review stages are the sole responsibility of Client. Alterations later requested or necessary which could have been made as part of this editing process are available in accordance with Section 7 of this Agreement. Tyler shall not be responsible for any failure to meet a written production schedule to the extent such failure is due, in whole or in part, to Client's failure to perform its work responsibilities timely and accurately.

##### **Training**

- a. During the course of the Client implementation, Tyler will provide training in the use of the Tyler Software Products (the "Training"). Up to five (5) Client employees may attend the Training. Implementation Training is delivered on-line on weekdays, unless the parties agree to other arrangements. It is understood that the effectiveness of Training depends upon continuous attendance by all trainees, minimum interruptions, and the availability of one or more Client computers connected to Tyler's data center.
- b. Training does not include installation services such as disk formatting, installing operating systems, installing hardware, installing non-Tyler software, equipment repairs or adjustment, or training in the use of Windows, local area networks, peer-to-peer networks, or communications software. Such services must be performed internally or obtained from third parties.

### Exhibit 3

#### NAVTEQ End-User Terms and Conditions

The data ("Data") is provided for your personal, internal use only and not for resale. It is protected by copyright, and is subject to the following terms and conditions which are agreed to by you, on the one hand, and Tyler Technologies, Inc. (LICENSEE) and its licensors (including their licensors and suppliers) on the other hand. ©2002 Navigation Technologies Corporation. All rights reserved.

The Data for areas of Canada includes information taken with permission from Canadian authorities, including: © Her Majesty the Queen in Right of Canada, © Queen's Printer for Ontario.

#### **Terms and Conditions**

Personal Use Only: You agree to use this Data together with Versatrans Solutions Routing & Planning software for the solely personal, non commercial purposes for which you were licensed, and not for service bureau, time-sharing or other similar purposes. Accordingly, but subject to the restrictions set forth in the following paragraphs, you may copy this Data only as necessary for your personal use to (i) view it, and (ii) save it, provided that you do not remove any copyright notices that appear and do not modify the Data in any way. You agree not to otherwise reproduce copy, modify, decompile, disassemble or reverse engineer any portion of this Data, and may not transfer or distribute it in any form, for any purpose except to the extent permitted by mandatory laws.

**Restrictions. Except where you have been specifically licensed to do so by LICENSEE, and without limiting the preceding paragraph, you may not (a) use this Data with any products, systems, or applications installed or otherwise connected to or in communication with vehicles, capable of vehicle navigation positioning, dispatch, real time route guidance, fleet management or similar applications; or (b) with or in communication with any positioning devices or any mobile or wireless-connected electronic or computer devices, including without limitation cellular phones, palmtop and handheld computers, pagers, and personal digital assistants or PDAs.**

No Warranty. This Data is provided to you "as is," and you agree to use it at your own risk. LICENSEE and its licensors (and their licensors and suppliers) make no guarantees, representations or warranties of any kind, express or implied, arising by law or otherwise, including but not limited to, content, quality, accuracy, completeness, effectiveness, reliability, fitness for a particular purpose, usefulness, use or results to be obtained from this Data, or that the Data or server will be uninterrupted or error-free.

Disclaimer of Warranty: LICENSEE AND ITS LICENSORS (INCLUDING THEIR LICENSORS AND SUPPLIERS) DISCLAIM ANY WARRANTIES, EXPRESS OR IMPLIED OF QUALITY, PERFORMANCE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON INFRINGEMENT. Some States, Territories and Countries do not allow certain warranty exclusions, so to that extent the above exclusion may not apply to you.

**Disclaimer of Liability: LICENSEE AND ITS LICENSORS (INCLUDING THEIR LICENSORS AND SUPPLIERS) SHALL NOT BE LIABLE TO YOU: IN RESPECT OF ANY CLAIM, DEMAND OR ACTION, IRRESPECTIVE OF THE NATURE OF THE CAUSE OF THE CLAIM, DEMAND OR ACTION ALLEGING ANY LOSS, INJURY OR DAMAGES, DIRECT OR INDIRECT, WHICH MAY RESULT FROM THE USE OR POSSESSION OF THE INFORMATION; OR FOR ANY LOSS OF PROFIT, REVENUE, CONTRACTS OR SAVINGS, OR ANY OTHER DIRECT, INDIRECT INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OF OR INABILITY TO USE THIS INFORMATION, ANY DEFECT IN THE INFORMATION, OR THE BREACH OF THESE TERMS OR CONDITIONS, WHETHER IN AN ACTION IN CONTRACT OR TORT OR BASED ON A WARRANTY, EVEN IF LICENSEE OR ITS LICENSORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Some States, Territories and Countries do not allow certain liability exclusions or damages limitations, so to that extent the above may not apply to you.**

Disclaimer of Endorsement: Reference to any products, services, processes, hypertext links to third parties or other Data by trade name, trademark, manufacturer supplier or otherwise does not necessarily constitute or imply its endorsement, sponsorship or recommendation by LICENSEE or its licensors. Product and service information are the sole responsibility of each individual vendor. The Navigation Technologies name and logo, the NAVTEQ and NAVTEQ ON BOARD trademarks and logos, and other trademarks and trade names owned by Navigation Technologies Corporation may not be used in any commercial manner without the prior written consent of Navigation Technologies.

Export Control: You agree not to export from anywhere any part of the Data provided to you or any direct product thereof except in compliance with, and with all licenses and approvals required under, applicable export laws, rules and regulations.

Indemnity: You agree to indemnify, defend and hold LICENSEE and its licensors (including their respective licensors, suppliers, assignees, subsidiaries, affiliated companies, and the respective officers, directors, employees, shareholders, agents and representatives of each of them) free and harmless from and against any liability, loss, injury (including injuries resulting in death), demand, action, cost expense, or claim of any kind or character, including but not limited to attorney's fees, arising out of or in connection with any use or possession by you of this Data.

Entire Agreement: These terms and conditions constitute the entire agreement between LICENSEE (and its licensors, including their licensors and suppliers)

**DataMap Intelligence Agreement**

Portions of the Data may be powered by DataMap Intelligence, LLC. All rights reserved.

## SERVICE LEVEL AGREEMENT

### I. Agreement Overview

This Service Level Agreement (“SLA”) operates in conjunction with, and does not supersede or replace any part of, the Agreement between Tyler and Client to which this is attached as Exhibit 4. The SLA is effective as of the Effective Date of the Agreement.

This SLA outlines the information technology service levels that Tyler will provide to Client to ensure the availability of the application services that the Client has requested Tyler to provide. All other Client support services shall be delivered in accord with the then-current Maintenance Agreement for the Tyler Software Products licensed by Client.

### II. Definitions

*Attainment:* The percentage of time a service is available during a billing cycle, with percentages rounded to the nearest whole number.

*Client Error Incident:* Any service unavailability resulting from a Client’s applications, content or equipment, or the acts or omissions of any of Client’s service users or Client’s third-party providers over whom Tyler exercises no control.

*Defect:* Any failure of the licensed software that is recognized as a "defect" under the Agreement through which Client licenses the Tyler software.

*Downtime:* Those minutes during which the software products set forth in the Agreement are not available for any type of Client use. Downtime does not include those instances in which only a Defect is present.

*Force Majeure:* An event beyond the reasonable control of Tyler, including governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause which could not with reasonable diligence be foreseen, controlled, or prevented by the party.

*Service Availability:* The total number of minutes in a billing cycle that a given service is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure

### III. Service Availability

The Service Availability of Tyler’s applications is intended to be 24/7/365 (excluding maintenance windows). Tyler sets Service Availability goals and measures whether it has met those goals by tracking Attainment.

#### a. Client Responsibilities

Whenever a Client experiences Downtime, that Client must make a support call according to the procedures outlined in the Support Call Process exhibit. The Client will receive a support incident number.

To track attainment, the Client must document, in writing, all Downtime that it has experienced during a billing cycle. The Client must deliver such documentation to Tyler within 30 days of a billing cycle’s end.

The documentation the Client provides must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

#### b. Tyler Responsibilities

When Tyler’s support team receives a call from a Client that a Downtime has occurred or is occurring, Tyler will

work with the Client to identify the cause of the Downtime (including whether it may be the result of a Client Error Incident or Force Majeure). Tyler will also work with the Client to resume normal operations.

Upon timely receipt of a Client’s Downtime report, outlined above in Section III(a), Tyler will compare that report to Tyler’s own outage logs and support tickets to confirm that a Downtime for which Tyler was responsible indeed occurred.

Tyler will respond to a Client’s Downtime report within 30 day(s) of receipt. To the extent Tyler has confirmed Downtime for which Tyler is responsible, Tyler will provide Client with the relief set forth below.

c. Client Relief

When a Service Availability goal is not met due to confirmed Downtime, Tyler will provide the affected Client with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Client Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA will not exceed 5% of the fee for any one billing cycle. Issuing of such credit does not relieve Tyler of its obligations under the Agreement to correct the problem which created the service interruption. A correction may occur in the billing cycle following the service interruption. In that circumstance, if service levels do not meet the corresponding goal for that later billing cycle, Client’s credits will be doubled.

Every billing cycle, Tyler will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following Client relief will apply:

<b>Client Relief Schedule</b>		
<b>Targeted Attainment</b>	<b>Actual Attainment</b>	<b>Client Relief</b>
100%	98-99%	Remedial action will be taken.
100%	95-97%	4% credit of fee for affected billing cycle will be posted to next billing cycle
100%	<95%	5% credit of fee for affected billing cycle will be posted to next billing cycle

A Client may request a report from Tyler that documents the preceding billing cycle’s Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

**IV. Applicability**

The commitments set forth in this SLA do not apply during maintenance windows, Client Error Incidents, and Force Majeure.

Tyler performs maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, Tyler will provide advance notice of those windows and will coordinate to the greatest extent possible with the Client.

**V. Force Majeure**

The Client will not hold Tyler responsible for meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, Tyler will file with the Client a signed request that said failure be excused. That writing will at least include the essential details and circumstances supporting Tyler’s request for relief pursuant to this Section. The Client will not unreasonably withhold its acceptance of such a request.

05/18/2017

Bill Mason

Athletic Director of Int'l Falls High School

1515 11<sup>th</sup> Street

Int'l Falls, MN 56649

Dear Mr. Mason,

I have been the assistant golf coach since the 2015 season. During that time, I have put all of my effort into making the girl's golf program successful. I have been there for the girls during some very good times and also through some not so good times. We have shared success as well as failure and I've gotten a chance to see many of them grow since 8<sup>th</sup> grade.

During that time, I have taken 360 hours of vacation from my full time job and have worked late nights so that I would have extra time off to be there for my players. I have missed out on vacations of my own and time with my wife and my family to help these student athletes succeed. I have provided snacks to them on the course when they have been hungry and sunscreen when I was worried they were going to sunburn. I've been there to fist bump during great shots or rounds and to lend words of encouragement when the tears came because today just wasn't their day. I have even become a big advocate for women's sports and have attempted to get the girls the credit they deserve in our local newspaper.

However this season has been different. I was attacked via text message early in the season by a parent that was upset regarding their child's position in the lineup and now I have now had to endure the text messaging accusations. It would seem to me that my services are no longer desired as a golf coach as I have heard not one message of support from either my players or any of the parents. I have also received little to no support from the staff at FHS with the exception of head coach Steve Johnson as I was suspended before an investigation was even done and have not been given any chance to explain or hear what has been stated against me.

Growing up, my parents taught me to work hard and put everything you can into something while you are doing it and at the end of the day if your efforts are not appreciated, then it is time to move on even though it may be difficult to do so. In following my parent's advice and with a heavy heart, I am resigning as the assistant golf coach effective immediately as I feel my efforts and time have quickly been washed away due to unfounded accusations. Going forward, I would no longer be able to give my best effort as the damage to my trust in the players, parents, and school is close to irreparable and would take years to rebuild. My other concern is that if these accusations failed, I may be subjected to worse being a male coach on a female team and it appears people will do whatever is possible to have me removed.

Please settle up my coach's salary as soon as possible. I have coached the majority of the season and feel that I am entitled to at least 75% given the time I have put in thus far.

Sincerely,

Sevon Simon



Danielle R. Schermerhorn  
118 Riverview Blvd  
International Falls, MN 56649  
218-325-0077  
[danielle.schermerhorn@gmail.com](mailto:danielle.schermerhorn@gmail.com)

---

May 31, 2017

Dear Principal Tim Everson,

I would like to inform you that I am resigning from my position as Minnesota Honor Society for the Falls High School effective immediately. I have carried out the remaining duties as the adviser and have returned keys to the administrative office.

Thank you very much for the opportunities for professional and personal development this position has provided me over the past three years. I have enjoyed working for the school in this capacity. It has been an honor to work with the students.

If I can be of any help during this transition, please let me know. I am happy to help.

Sincerely,



Danielle R. Schermerhorn

Michael Holden  
Chair, ISD 361  
1515 11<sup>th</sup> Street  
International Falls, MN 56649  
May 31, 2017

Dear Chair Holden,

I submit this as an irrevocable letter of retirement upon school board approval which will be effective on November 22, 2017.

I have submitted a letter on January 9, 2017, meeting the February 1 deadline of MS 122A.48 (Teacher Early Retirement Incentive Program). I meet all requirements outlined in MS 122A.48 subdivision 1 and request that the district entertain the following proposal.

A payment equal to 50% of the difference between my 2017 - 2018 salary and BA1 step (top left cell of 2017-2018 salary schedule) of the 2017 - 2018 salary schedule, not to exceed \$16,500, to be paid into my Health Care Savings Plan account within 30 days of my last day of TRA service to the district.

In the event the district has not settled a contract with local 331 by my last day of TRA service, the district will use the above calculation with the 2016 – 2017 contract and any additional money owed upon settlement of the 2017 – 2019 contract would be retroactive within 30 days of settlement.

This letter does not preclude me from any other benefit afforded me upon severing service to the district as negotiated in the 2015 – 2017 conditions for employment between Local 331 and ISD 361.

Thank you for this consideration.

Sincerely,



Angela L. Cody

Cc: Kevin Grover, Superintendent  
John Sandberg, ED MN Local 331 President

BA-40 Step 4 (0.72 FTE)  
Start date: November 16, 2017

*TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS*

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract, pursuant to M.S. 122A.40, as amended, with Anne M. Sullivan, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Elementary Education Teacher for the school year 2017 to 2018.

The following provisions shall apply and are a part of this Contract:

1. Basic Services: Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: This Contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this Contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. Additional Services: The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6. of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
5. Reference: This Contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. Special Provisions: [*insert any other contractual provisions*].

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:  
 \$ 36,707.76 For basic services  
 \$ \_\_\_\_\_ For additional services as set forth in paragraph 6.  
 \$ 36,707.76 Total salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed  
my signature this 5 day of

June, 2017.  
Anne M. Sullivan  
Teacher

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.  
\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

**INTERNATIONAL FALLS PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY: 534 Unpaid Meal Chargers (formerly 725 Student Meal Accounts)**

**SERIES: 700 Non-Instructional Services/Business Operations**

**SUBJECT: Student Meal Charge/Collection Policy**

**ADOPTED: 12/15/14**

**REVISED: 6/2017**

**Page 1 of 3**

**I. Purpose**

The purpose of this policy is to impart to students, employees and the community the school district's policy related to student needs and charges associated with the school nutritional program and to establish consistent meal account procedures for International Falls Public Schools. **The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.**

a.

**II. General Statement of Policy**

- a. Independent School District No. 361 recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- b. It is the policy of Independent School District No. 361 to offer breakfast and lunch each day. The food service department strives to produce quality meals in an efficient and fiscally responsible manner.
- c. Students may purchase meals when funds have been deposited into their student account.
- d. Funds may be deposited daily in any school office. Payments may also be made on-line with debit or credit cards through the district webstore. ***If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred by a student between***

***sibling accounts unless written permission is received from the parent or guardian.***

- i.
- e. Parents/guardians are encouraged to frequently check the account status on line at [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us) . Parents/guardians may choose to block items from being purchased, such as extra milk and ala carte items by contacting Michelle Hopkins at 218-283-2571 ext. 181.
- f. Households may apply for free/reduced meals any time during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the district office, all school offices and district website.
- g. ***If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.***
- h. If students are on the free/reduced meal program, only the first meal will be included at the free or reduced price. Subsequent purchase will be charged at regular prices. Students must select adequate meal components to comprise a reimbursable meal under the USDA guidelines. If students/parents/guardians have any questions about the free/reduced meal program they school contact Michelle Hopkins at 218-283-2571 ext. 181.

### **III. Procedures for Notifying Families**

- a. Family balances are available on the District website. Statements may be requested from your child's school office.
- b. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school program year.
- c. The parent/guardian will be notified when the student account is at \$10.00 or less via the district telephone/e-mail notification system on Tuesday of each week. ***Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.***
- d. Additionally, calls will be made to parent/guardian when a student account is at -\$10.00 via the district telephone/e-mail notification system on Friday of each week.

#### IV. Procedures for Accounts with \$0 or Negative Balances

- a. ***A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.***
- b. Any account with a \$0 or negative balance will not be allowed **ala carte** (snack) purchases until the account contains sufficient funds to cover the purchase. Students will be directed to replace ala carte items at the purchase point and chose a reimbursable meal instead.
- c. Elementary Accounts (Gr. P-6); An elementary account which reaches the threshold of -20.00 shall be sent a letter and free/reduced form informing the household that a meal should be provided from home until such time the account is brought to a positive balance or payment arrangements are made. If no meal is provided or contact made by parent/guardian the child shall still receive a meal but the account will be referred to the school social worker for intervention.
- d. Secondary Accounts (Gr. 7-12); A secondary account which reaches the threshold of -20.00 shall have a notification and free/reduced form sent home with student informing the household that the account is closed to further transactions until such time the account is brought to a positive balance or payment arrangements are made. If no meal is provided or contact made by the parent-guardian the student will only be allowed a meal if cash in hand is presented to purchase the meal for that day. **NO FURTHER CHARGING WILL BE ALLOWED.** The building principal or their designee will contact the household and review with them their responsibility to provide meals for their student.
- e. ***The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.***
- f. Assistance from county social services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.
- g. ~~Negative accounts which have not received any payment after sixty days will be referred to a collection agency.~~ ***Negative balances of more than \$50, not paid prior to end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.***
- h. ~~All negative balances are required to be paid by June 30 of each year.~~

- i. ***The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.***

## **V. Staff Meals**

- a. Staff meals may be purchased at a price determined by the School Board. Staff meal portions may not exceed those given to high school aged students. There will be no charging of staff meals. Staff accounts must maintain a positive balance and any purchase of a meal which would place the account into a negative balance will be refused.

## **VI. COMMUNICATION OF POLICY**

- a. *This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:*
  - 1. *all households at or before the start of each school year;*
  - 2. *students and families who transfer into the school district, at the time of enrollment; and*
  - 3. *all school district personnel who are responsible for enforcing this policy.*
- b. *The school district will post the policy on the school district's website, in addition to providing the required written notification described above.*

### **Legal References:**

Minn. Stat. § 124D.111, Subd. 4  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A