

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, September 17, 2018 at 5:00 PM
FHS Cafeteria, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

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.*

Call to Order

1. Roll Call:

Mike Holden___	Michelle Hebner___
Toni Korpi___	Heather McBride___
Terry Murray___	Ted Saxton___
Roxanne Skogstad-Ditsch___	Kevin Grover___
Ella Bahr-Jefferis___	

Open Forum

1. Public Open Forum

Consent Agenda

Approve the Consent Agenda as presented. Moved by ____; seconded by _____. Motion carried / failed.

1. Approve past meeting minutes for the Regular School Board Meeting of August 20, 2018. 4
2. Approve current accounts payable due in amount of \$1,043,960.70. 7
3. Approve payroll in amount of \$490,062.23 for pay periods August 31st to September 14th.
4. Second reading of School Board Policy 413 - Harassment and Violence. 28
5. Approve the District's Rest Break and Meal Break Policy. 39
6. Approve hire of Ariana Cipriano as Varsity Knowledge Bowl Advisor for the 2018-2019 season.
7. Approve hire of Kacey Kujula as Junior Varsity Knowledge Bowl Advisor for the 2018-2019 season.
8. Approve hire of Josh Sobkowicz as Assistant Boy's Swimming Coach for the 2018-2019 season.
9. Approve hire of Erin Rousseau and Beth Slatinski as Prom Advisor's for the 2018-2019 Prom.
10. Acknowledge the following volunteer Football Coaches for the 2018-2019 season:
 - 1) Seth Bjornrud
 - 2) Cody Hallin
 - 3) Jakob Ettestad
11. Acknowledge Jessica Ellman as volunteer Girls Swimming Dive Coach for the 2018-2019 season.
12. Approve the 2017-2018 PSEO agreement with Mesabi Range College. 41
13. Approve the 2018-2019 PSEO agreement with Mesabi Range College. 46
14. Accept resignation of Sandra Jean, Paraprofessional, effective September 25, 2018. 51

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15. Accept resignation of Jerry Bolstad as Girls Hockey Head Coach for the 2018-2019 season effective immediately. 52
16. Approve the Joint Powers Agreement with the City of International Falls to operate the Recreation Commission. 53
17. Second reading of School Board Policy 102 - Equal Education Opportunity. 59
18. Second reading of School Board Policy 205 - Open Meetings and Closed Meetings. 61
19. Second reading of School Board Policy 401 - Equal Employment Opportunity. 71
20. Second reading of School Board Policy 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations. 73
21. First reading of School Board Policy 525 - Violence Prevention. 79
22. First reading of School Board Policy 509 - Enrollment of Nonresident Students. 85
23. First reading of School Board Policy 419 - Tobacco-Free Environment. 89
24. First reading of School Board Policy 421 - Gifts to Employees and School Board Members. 92
25. First reading of School Board Policy 504 - Student Dress and Appearance. 94
26. First reading of School Board Policy 723 - Stock Epinephrine. 97
27. Approve hire of John Reller as a Paraprofessional with start date of 9/4/2018.
28. Approve hire of Chelsea Nagle as a Paraprofessional with start date of 9/4/2018.
29. Approve hire of Ashley Larson as a Paraprofessional with start date of 9/4/2018.
30. Approve hire of Elizabeth Brummett as a Paraprofessional with start date of 9/4/2018.

Action Items

1. Resolution Acceptance of Gifts and Donations. Moved by __, seconded by __. Motion carried / 108 failed.
2. Approve the proposed certified 18 Pay 19 levy at the maximum allowed amount. Motion by __, seconded by __. Motion carried / failed.
3. Set Truth in Taxation meeting to be held at 6:00 pm on Monday, December 17, 2018 with formal certification of 18 Pay 19 levy to occur after presentation and discussion. Motion by __, seconded by __. Motion carried / failed.

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent 109
4. Ella Bahr-Jefferis, Student Representative

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5. Committee Reports:

Building Tour

1. Motion by __, seconded by __ to tour the school buildings.

Reopen and Adjournment

1. Motion by __, then seconded by __ to reconvene meeting in FHS Cafeteria and adjourn meeting at _____. Motion carried / failed.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, August 20, 2018 at 5:00 p.m.
Falls High School Cafeteria

A Regular Meeting of the Board of Trustees of Independent School District #361 was held Monday, August 20, 2018, beginning at 5:00 PM in FHS Cafeteria.

Michelle Hebner, Board Chair, called the meeting to order at 5:00 pm. Members present were: Michelle Hebner, Heather McBride, Mike Holden, Terry Murray, Roxanne Skogstad-Ditsch, Ted Saxton, Toni Korpi and Kevin Grover. Absent: Ella Bahr-Jefferis

Motion by Roxanne Skogstad-Ditsch then seconded by Toni Korpi to approve the agenda as presented. Motion carried 7-0.

Public Open Forum:

1. Public Open Forum:
 - a. Mark Thorpe, Community Member.
2. Rachel Amdahl, Community Education Director

Consent Agenda:

Motion by Mike Holden then seconded by Heather McBride to approve the Consent Agenda as presented. Motion carried 7-0.

1. Approve past meeting minutes for the Regular School Board Meeting of July 18, 2018.
2. Approve current accounts payable due in amount of \$1,375,100.90.
3. Approve payroll in amount of \$189,511.91 for pay periods July 20th to August 17th.
4. Adopt the FHS and FES Student Handbooks for 2018-2019 school year.
5. Approve hire of Laurie Humbert at a .5625 FTE as a FES Secretary effective August 20, 2018.
6. Hire Ariana Cipriano as Assistant Girls Swimming Coach for the 2018-2019 season.
7. Approve hire of Ariana Cipriano as .7075 FTE Title One Licensed Instructor for the 2018-2019 school year.
8. Approve increase of .091 FTE to Tom Vollom as Licensed Instructor for the 2018-2019 school year. Total FTE for 2018-2019 is .818.
9. Approve hire of Charlie Anderson as Annual Director for 2018-2019 school year.
10. Approve hire of Rachel Amdahl as Student Council Advisor for the 2018-2019 school year.
11. Accept resignation from Tracy Tilander, Paraprofessional, effective August 3, 2018.
12. Approve hire of Kevin Boorman as Assistant Cook effective 2018-2019.
13. Accept verbal resignation from Wyatt Tessier, Paraprofessional, effective August 1, 2018..
14. Approve hire of George McDonald as Head Boy's Hockey Coach for the 2018-2019 season.
15. Approve hire of Chad Baldwin as Assistant Boy's Hockey Coach for the 2018-2019 season.
16. Approve hire of Terry Thompson as Assistant Boy's Hockey Coach for the 2018-2019 season.
17. Approve hire of Amis MacKenzie as Head Boy's Basketball Coach for the 2018-2019 season.
18. Approve hire of Jay Boyle as Head Girls Basketball Coach for the 2018-2019 season.
19. Approve hire of Corey Miggins as Assistant Girls Basketball Coach for the 2018-2019 season.
20. Approve hire of Steve Joslyn as Head Boy's Swimming Coach for the 2018-2019 season.
21. Approve hire of Jerry Bolstad as Head Girls Hockey Coach for the 2018-2019 season.
22. Approve hire of Kevin Erickson as Assistant Girl's Hockey Coach for the 2018-2019 season.
23. Approve hire of Michele McDonald as Assistant Girl's Hockey Coach contingent upon having a JV Girls Hockey team for the 2018-2019 season.
24. Approve agreement with Rainy Lake Medical Center for therapy services effective 8/31/2018 to 08/30/2020.

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25. Approve Management Plan for Lead in Water.
26. Approve proposal from Nelson-Rudie & Associates for consulting engineering services for Bronco Arena HVAC improvements.
27. Approve estimate and agreement with KGM Contractors for FES playground resurfacing project for \$139,530.25.
28. Approve collaborative services agreement with Kootasca Head Start and Early Head Start.
29. Approve the 2018-2019 PSEO and CEP Agreement with RRCC.
30. First reading of School Board Policy 102 - Equal Education Opportunity.
31. First reading of School Board Policy 205 - Open Meetings and Closed Meetings.
32. First reading of School Board Policy 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations.
33. First reading of School Board Policy 401 - Equal Employment Opportunity.
34. First reading of School Board Policy 413 - Harassment and Violence.

Action Items:

1. Resolution Acceptance of Gifts and Donations. Moved by Terry Murray, seconded by Roxanne Skogstad-Ditsch. Motion carried 7-0.
2. Community Education discussion with possible action. Moved by Toni Korpi, seconded by Heather McBride. Motion carried 7-0 to hold discussion. A second motion was made by Ted Saxton to increase pay for Community Education Director by \$4,500, seconded by Roxanne Skogstad-Ditsch. Motion carried 7-0.

Administrative Reports:

1. Melissa Tate, Elementary Principal – no report
2. Tim Everson, Secondary Principal – down 58 from last year. Aug 27th there will be staff in service and back to school open house in evening. LSI training Aug 28th; Aug 29th PDT day in Virginia, Sept 6th pictures 6-12.
3. Kevin Grover, Superintendent – Planning to do a walk around the buildings with board members at next month board meeting; MSBA phase 3&4 training upcoming. Thank you received from Christian Motor Group with a donation.
4. Mike Holden – shared community acknowledgement of positive reports of improvements being made to schools outside and inside.
5. Ella Bahr-Jefferis, Student Representative – no report.
6. Committee Reports:
 - a. Rec Dept: finalized JPA with some updates and will be brought to Board in September.

Goal Setting

1. Board and Superintendent discussion for establishing goals for the Superintendent:
 - a. District academic goal.
 - b. LSI goal.
 - c. Monthly observation in variety of settings.

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Adjournment

Motion by Terry Murray then seconded by Heather McBride to adjourn the meeting at 6:40 p.m.
Motion carried.

Approved Minutes:

District Clerk

Date

Board Chair

Date

September 17, 2018
Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
4814	Falls Education Foundation	8/17/2018	20180817ADFEF	Payroll accrual	0	\$ 10.00
4815	MN Child Support Payment Center - Scl	8/17/2018	20180817ADcsp	Payroll accrual	0	\$ 315.64
4827	MinnKota Media Blasting	9/6/2018	103	Repaint Bumpers and Wheels	0	\$ (555.00)
4840	Schmidt, Bruce	8/22/2018	8/22/2018	Early Retirement Incentive - Bruce Schmidt	0	\$ 1,243.00
4841	KGHS-AM	8/22/2018	1	Coalition Directed Activities (Advertising during games)	0	\$ 4,000.00
4842	RAINY RIVER COMMUNITY COLLEGE	8/22/2018	A. Vacura	Rainy Lake Sportfishing Club Scholarship Award - Adriana Vacura	0	\$ 500.00
	RAINY RIVER COMMUNITY COLLEGE	8/22/2018	A. Vacura RRCC	Wallace Haglund Memorial Scholarship - Ariana Vacura	0	\$ 250.00
4843	Further	8/22/2018	38764065	Medical FSA: 08/10/2018 - 08/17/2018 Dep Care FSA: 8/16/2018	0	\$ 434.30
4844	MANICK, LINDA	8/23/2018	VB 8/23/18	VB OFFICIAL 8/23/18	0	\$ 90.00
4845	SOUTHGATE, Gary	8/23/2018	VB 8/23/18	VB OFFICIAL 8/23/18	0	\$ 198.71
4846	CORRIN'S PLUMBING AND HEATING	8/24/2018	5795	Bottle fill station (ARENA)	8101900028	\$ 1,618.40
4847	EAI Education	8/24/2018	887911	CLASSROOM SUPPLIES	2561900000	\$ 457.42
4848	GUARDIAN PEST CONTROL INC	8/24/2018	1911558	Pest Control Service	8101900011	\$ 64.65
4849	HOUCHEN BINDERY LTD	8/24/2018	239134	BOOK REBINDING	3001900008	\$ 250.00
4850	HOUGHTON MIFFLIN	8/24/2018	953864250	PER CYCLE READING	2201900000	\$ 8,524.60
	HOUGHTON MIFFLIN	8/24/2018	953864249	PER CYCLE READING SERIES	2201900001	\$ 8,086.05
	HOUGHTON MIFFLIN	8/24/2018	953864253	PER CYCLE ENGLISH READING SERIES	2201900002	\$ 8,086.05
	HOUGHTON MIFFLIN	8/24/2018	953864252	PER CYLCE READING SERIES	2201900003	\$ 8,518.70
4850	HOUGHTON MIFFLIN	8/24/2018	953864251	PER CYCLE ENGLISH READING SERIES	2201900004	\$ 8,518.70
	HOUGHTON MIFFLIN	8/24/2018	95386447	PER CYCLE READING SERIES WARRINERS HANDBOOK	2201900005	\$ 552.44
	HOUGHTON MIFFLIN	8/24/2018	953864248	PER CYCLE READING SERIES	2201900006	\$ 10,293.74
	HOUGHTON MIFFLIN	8/24/2018	953858070	SHIPPING FOR TEXTBOOKS	2201900009	\$ 1,252.02

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
4851	JAKE'S QUALITY TIRE INC	8/24/2018	342-1175	Tire Repair	0	\$ 764.56
4852	K&K MEYERS INC	8/24/2018	21828	Capital Lighting Project Remove Fixtures	0	\$ 3,960.00
	K&K MEYERS INC	8/24/2018	21823	Arena; Replace Broken Glass	0	\$ 255.00
	K&K MEYERS INC	8/24/2018	21823	Arena; Replace Broken Glass	0	\$ 554.64
	K&K MEYERS INC	8/24/2018	21830	FES Window Repair	0	\$ 85.00
	K&K MEYERS INC	8/24/2018	21830	FES Window Repair	0	\$ 22.39
4853	Marco Technologies LLC	8/24/2018	5458580	STAPLES FOR COPIERS	3001900001	\$ 205.10
	Marco Technologies LLC	8/24/2018	5485462	Guid Office Cost per Copy	7101900000	\$ 15.62
	Marco Technologies LLC	8/24/2018	5485463	FES; Color Copy Machine C458	1301900001	\$ 45.29
	Marco Technologies LLC	8/24/2018	5493239	Bus Office Copy Per Copy	1101900001	\$ 28.40
4854	Marco Technologies LLC	8/24/2018	363931122	FES; Color Copy Machine C458	1301900001	\$ 245.83
	Marco Technologies LLC	8/24/2018	364448381	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 474.91
	Marco Technologies LLC	8/24/2018	364448381	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 480.55
	Marco Technologies LLC	8/24/2018	363930918	FHS; B & W Copy Machine 754E	3001900015	\$ 1,370.89
4855	MN ENERGY RESOURCES CORP	8/24/2018	80918	Stadium; Natural Gas Services	8101900010	\$ 25.91
4856	MN POWER	8/24/2018	80918	Electricity Bill	8101900026	\$ 294.54
	MN POWER	8/24/2018	80918	Electricity Bill	8101900026	\$ 1,056.17
	MN POWER	8/24/2018	80918	Electricity Bill	8101900026	\$ 1,712.96
	MN POWER	8/24/2018	80918	Electricity Bill	8101900026	\$ 960.23
	MN POWER	8/24/2018	80918	Electricity Bill	8101900026	\$ 5,138.87
	MN POWER	8/24/2018	80918	Electricity Bill	8101900026	\$ 87.91
4857	OFFICE DEPOT	8/24/2018	1.82095E+11	FES Office Supplies	1301900004	\$ 457.76
	OFFICE DEPOT	8/24/2018	1.81139E+11	Bus Office; Keyboard Platform	1101900007	\$ 13.12
4857	OFFICE DEPOT	8/24/2018	1.81139E+11	Bus Office; Keyboard Platform	1101900007	\$ 25.49
	OFFICE DEPOT	8/24/2018	1.81139E+11	Bus Office; Keyboard Platform	1101900007	\$ 8.88
	OFFICE DEPOT	8/24/2018	1.81139E+11	Envelopes for Back to School Mailing	1101900007	\$ 34.37
	OFFICE DEPOT	8/24/2018	1.81139E+11	Envelopes for Back to School Mailing	1101900007	\$ 66.75
	OFFICE DEPOT	8/24/2018	1.81139E+11	Envelopes for Back to School	1101900007	\$ 23.27

September 17, 2018

Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Mailing		
4858	PERMA BOUND	8/24/2018	1786636-01	PER CYCLE READING SERIES	2201900007	\$ 2,838.25
	PERMA BOUND	8/24/2018	1786636	PER CYCLE READING SERIES	2201900007	\$ 8,397.44
4859	Pioneer Manufacturing Co	8/24/2018	686944	Football Field Paint	0	\$ 742.00
4860	Pocket Nurse	8/24/2018	1069291-1	ALI - NURSING CLASS SUPPLIES	3001900007	\$ 221.39
	Pocket Nurse	8/24/2018	1069292-1	ALI - NURSING CLASS SUPPLIES	3001900007	\$ 464.07
4861	SUPREME SCHOOL SUPPLY	8/24/2018	86962	Teacher Plan Books	3001900003	\$ 291.23
4862	TRIARCO ARTS & CRAFTS INC	8/24/2018	73949	CLASSROOM SUPPLIES/EQUIPMENT	2121900000	\$ 16.12
	TRIARCO ARTS & CRAFTS INC	8/24/2018	67012	CLASSROOM SUPPLIES/EQUIPMENT	2121900000	\$ -
	TRIARCO ARTS & CRAFTS INC	8/24/2018	69747	CLASSROOM SUPPLIES/EQUIPMENT	2121900000	\$ 900.19
4863	Further	8/28/2018	38770499	Medical FSA: 08/20/2018 -	0	\$ 485.58
				8/27/2018		
4864	AFSCME Council 65	8/31/2018	20180831ADAFS	Payroll accrual	0	\$ 835.44
	AFSCME Council 65	8/31/2018	20180831ADAFS	Payroll accrual	0	\$ 2.88
	AFSCME Council 65	8/31/2018	20180831ADAFS	Payroll accrual	0	\$ 17.00
	AFSCME Council 65	8/31/2018	20180831ADAFS	Payroll accrual	0	\$ 2.00
4865	Falls Education Foundation	8/31/2018	20180831ADFEF	Payroll accrual	0	\$ 15.00
4866	MN Child Support Payment Center - Ne	8/31/2018	20180831ADCSL	Payroll accrual	0	\$ 29.41
4867	MN Child Support Payment Center - Scl	8/31/2018	20180831ADcsp	Payroll accrual	0	\$ 315.64
4868	United Way of Northeastern MN	8/31/2018	20180831ADUW	Payroll accrual	0	\$ 5.00
4869	Garrity, Terry	8/29/2018	FOOTBALL 8/30/	FOOTBALL OFFICIAL 8/30/18	0	\$ 194.14
4870	GLUMACK, BABE	8/29/2018	FOOTBALL 8/30/	FOOTBALL OFFICIAL 8/30/18	0	\$ 85.00
4871	PASSERI, JEFF	8/29/2018	FOOTBALL 8/30/	FOOTBALL OFFICIAL 8/30/18	0	\$ 85.00
4872	VAKE, TRAVIS	8/29/2018	FOOTBALL 8/30/	FOOTBALL OFFICIAL 8/30/18	0	\$ 85.00
4873	VLATKOVICH, JEFF	8/29/2018	FOOTBALL 8/30/	FOOTBALL OFFICIAL 8/30/18	0	\$ 85.00
4874	Madison National Life	8/30/2018	1310245	LTD Insurance - September	0	\$ 153.45
				2018		
4875	Madison National Life	8/30/2018	1310246	Life Insurance - September	0	\$ 50.70
				2018		
	Madison National Life	8/30/2018	1310246	Life Insurance - September	0	\$ 1,543.00
				2018		
4876	NCPERS MINNESOTA	8/30/2018	1649918	PERA Life Insurance -	0	\$ 144.00
				Sep-18		

September 17, 2018

Payable Summary

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4877	DELTA DENTAL	8/30/2018	7380905	Dental Insurance - September 2018	0	\$ 1,866.28
	DELTA DENTAL	8/30/2018	7380905	Dental Insurance - September 2018	0	\$ 4,659.26
	DELTA DENTAL	8/30/2018	7380905	Dental Insurance - September 2018	0	\$ 88.98
	DELTA DENTAL	8/30/2018	7380905	Dental Insurance - September 2018	0	\$ 88.98
4878	Kuffenkam, Margaret	8/30/2018	8/30/2018	Early Retirement Incentive - Margaret Kuffenkam	0	\$ 2,236.40
4879	BECKER ARENA PRODUCTS INC	9/1/2018	1009904	Arena Rebuild	0	\$ 112,868.71
4880	CENGAGE LEARNING	9/1/2018	64270220	BUSINESS TEXTBOOKS	2151900000	\$ 6,270.00
4881	Collaborative Classroom	9/1/2018	205662	ENGLISH PER CYCLE	2201900013	\$ 810.00
4882	COMMERICAL REFRIGERATION INC	9/1/2018	83017	Arena Bond Rebuild	0	\$ 125,869.30
4883	Falls Advanced Chiropractic Center	9/1/2018	72718	DOT Physicals (M.T,E.S,R.F,P.F,N.O)	0	\$ 450.00
4884	Filtration Systems Inc	9/1/2018	86982	Air filters	8101900023	\$ 214.46
	Filtration Systems Inc	9/1/2018	86934	Air filters	8101900023	\$ 1,593.38
4885	FRONTIER	9/1/2018	81618	Monthly Telephone Service	8101900007	\$ 34.17
	FRONTIER	9/1/2018	81618	Monthly Telephone Service	8101900007	\$ 743.82
4886	HAWKINS INC	9/1/2018	4337312	Pool Chemicals	8101900006	\$ 567.75
4887	HILLYARD HUTCHINSON	9/1/2018	603104405	Bus Garage; Cleaning Supplies	0	\$ 229.41
4888	K&K MEYERS INC	9/1/2018	21839	Replace Glazing	0	\$ 174.90
	K&K MEYERS INC	9/1/2018	21839	Replace Glazing	0	\$ 1,920.00
4889	KANTOR ELECTRIC INC	9/1/2018	14691	FHS; Lamps	0	\$ 180.00
	KANTOR ELECTRIC INC	9/1/2018	14695	FHS; Added 30 Watt Panels	0	\$ 318.50
	KANTOR ELECTRIC INC	9/1/2018	14695	FHS; Added 30 Watt Panels	0	\$ 177.36
	KANTOR ELECTRIC INC	9/1/2018	14677	Change Ballast	0	\$ 46.70
	KANTOR ELECTRIC INC	9/1/2018	14659	FHS; Flush Valve	0	\$ 318.50
	KANTOR ELECTRIC INC	9/1/2018	14659	FHS; Flush Valve	0	\$ 17.08
	KANTOR ELECTRIC INC	9/1/2018	14660	FES; Moved Exit Light	0	\$ 91.00
	KANTOR ELECTRIC INC	9/1/2018	14660	FES; Moved Exit Light	0	\$ 14.89
	KANTOR ELECTRIC INC	9/1/2018	14664	FES; New Emergency Light	0	\$ 26.40

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September 17, 2018

Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	KANTOR ELECTRIC INC	9/1/2018	14665		14665	0 \$ 170.12
	KANTOR ELECTRIC INC	9/1/2018	14663	FHS; Water Cooler by Library		0 \$ 273.00
	KANTOR ELECTRIC INC	9/1/2018	14663	FHS; Water Cooler by Library		0 \$ 83.87
	KANTOR ELECTRIC INC	9/1/2018	14638	2nd Floor Lighting Corridor		0 \$ 33,214.00
	KANTOR ELECTRIC INC	9/1/2018	14684	2nd Floor Outlet		0 \$ 227.50
	KANTOR ELECTRIC INC	9/1/2018	14684	2nd Floor Outlet		0 \$ 35.24
	KANTOR ELECTRIC INC	9/1/2018	14701	New Outlets in Classrooms		0 \$ 728.00
	KANTOR ELECTRIC INC	9/1/2018	14701	New Outlets in Classrooms		0 \$ 212.42
4890	KOERTER'S INC	9/1/2018	125052	Lawnmower Gas		0 \$ 43.96
4891	KOOCHICHING COUNTY TREASURER	9/1/2018	80118	18/19 Solid Waste fee		0 \$ 1,500.00
4892	MinnKota Media Blasting	9/1/2018	1006	Repairs to Bus #32	7601900006	\$ 1,200.00
	MinnKota Media Blasting	9/1/2018	1004	Bus #2 Repair	7601900004	\$ 1,128.00
4893	MN ENERGY RESOURCES CORP	9/1/2018	82118	Garage; Natural Gas Services	8101900010	\$ 66.85
4894	MN TELECOMMUNICATIONS	9/1/2018	4723	Monthly Broadband Services	6051900006	\$ 1,512.50
4895	MR FAITH SOUND & LIGHT INC	9/1/2018	80918	PALS Dance		0 \$ 300.00
4896	NORTHEAST SERVICE COOPERATIVE	9/1/2018	1281	FY19 Member Dues		0 \$ 200.00
4897	OFFICE DEPOT	9/1/2018	1.82095E+11	FES Office Supplies	1301900004	\$ 111.98
4898	SCHOLASTIC EQUIPMENT COMPANY	9/1/2018	8101900022	WEE Locker refurbishing	8101900022	\$ 39,430.58
4899	SOFTCHOICE	9/1/2018	4898698	Graphics Suite License	6051900009	\$ 2,249.00
	SOFTCHOICE	9/1/2018	4896861	Video Studio License	6051900010	\$ 1,256.70
4900	SUPREME SCHOOL SUPPLY	9/1/2018	88042	Teacher's Planners and Calendars	1301900007	\$ 169.37
4901	TWIN CITY BOILER REPAIR	9/1/2018	33958	FHS Boiler #2 stay bolts pair	8101900021	\$ 4,048.63
	TWIN CITY BOILER REPAIR	9/1/2018	33958	FHS Boiler #2 stay bolts pair	8101900021	\$ 3,151.37
	TWIN CITY BOILER REPAIR	9/1/2018	33961	FES boilers 1&2 add clean out holes	8101900021	\$ 4,610.94
	TWIN CITY BOILER REPAIR	9/1/2018	33961	FES boilers 1&2 add clean out holes	8101900021	\$ 3,589.06
4902	UNITED TRUCK BODY	9/1/2018	11253	Bus Registration		0 \$ 51.75
	UNITED TRUCK BODY	9/1/2018	11252	New Bus Registration		0 \$ 51.75
4903	WATER DEPT	9/1/2018	82018	Water Usage	8101900009	\$ 3,025.57
	WATER DEPT	9/1/2018	82018	Water Usage	8101900009	\$ 546.18
	WATER DEPT	9/1/2018	82018	Water Usage	8101900009	\$ 1,174.03

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Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	WATER DEPT	9/1/2018	82018	Water Usage	8101900009	\$ 48.05
	WATER DEPT	9/1/2018	82018	Water Usage	8101900009	\$ 722.73
4904	Further	9/4/2018	38776956	Medical FSA: 08/27/2018 - 9/3/2018	0	\$ 1,116.23
4905	Vellieux, Melissa	9/4/2018	9/4/2018	Life Insurance Continuation Overpayment	0	\$ 6.00
4906	Gjertson, John	9/4/2018	9/4/2018	Early Retirement Incentive - J. Gjertson	0	\$ 268.45
4907	Anderson, Randy	9/4/2018	JV FOOTBALL 9/4/18	JV FOOTBALL OFFICIAL 9/4/18	0	\$ 45.00
4908	Dahlin, Randy	9/4/2018	JV FB 9/4/18	JV FB OFFICIAL 9/4/18	0	\$ 45.00
4909	GREENWAY HIGH SCHOOL	9/6/2018	VOLLEYBALL 9/8,	VOLLEYBALL ENTRY FEE 9/8/18	0	\$ 150.00
4910	ISD #706	9/6/2018	VOLLEYBALL 9/8,	VOLLEYBALL ENTRY FEE 9/8/18	0	\$ 50.00
4911	SPOTTS, Dan	9/6/2018	G SWIM 9/6/18	G SWIM OFFICIAL 9/6/18	0	\$ 85.00
4912	CORRIN'S PLUMBING AND HEATING	9/7/2018	5499	WEE; Mens Urinals	0	\$ 2,570.00
	CORRIN'S PLUMBING AND HEATING	9/7/2018	5499	WEE; Mens Urinals	0	\$ 126.48
4913	FLEETPRIDE TRUCK & TRAILER PARTS	9/7/2018	8789877	Trans; Filters	0	\$ 46.26
4914	HOUGHTON MIFFLIN	9/7/2018	953858069	PER CYCLE READING SERIES	2201900006	\$ 199.00
	HOUGHTON MIFFLIN	9/7/2018	953934145	PER CYCLE READING SERIES WARRINERS HANDBOOK	2201900005	\$ 43.72
	HOUGHTON MIFFLIN	9/7/2018	953920022	PER CYCLE READING SERIES WARRINERS HANDBOOK	2201900005	\$ 786.96
	HOUGHTON MIFFLIN	9/7/2018	953906701	PER CYCLE READING SERIES WARRINERS HANDBOOK	2201900005	\$ 6,121.32
4915	JAKE'S QUALITY TIRE INC	9/7/2018	342-1383	Tire Disposal	0	\$ 37.50
4916	KGM Contractors INC	9/7/2018	138	FES; Paving Playground Lot	0	\$ 35,689.05
	KGM Contractors INC	9/7/2018	137	FES Playground Resurfacing	0	\$ 139,530.25
4917	LVC Companies Inc	9/7/2018	151478	FES; Annual Fire Extg Service	0	\$ 165.20
4918	MN ENERGY RESOURCES CORP	9/7/2018	83018	Arena; Natural Gas Services	8101900010	\$ 767.31
4919	PTM DOCUMENT SYSTEMS	9/7/2018	67702	REPORT CARD PAPER	3001900009	\$ 321.66
4920	ROCHESTER TELECOM SYSTEMS INC	9/7/2018	82218	Long Distance Phone Calls	8101900013	\$ 23.51
	ROCHESTER TELECOM SYSTEMS INC	9/7/2018	82218	Long Distance Phone Calls	8101900013	\$ 23.51
4921	SHANNONS INC	9/7/2018	21354	Transpor; Sheet Metal	0	\$ 12.40
4922	WLSSD	9/7/2018	3057	Paint & Aerosols Disposal	0	\$ 74.40

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4923	MN PEIP	9/7/2018	751082	Medical Insurance - October 2018	0	\$ 11,362.34
	MN PEIP	9/7/2018	751082	Medical Insurance - October 2018	0	\$ 93,330.20
4924	Further	9/10/2018	38783360	Medical FSA: 09/01/2018 - 9/7/2018	0	\$ 3,088.94
4925	ISD #690	9/10/2018	CC 9/10/18	CC INVITE ENTRY FEE 9/10/18	0	\$ 80.00
4926	MSHSBCA	9/10/2018	BASEBALL 10/26	BASEBALL CLINIC 10/26-28/18	0	\$ 70.00
4927	Roseau High School	9/10/2018	CC 9/6/18	CC INVITE ENTRY FEE 9/6/18	0	\$ 75.00
4928	Valley City State University	9/10/2018	Gage Wherley	Gage Wherley - Tony Lynch Memorial Scholarship Award 2017-18	0	\$ 500.00
4929	Anderson, Randy	9/10/2018	JV FOOTBALL 9/1	JV FOOTBALL OFFICIAL 9/10/18	0	\$ 45.00
4930	Dahlin, Randy	9/10/2018	JV FOOTBALL 9/1	JV FOOTBALL OFFICIAL 9/10/18	0	\$ 45.00
4931	Academic Planners Plus	9/21/2018	P1845	Planners for 6-8 graders	3001900000	\$ 629.75
4932	ALL SEASON EQUIPMENT INC	9/21/2018	4139	Stihl Timmer Parts	0	\$ 48.90
4933	BSN SPORTS	9/21/2018	902841559	VOLLEYBALL SUPPLIES	2921900003	\$ 769.30
	BSN SPORTS	9/21/2018	902783945	FOOTBALL SUPPLIES	2921900001	\$ 146.94
4934	CITIZENS FOR BACKUS	9/21/2018	90118	ALC Lease Agreement (Aug & Sept)	3001900020	\$ 1,239.82
4935	Educator Benefit Consultants, LLC	9/21/2018	5690	403b Third Party Admin Svc	1101900000	\$ 158.24
4936	Employers Preferred Ins Co	9/21/2018	131	FY19 Endorsements	0	\$ 858.00
4937	EWALD ENTERPRISES	9/21/2018	4929	Annual fire inspection and testing	8101900038	\$ 1,409.00
4938	FRIENDS GARBAGE SERVICE, LLC	9/21/2018	9122640	Garbage Pickups	8101900016	\$ 1,932.84
4939	Inland Leasing	9/21/2018	58915143	Beverage Machine rental	1101900003	\$ 429.06
	Inland Leasing	9/21/2018	58914064	Vending Machine Rental	1101900003	\$ 182.13
4940	Keeney, Barb	9/21/2018	91018	W Piekarski Lunch Acct Refund	0	\$ 125.00
4941	KGHS-AM	9/21/2018	83118	School Matters	101900000	\$ 99.00
4942	KRUEGER, KENNETH	9/21/2018	83118	Tae Kwon Do Instructor	0	\$ 210.00
4943	Learning Sciences International	9/21/2018	22682	Contract Services	0	\$ 5,500.00
4944	LEE SPORTS SURFACING LLC	9/21/2018	1763C	Track Repair and Resurfacing	0	\$ 63,500.00
4945	MENARDS	9/21/2018	14710	FES; Trash Can	0	\$ 31.22

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	MENARDS	9/21/2018	15108	FHS; 9V	0	\$ 12.76
	MENARDS	9/21/2018	15019	FHS; Brass Elbos	0	\$ 12.08
	MENARDS	9/21/2018	15035	FHS; Fix a Flat	0	\$ 9.78
	MENARDS	9/21/2018	15015	FHS; Casters	0	\$ 24.99
	MENARDS	9/21/2018	14998	Marking Paint	0	\$ 24.70
	MENARDS	9/21/2018	14878	FHS; Batteries	0	\$ 44.02
	MENARDS	9/21/2018	14662	Stadium; Showerhead	0	\$ 28.41
	MENARDS	9/21/2018	14770	Maint Supplies	0	\$ 25.32
	MENARDS	9/21/2018	14770	Maint Supplies	0	\$ 33.73
	MENARDS	9/21/2018	14714	FES; Plumbing Supplies	0	\$ 23.23
4946	MSHSL	9/21/2018	33919	MSHSL RULE BOOKS/MANUALS	2921900002	\$ 28.00
4947	SCHOLASTIC EQUIPMENT COMPANY	9/21/2018	12276	Whiteboard and corkboard	8101900014	\$ 2,108.99
4948	STEVENS ENGINEERS INC	9/21/2018	11639	Arena Prepour Meeting	0	\$ 5,193.98
4949	THE JOURNAL	9/21/2018	83118	Comm Ed; Advertising	0	\$ 492.60
	THE JOURNAL	9/21/2018	90119	Advertising Local Newspaper	1101900009	\$ 187.50
4950	Thompson, Sara	9/21/2018	90218	P & I Grant Marketing Consultant	7901900002	\$ 1,195.00
4951	MinnKota Media Blasting	9/10/2018	103	Repaint Bumpers and Wheels	0	\$ 555.00
4952	MIDCONTINENT COMMUNICATIONS	9/10/2018	82718	ALC Phone & Data	3001900010	\$ 166.77
4953	VOYAGEUR REFRIGERATION ICE INC	9/10/2018	6964	Ice Maker Recharge	0	\$ 136.00
	VOYAGEUR REFRIGERATION ICE INC	9/10/2018	6964	Ice Maker Recharge	0	\$ 138.16
4954	ALL SEASON EQUIPMENT INC	9/10/2018	80118	Stihl Timmer Parts	0	\$ 36.90
4955	MEEKER & WRIGHT SPEC ED COOP #93	9/10/2018	1361	FY18 Student Tuition	0	\$ 3,806.22
	MEEKER & WRIGHT SPEC ED COOP #93	9/10/2018	1326	FY18 Westside Student Tuition	0	\$ 1,606.48
4956	Southern Plains Educ CO-OP	9/10/2018	1321	FY 18 ALC Student Tuition	0	\$ 3,466.11
181900011	Amdahl, Rachel	9/21/2018	81418	Reimbursement for Stu Co Postage	0	\$ 34.86
181900012	Christianson, Ginger	9/21/2018	83018	July & August Mileage Reimbursement	0	\$ 191.84
181900013	Grover, Kevin	9/21/2018	80518	Mileage to Minneapolis	0	\$ 236.21
181900014	Peterson, Paul	9/21/2018	CPI Training	Lunch Reimbursement	0	\$ 14.67
181900015	Renberg, Lela	9/21/2018	CPI Training	Lunch Reimbursement	0	\$ 8.76
181900016	Slatinski, BethAnne	9/21/2018	91018	Cell Phone Purchase	0	\$ 600.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Reimbursement		
181900017	Taylor, Jenny	9/21/2018	CPI Training	Mileage Reimbursement	0 \$	79.79
201800049	Educator Benefit Consultants, LLC	8/17/2018	20180817ADTSA	Payroll accrual	0 \$	330.78
	Educator Benefit Consultants, LLC	8/17/2018	20180817ADTSE	Payroll accrual	0 \$	330.89
	Educator Benefit Consultants, LLC	8/17/2018	20180817ADTSE	Payroll accrual	0 \$	4.50
	Educator Benefit Consultants, LLC	8/17/2018	20180817ADTSF	Payroll accrual	0 \$	100.00
	Educator Benefit Consultants, LLC	8/17/2018	20180817ADTSH	Payroll accrual	0 \$	246.16
	Educator Benefit Consultants, LLC	8/17/2018	20180817ADTSS	Payroll accrual	0 \$	27.70
	Educator Benefit Consultants, LLC	8/17/2018	20180817ADTSV	Payroll accrual	0 \$	60.00
	Educator Benefit Consultants, LLC	8/17/2018	20180817AFTSA	Payroll accrual	0 \$	192.32
	Educator Benefit Consultants, LLC	8/17/2018	20180817AFTSE	Payroll accrual	0 \$	230.78
	Educator Benefit Consultants, LLC	8/17/2018	20180817AFTSV	Payroll accrual	0 \$	60.00
201800050	ING	8/17/2018	20180817AFHCS	Payroll accrual	0 \$	158.48
	ING	8/17/2018	20180817AFHCS	Payroll accrual	0 \$	6.92
201800051	Internal Revenue Service	8/17/2018	20180817ADFIC	Payroll accrual	0 \$	3,529.07
	Internal Revenue Service	8/17/2018	20180817ADFIC	Payroll accrual	0 \$	251.10
	Internal Revenue Service	8/17/2018	20180817ADFIC	Payroll accrual	0 \$	41.91
	Internal Revenue Service	8/17/2018	20180817ADFTA	Payroll accrual	0 \$	10.00
	Internal Revenue Service	8/17/2018	20180817ADFTP	Payroll accrual	0 \$	15.05
	Internal Revenue Service	8/17/2018	20180817ADFTX	Payroll accrual	0 \$	4,914.61
	Internal Revenue Service	8/17/2018	20180817ADFTX	Payroll accrual	0 \$	197.90
	Internal Revenue Service	8/17/2018	20180817ADFTX	Payroll accrual	0 \$	-
	Internal Revenue Service	8/17/2018	20180817ADMD	Payroll accrual	0 \$	825.36
	Internal Revenue Service	8/17/2018	20180817ADMD	Payroll accrual	0 \$	58.71
	Internal Revenue Service	8/17/2018	20180817ADMD	Payroll accrual	0 \$	9.80
	Internal Revenue Service	8/17/2018	20180817AFFIC	Payroll accrual	0 \$	3,529.07
	Internal Revenue Service	8/17/2018	20180817AFFIC	Payroll accrual	0 \$	251.10
	Internal Revenue Service	8/17/2018	20180817AFFIC	Payroll accrual	0 \$	41.91
	Internal Revenue Service	8/17/2018	20180817AFMD	Payroll accrual	0 \$	825.36
	Internal Revenue Service	8/17/2018	20180817AFMD	Payroll accrual	0 \$	58.71
	Internal Revenue Service	8/17/2018	20180817AFMD	Payroll accrual	0 \$	9.80
201800052	MINNESOTA REVENUE	8/17/2018	20180817ADSIT	Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	8/17/2018	20180817ADSIT	Payroll accrual	0 \$	2,341.48

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	MINNESOTA REVENUE	8/17/2018	20180817ADSIT	Payroll accrual	0	\$ 110.36
	MINNESOTA REVENUE	8/17/2018	20180817ADSIT	Payroll accrual	0	\$ -
	MINNESOTA REVENUE	8/17/2018	20180817ADSIT	Payroll accrual	0	\$ 13.82
201800053	MN Teachers Retirement Association	8/17/2018	20180817ADTRA	Payroll accrual	0	\$ 1,164.38
	MN Teachers Retirement Association	8/17/2018	20180817ADTRA	Payroll accrual	0	\$ 144.23
	MN Teachers Retirement Association	8/17/2018	20180817ADTRA	Payroll accrual	0	\$ 50.70
	MN Teachers Retirement Association	8/17/2018	20180817AFTRA	Payroll accrual	0	\$ 1,196.98
	MN Teachers Retirement Association	8/17/2018	20180817AFTRA	Payroll accrual	0	\$ 148.27
	MN Teachers Retirement Association	8/17/2018	20180817AFTRA	Payroll accrual	0	\$ 52.12
201800054	Public Employees Retirement Associati	8/17/2018	20180817ADPER	Payroll accrual	0	\$ 2,490.66
	Public Employees Retirement Associati	8/17/2018	20180817ADPER	Payroll accrual	0	\$ 106.17
	Public Employees Retirement Associati	8/17/2018	20180817AFPER	Payroll accrual	0	\$ 2,873.84
	Public Employees Retirement Associati	8/17/2018	20180817AFPER	Payroll accrual	0	\$ 122.51
201800055	Public Employees Retirement-DCP	8/17/2018	20180817ADDCP	Payroll accrual	0	\$ 24.60
	Public Employees Retirement-DCP	8/17/2018	20180817AFDCP	Payroll accrual	0	\$ 24.60
201800062	Internal Revenue Service	8/30/2018	20180830ADFC	Payroll accrual	0	\$ 1,581.00
	Internal Revenue Service	8/30/2018	20180830ADFTX	Payroll accrual	0	\$ 323.79
	Internal Revenue Service	8/30/2018	20180830ADMD	Payroll accrual	0	\$ 369.92
	Internal Revenue Service	8/30/2018	20180830AFFIC	Payroll accrual	0	\$ 1,581.00
	Internal Revenue Service	8/30/2018	20180830AFMD	Payroll accrual	0	\$ 369.92
201800063	MINNESOTA REVENUE	8/30/2018	20180830ADSIT	Payroll accrual	0	\$ 257.10
201800064	MN Teachers Retirement Association	8/30/2018	20180830ADTRA	Payroll accrual	0	\$ 1,912.50
	MN Teachers Retirement Association	8/30/2018	20180830AFTRA	Payroll accrual	0	\$ 1,966.22
201800065	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSA	Payroll accrual	0	\$ 73.08
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSA	Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSA	Payroll accrual	0	\$ 436.94
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSE	Payroll accrual	0	\$ 2,010.62
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSE	Payroll accrual	0	\$ 50.66
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSF	Payroll accrual	0	\$ 2,408.14
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSG	Payroll accrual	0	\$ 430.78
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSH	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSN	Payroll accrual	0	\$ 105.30
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSS	Payroll accrual	0	\$ 127.70

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSV	Payroll accrual	0	\$ 3,106.97
	Educator Benefit Consultants, LLC	8/31/2018	20180831ADTSV	Payroll accrual	0	\$ 46.16
201800065	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSA	Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSA	Payroll accrual	0	\$ 298.48
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSE	Payroll accrual	0	\$ 1,377.92
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSE	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSFI	Payroll accrual	0	\$ 665.25
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSG	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSM	Payroll accrual	0	\$ 105.30
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSS	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSV	Payroll accrual	0	\$ 1,298.54
	Educator Benefit Consultants, LLC	8/31/2018	20180831AFTSV	Payroll accrual	0	\$ 46.16
201800066	ING	8/31/2018	20180831AFHCS	Payroll accrual	0	\$ 2,901.93
	ING	8/31/2018	20180831AFHCS	Payroll accrual	0	\$ 6.92
201800067	Internal Revenue Service	8/31/2018	20180831ADFC	Payroll accrual	0	\$ 13,700.23
	Internal Revenue Service	8/31/2018	20180831ADFC	Payroll accrual	0	\$ 528.55
	Internal Revenue Service	8/31/2018	20180831ADFC	Payroll accrual	0	\$ 48.02
	Internal Revenue Service	8/31/2018	20180831ADFTA	Payroll accrual	0	\$ 250.00
	Internal Revenue Service	8/31/2018	20180831ADFTA	Payroll accrual	0	\$ 10.00
	Internal Revenue Service	8/31/2018	20180831ADFTP	Payroll accrual	0	\$ 14.36
	Internal Revenue Service	8/31/2018	20180831ADFTX	Payroll accrual	0	\$ 19,550.94
	Internal Revenue Service	8/31/2018	20180831ADFTX	Payroll accrual	0	\$ 536.32
	Internal Revenue Service	8/31/2018	20180831ADFTX	Payroll accrual	0	\$ 38.11
	Internal Revenue Service	8/31/2018	20180831ADMD	Payroll accrual	0	\$ 3,204.09
	Internal Revenue Service	8/31/2018	20180831ADMD	Payroll accrual	0	\$ 123.61
	Internal Revenue Service	8/31/2018	20180831ADMD	Payroll accrual	0	\$ 11.23
	Internal Revenue Service	8/31/2018	20180831AFFIC	Payroll accrual	0	\$ 13,700.23
	Internal Revenue Service	8/31/2018	20180831AFFIC	Payroll accrual	0	\$ 528.55
	Internal Revenue Service	8/31/2018	20180831AFFIC	Payroll accrual	0	\$ 48.02
	Internal Revenue Service	8/31/2018	20180831AFMD	Payroll accrual	0	\$ 3,204.09
	Internal Revenue Service	8/31/2018	20180831AFMD	Payroll accrual	0	\$ 123.61
	Internal Revenue Service	8/31/2018	20180831AFMD	Payroll accrual	0	\$ 11.23
201800068	MINNESOTA REVENUE	8/31/2018	20180831ADSIT	Payroll accrual	0	\$ 10.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MINNESOTA REVENUE	8/31/2018	20180831ADSIT/	Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	8/31/2018	20180831ADSIT/	Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	8/31/2018	20180831ADSIT/	Payroll accrual	0 \$	9,447.55
	MINNESOTA REVENUE	8/31/2018	20180831ADSIT/	Payroll accrual	0 \$	288.88
	MINNESOTA REVENUE	8/31/2018	20180831ADSIT/	Payroll accrual	0 \$	20.65
201800068	MINNESOTA REVENUE	8/31/2018	20180831ADSIT/	Payroll accrual	0 \$	13.59
201800069	MN Teachers Retirement Association	8/31/2018	20180831ADTRA/	Payroll accrual	0 \$	13,625.67
	MN Teachers Retirement Association	8/31/2018	20180831ADTRA/	Payroll accrual	0 \$	499.13
	MN Teachers Retirement Association	8/31/2018	20180831ADTRA/	Payroll accrual	0 \$	47.78
	MN Teachers Retirement Association	8/31/2018	20180831AFTRA/	Payroll accrual	0 \$	14,007.28
	MN Teachers Retirement Association	8/31/2018	20180831AFTRA/	Payroll accrual	0 \$	513.11
	MN Teachers Retirement Association	8/31/2018	20180831AFTRA/	Payroll accrual	0 \$	49.11
201800070	Public Employees Retirement Associati	8/31/2018	20180831ADPER/	Payroll accrual	0 \$	2,926.11
	Public Employees Retirement Associati	8/31/2018	20180831ADPER/	Payroll accrual	0 \$	109.54
	Public Employees Retirement Associati	8/31/2018	20180831ADPER/	Payroll accrual	0 \$	9.17
	Public Employees Retirement Associati	8/31/2018	20180831AFPER/	Payroll accrual	0 \$	3,376.30
	Public Employees Retirement Associati	8/31/2018	20180831AFPER/	Payroll accrual	0 \$	126.39
	Public Employees Retirement Associati	8/31/2018	20180831AFPER/	Payroll accrual	0 \$	10.57
201800071	Public Employees Retirement-DCP	8/31/2018	20180831ADDCF/	Payroll accrual	0 \$	24.60
	Public Employees Retirement-DCP	8/31/2018	20180831AFDCP/	Payroll accrual	0 \$	24.60
201800072	BMO	9/11/2018		Credit Card Purchases	0 \$	30,694.67
				See attached details		
TOTAL						\$ 1,043,960.70

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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	08/24/2018	2940	SteelEug000	Steele Eugene L	Minnesota Industries, Internati		08/28/2018		Invoiced	A	9.44
	1	Heavy duty drill bits				Gene's C/C00000	09/03/2018	9.44			
	08/24/2018	2941	SteelEug000	Steele Eugene L	Midwest Bus Parts Inc, 763-2639	MIDWEST 000	08/28/2018		Invoiced	A	133.39
	1	Bus parts				Gene's C/C00001	09/03/2018	133.39			
	08/22/2018	2939	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	12.66
	1	transmission filter				Gene's C/C00002	09/03/2018	12.66			
	08/21/2018	2937	SteelEug000	Steele Eugene L	Soundnorth, Intl Falls, MN, 566	SOUND NO000	08/28/2018		Invoiced	A	74.68
	1	Antenna parts				Gene's C/C00003	09/03/2018	74.68			
	08/21/2018	2938	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	26.33
	1	Adapter & fuse holder				Gene's C/C00002	09/03/2018	26.33			
	08/17/2018	2936	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	08/28/2018		Invoiced	A	23.28
	1	brush and wheel				Gene's C/C00004	09/03/2018	23.28			
	08/16/2018	2935	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	08/28/2018		Invoiced	A	63.47
	1	Kroil and undercoating				Gene's C/C00004	09/03/2018	63.47			
	08/01/2018	2907	SteelEug000	Steele Eugene L	Midwest Bus Parts Inc, 763-2639	MIDWEST 000	08/28/2018		Invoiced	A	186.68
	1	Brake shoes and air filter				Gene's C/C00001	09/03/2018	186.68			
	07/31/2018	2906	SteelEug000	Steele Eugene L	Auto Value International, Interna	AUTO VAL000	08/28/2018		Invoiced	A	97.98
	1	primer for bus repair				Gene's C/C00005	09/03/2018	97.98			
	07/30/2018	2905	SteelEug000	Steele Eugene L	Hk Grand Casino Hotel, Hinckley		08/28/2018		Invoiced	A	347.20
	1	Room for train the trainer bus training				Gene's C/C00000	09/03/2018	347.20			
											10 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>>
											975.11
XXXXXXXXXXXX6612	08/27/2018	3013	JOHNSBAR002	Johnson Barbara J	Dispute:	At&t*bill Payment		09/10/2018	Invoiced	A	-1,149.00
	1	Disputed Fradulant Charge				Barb's C/C00000	09/03/2018	-1,149.00			
	08/27/2018	3014	JOHNSBAR002	Johnson Barbara J	Dispute:	At&t*bill Payment		09/10/2018	Invoiced	A	-1,149.00
	1	Disputed Fradulant Charge				Barb's C/C00000	09/03/2018	-1,149.00			
	08/27/2018	3015	JOHNSBAR002	Johnson Barbara J	Dispute:	At&t*bill Payment		09/10/2018	Invoiced	A	-1,149.00
	1	Disputed Fradulant Charge				Barb's C/C00000	09/03/2018	-1,149.00			
	08/21/2018	2958	JOHNSBAR002	Johnson Barbara J	At&t*bill Payment, 8003310500,		08/28/2018		Invoiced	A	1,149.00
	1	Disputed Fradulant Charge				Barb's C/C00000	09/03/2018	1,149.00			
	08/21/2018	2959	JOHNSBAR002	Johnson Barbara J	At&t*bill Payment, 8003310500,		08/28/2018		Invoiced	A	1,149.00
	1	Disputed Fradulant Charge				Barb's C/C00000	09/03/2018	1,149.00			
	08/21/2018	2960	JOHNSBAR002	Johnson Barbara J	At&t*bill Payment, 8003310500,		08/28/2018		Invoiced	A	1,149.00
	1	Fradulant Charge				Barb's C/C00000	09/03/2018	1,149.00			
	08/16/2018	2957	JOHNSBAR002	Johnson Barbara J	Usps Po 2647200549, Intl Falls,	POSTMAST000	08/28/2018		Invoiced	A	225.00
	1	Bulk Mailing Permit Renewal				Barb's C/C00001	09/03/2018	225.00			
	08/15/2018	2956	JOHNSBAR002	Johnson Barbara J	Positive Promotions In, 800-635		08/28/2018		Invoiced	A	140.92
	2	SK-2610 Welcome Back Teachers & Staff Surviva			1301900006	Barb's C/C00002	09/03/2018	119.00			

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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...											
	3	SK-2392 Nursing Survival Kit			1301900006	Barb's C/C00002	09/03/2018	5.97			
	4	Shipping			1301900006	Barb's C/C00002	09/03/2018	15.95			
	8 transaction(s) for XXXXXXXXXXXX6612. Total Amount ==>										365.92
XXXXXXXXXXXX6620	08/24/2018	2966	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	08/28/2018		Invoiced	A	1,428.54
	2	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8101900018	Tom's C/C00000	09/03/2018	562.08			
	3	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8101900018	Tom's C/C00000	09/03/2018	637.56			
	4	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8101900018	Tom's C/C00000	09/03/2018	228.90			
	08/24/2018	2967	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	08/28/2018		Invoiced	A	1,568.01
	2	GP 19378 COMPACT TISSUE 18X15002PLY CORELESS T			8101900017	Tom's C/C00001	09/03/2018	71.08			
	3	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8101900017	Tom's C/C00001	09/03/2018	562.08			
	4	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8101900017	Tom's C/C00001	09/03/2018	690.69			
	5	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8101900017	Tom's C/C00001	09/03/2018	244.16			
	08/24/2018	2968	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	08/28/2018		Invoiced	A	1,428.54
	2	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8101900019	Tom's C/C00002	09/03/2018	562.08			
	3	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8101900019	Tom's C/C00002	09/03/2018	637.56			
	4	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8101900019	Tom's C/C00002	09/03/2018	228.90			
	08/21/2018	2965	HOLT	THO000 Holt Thomas T	Parts Town, Addison, IL, 60101,		08/28/2018		Invoiced	A	60.73
	1	Door gasket			Tom's C/C00003		09/03/2018	60.73			
	08/17/2018	2964	HOLT	THO000 Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	08/28/2018		Invoiced	A	178.96
	2	Black pipe 150# 1" cross			8101900024	Tom's C/C00004	09/03/2018	43.84			
	3	Dan Foss thermostat operator			8101900024	Tom's C/C00004	09/03/2018	116.00			
	4	Shipping and Handleing			8101900024	Tom's C/C00004	09/03/2018	19.12			
	08/10/2018	2963	HOLT	THO000 Holt Thomas T	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	16.38
	1	2 cycle oil			Tom's C/C00005		09/03/2018	16.38			
	08/09/2018	2961	HOLT	THO000 Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	08/28/2018		Invoiced	A	480.46
	1	Thermostat guards - (2) Steel, (20) plastic			Tom's C/C00006		09/03/2018	480.46			
	08/09/2018	2962	HOLT	THO000 Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	08/28/2018		Invoiced	A	36.19
	1	Copper fin tube			Tom's C/C00007		09/03/2018	36.19			
	08/03/2018	2914	HOLT	THO000 Holt Thomas T	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	3.78
	1	Belts			Tom's C/C00005		09/03/2018	3.78			
	08/01/2018	2916	HOLT	THO000 Holt Thomas T	Aquaquality, 8668768643x, NY, 1		08/28/2018		Invoiced	A	69.98
	1	Mesh filter bag for pool vac.			Tom's C/C00003		09/03/2018	69.98			
	07/31/2018	2915	HOLT	THO000 Holt Thomas T	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	9.99
	1	Grease fitting			Tom's C/C00005		09/03/2018	9.99			
	11 transaction(s) for XXXXXXXXXXXX6620. Total Amount ==>										5,281.56

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	08/27/2018	3012			Innovative Office Solu, Burnsvi	INNOVATI000	09/10/2018		Invoiced	A	9.84
		2	RUBBERBANDS,#64,1/4LB,CN	3001900004	Stacy's C/C00000	09/03/2018		9.84			
	08/24/2018	2954			Innovative Office Solu, Burnsvi	INNOVATI000	08/28/2018		Invoiced	A	138.56
		2	SAFE,GARY PERSONAL,LGY	1101900010	Stacy's C/C00001	09/03/2018		81.25			
		3	LABEL,DT,1X2-5/8,3000,WH	1101900010	Stacy's C/C00001	09/03/2018		6.77			
		4	REFILL,F/CLIC,MED,2PK,BE	1101900010	Stacy's C/C00001	09/03/2018		1.02			
		5	REFILL,RBALL,BOLD,BK,2PK	1101900010	Stacy's C/C00001	09/03/2018		2.12			
		6	PEN,RBALL,G2 FN,BK,2/PK	1101900010	Stacy's C/C00001	09/03/2018		2.28			
		7	PEN,UNI-BALL,DLX,MICRO,BK	1101900010	Stacy's C/C00001	09/03/2018		22.56			
		8	PEN,UNI-BALL,DLX,MICRO,BE	1101900010	Stacy's C/C00001	09/03/2018		22.56			
	08/24/2018	2955			Cts*frontier Onlinepay, 800-921	FRONTIER000	08/28/2018		Invoiced	A	178.10
		2	Arena Phone Service	8101900007	Stacy's C/C00002	09/03/2018		178.10			
	08/20/2018	2953			Innovative Office Solu, Burnsvi	INNOVATI000	08/28/2018		Invoiced	A	166.08
		2	TISSUE,ANGLSFT,CUBE,WE	1301900008	Stacy's C/C00003	09/03/2018		166.08			
	08/17/2018	2952			Follett School Solutio, 800-621	FOLLETT 000	08/28/2018		Invoiced	A	17.60
		1	books for St. Thomas; nonpublic aid		Stacy's C/C00004	09/03/2018		17.60			
	08/16/2018	2950			Innovative Office Solu, Burnsvi	INNOVATI000	08/28/2018		Invoiced	A	62.64
		2	PEN,ROUND STIC 60 BOX,BK	3001900004	Stacy's C/C00005	09/03/2018		62.64			
	08/16/2018	2951			Innovative Office Solu, Burnsvi	INNOVATI000	08/28/2018		Invoiced	A	334.20
		2	WIPES,NATURAL,GGN	1301900003	Stacy's C/C00006	09/03/2018		334.20			
	08/15/2018	2949			Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2018		Invoiced	A	204.95
		2	Student Workbook Part 1 Kindergarten Level (SA	1101900008	Stacy's C/C00007	09/03/2018		185.00			
		3	Shipping - Cost of shipping, not including shi	1101900008	Stacy's C/C00007	09/03/2018		19.95			
	08/14/2018	2947			Follett School Solutio, 800-621	FOLLETT 000	08/28/2018		Invoiced	A	69.30
		1	nonpublic aid - St. Thomas textbooks		Stacy's C/C00004	09/03/2018		69.30			
	08/14/2018	2948			Follett School Solutio, 800-621	FOLLETT 000	08/28/2018		Invoiced	A	331.70
		1	nonpublic aid - St. Thomas textbooks		Stacy's C/C00004	09/03/2018		331.70			
	08/13/2018	2945			Innovative Office Solu, Burnsvi	INNOVATI000	08/28/2018		Invoiced	A	148.73
		2	MOUSE,ANYWHERE,MX,BK	1101900006	Stacy's C/C00008	09/03/2018		44.99			
		3	KEYBOARD,WRLESS,K360,BK	1101900006	Stacy's C/C00008	09/03/2018		22.49			
		4	SAFE,GARY PERSONAL,LGY	1101900006	Stacy's C/C00008	09/03/2018		81.25			
	08/13/2018	2946			Innovative Office Solu, Burnsvi	INNOVATI000	08/28/2018		Invoiced	A	3,151.72
		2	LABEL,DT,1X2-5/8,3000,WH	3001900004	Stacy's C/C00009	09/03/2018		27.08			
		3	GLUE,STIC,.26OZ,18/PK,WHT	3001900004	Stacy's C/C00009	09/03/2018		102.84			
		4	KEY,WRIST COIL,6/PK,AST	3001900004	Stacy's C/C00009	09/03/2018		15.58			
		5	PAD,POST-IT 3X5 12,CAYW	3001900004	Stacy's C/C00009	09/03/2018		250.65			
		6	NOTE,1.5X2 RCYC,12/PK,YW	3001900004	Stacy's C/C00009	09/03/2018		23.04			
		7	DISPENSER,TAPE 1"CORE,SR	3001900004	Stacy's C/C00009	09/03/2018		100.00			

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...									
	8	TAPE, PACKAGING, 6/PK, CR			3001900004	Stacy's C/C00009	09/03/2018				161.20
	9	TAPE, MASKNG, 1" X60YD, 3/PK			3001900004	Stacy's C/C00009	09/03/2018				78.75
	10	TAPE, CLRCTN, EXACTLINER			3001900004	Stacy's C/C00009	09/03/2018				75.60
	11	NOTE, STICK-IT, 3X3, YW, 12PD			3001900004	Stacy's C/C00009	09/03/2018				79.60
	12	FOLDER, REIN, 1/3CT, MLA, LTR			3001900004	Stacy's C/C00009	09/03/2018				271.00
	13	CARD, INDEX, PLAIN, 3X5, WE			3001900004	Stacy's C/C00009	09/03/2018				16.75
	14	CARD, INDX, RLD, 3X5WE, 500PK			3001900004	Stacy's C/C00009	09/03/2018				63.40
	15	CARD, INDEX, PLAIN, 4X6, WE			3001900004	Stacy's C/C00009	09/03/2018				12.30
	16	CARD, INDEX, RULED, 5X8, WE			3001900004	Stacy's C/C00009	09/03/2018				4.75
	17	STAPLER, PPRO, ECOSTPLR, MS			3001900004	Stacy's C/C00009	09/03/2018				198.15
	18	CLIP, #1, GEM, SMOOTH, 1M/PK			3001900004	Stacy's C/C00009	09/03/2018				14.10
	19	CLIP, JUMBO, SMOOTH, 100BX			3001900004	Stacy's C/C00009	09/03/2018				0.39
	20	CLIP, JUMBO, SMOOTH, 100BX			3001900004	Stacy's C/C00009	09/03/2018				7.80
	21	CLEANER, WHITE BOARD, 8OZ			3001900004	Stacy's C/C00009	09/03/2018				35.85
	22	PORTFOLIO, LTR, 2PCKT, AST			3001900004	Stacy's C/C00009	09/03/2018				80.04
	23	BATTERY, COPPERTP, AA, 24/BX			3001900004	Stacy's C/C00009	09/03/2018				80.04
	24	BATTERY, COPPRTP, AAA, 24/BX			3001900004	Stacy's C/C00009	09/03/2018				32.36
	26	PEN, BPT, RNDSTC, GRP, MED, RD			3001900004	Stacy's C/C00009	09/03/2018				19.68
	28	MARKER, MARKSALOT, LRG, PP			3001900004	Stacy's C/C00009	09/03/2018				36.48
	29	MARKER, MARKSALOT, LRG, GN			3001900004	Stacy's C/C00009	09/03/2018				18.24
	30	MARKER, MARKSALOT, LRG, BE			3001900004	Stacy's C/C00009	09/03/2018				18.24
	31	MARKER, VISAVIS, FINE, 4/SET			3001900004	Stacy's C/C00009	09/03/2018				46.40
	32	HIGHLIGHTER, DESK, FYW			3001900004	Stacy's C/C00009	09/03/2018				40.56
	33	MARKER, PERMNT FINE, BK			3001900004	Stacy's C/C00009	09/03/2018				30.25
	34	MARKER, PERMNT FINE, RD			3001900004	Stacy's C/C00009	09/03/2018				21.78
	35	MARKER, SHARPIE, FINE PT, PE			3001900004	Stacy's C/C00009	09/03/2018				80.16
	36	MARKER, EXPO 2, CHISEL, BK			3001900004	Stacy's C/C00009	09/03/2018				77.40
	37	MARKER, EXPO 2, CHISEL, BE			3001900004	Stacy's C/C00009	09/03/2018				77.40
	38	MARKER, EXPO 2, CHISEL, RD			3001900004	Stacy's C/C00009	09/03/2018				77.40
	39	MARKER, EXPO 2, CHISEL, GN			3001900004	Stacy's C/C00009	09/03/2018				77.40
	40	ERASER, DRY ERASE, BK			3001900004	Stacy's C/C00009	09/03/2018				17.52
	41	MARKER, MARKSALOT, REG, BK			3001900004	Stacy's C/C00009	09/03/2018				45.00
	42	PENCIL, #2, UNIVERSAL			3001900004	Stacy's C/C00009	09/03/2018				16.25
	43	PAPER, LTR 250SH 65#, PE			3001900004	Stacy's C/C00009	09/03/2018				25.54
	44	PAPER, ASTROBRIGHT GALX, GD			3001900004	Stacy's C/C00009	09/03/2018				25.54
	45	ENVELOPE, CLSP, 6X9, 28#, BN			3001900004	Stacy's C/C00009	09/03/2018				21.78
	46	ENVELOPE, CLSP, 9X12, 28#, BN			3001900004	Stacy's C/C00009	09/03/2018				37.38

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...										
	47	ENVELOPE,CLSP,10X13,28#BN			3001900004	Stacy's C/C00009	09/03/2018	19.66			
	48	PAD,NRW RULD,PERF,5X8,WH			3001900004	Stacy's C/C00009	09/03/2018	32.76			
	49	PAD,LGL RULD,PERF,LTR,WH			3001900004	Stacy's C/C00009	09/03/2018	86.04			
	50	WIPES,DSNFT,80/CNTR,6/CT			3001900004	Stacy's C/C00009	09/03/2018	79.35			
	51	BOARD,TAG,24X36,100PK,WE			3001900004	Stacy's C/C00009	09/03/2018	182.34			
	52	PROTECTOR,SHEET,CLR			3001900004	Stacy's C/C00009	09/03/2018	39.72			
	53	RUBBERBANDS,#117B,1/4LB			3001900004	Stacy's C/C00009	09/03/2018	6.56			
	55	SCISSORS,ECON,8,STR,SS			3001900004	Stacy's C/C00009	09/03/2018	23.50			
	56	CLIP,BINDER,MED,DZ			3001900004	Stacy's C/C00009	09/03/2018	6.16			
	57	CLIP,BINDER,MINI,DZ			3001900004	Stacy's C/C00009	09/03/2018	2.82			
	58	STAPLES,CHSEL PT,5M/BX			3001900004	Stacy's C/C00009	09/03/2018	29.50			
	59	TAPE,INVISIBLE,12/PK,CR			3001900004	Stacy's C/C00009	09/03/2018	70.32			
	60	PEN,ROUND STIC 60 BOX,BK			3001900004	Stacy's C/C00009	09/03/2018	31.32			
08/10/2018	2943				Singapore Math, Inc, 5035578100			08/28/2018	Invoiced	A	408.00
	1	nonpublic aid - St Thomas textbooks				Stacy's C/C00010	09/03/2018	408.00			
08/10/2018	2944				Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2018		Invoiced	A	25.18
	5	Everyday Spelling: Grade 3			1101900004	Stacy's C/C00011	09/03/2018	19.00			
	6	Shipping - Cost of shipping, not including shi			1101900004	Stacy's C/C00011	09/03/2018	6.18			
08/09/2018	2942				Usps.Com Postal Store, 800-275-	POSTMAST000	08/28/2018		Invoiced	A	3,289.35
	2	Regular Envelopes			1101900011	Stacy's C/C00012	09/03/2018	1,779.30			
	3	Window Envelopes			1101900011	Stacy's C/C00012	09/03/2018	1,494.00			
	4	Shipping			1101900011	Stacy's C/C00012	09/03/2018	16.05			
08/02/2018	2908				Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2018		Invoiced	A	43.85
	2	Nano ISO Clipboard - Black			1101900005	Stacy's C/C00013	09/03/2018	38.85			
	3	Shipping - Cost of shipping, not including shi			1101900005	Stacy's C/C00013	09/03/2018	5.00			
08/02/2018	2909				Follett School Solutio, 800-621	FOLLETT 000	08/28/2018		Invoiced	A	169.62
	1	nonpublic aid - St Thomas textbooks				Stacy's C/C00004	09/03/2018	169.62			
08/02/2018	2910				Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	08/28/2018		Invoiced	A	53.66
	2	Shell-D RFID Blocking Credit Card Protector -			1101900005	Stacy's C/C00014	09/03/2018	35.96			
	3	Maxgear Stainless Steel RFID Credit Card Holde			1101900005	Stacy's C/C00014	09/03/2018	17.70			
08/01/2018	2913				Singapore Math, Inc, 5035578100			08/28/2018	Invoiced	A	499.04
	1	nonpublic aid - textbooks				Stacy's C/C00010	09/03/2018	499.04			
07/31/2018	2911				Amazon Mktplace Pmts, Amzn.Com/	AMAZON B000	08/28/2018		Invoiced	A	21.98
	2	Everyday Spelling: Grade 3			1101900008	Stacy's C/C00015	09/03/2018	17.99			
	3	Shipping - Cost of shipping, not including shi			1101900008	Stacy's C/C00015	09/03/2018	3.99			
07/31/2018	2912				McS Industries Inc, 6102536268,			08/28/2018	Invoiced	A	579.60
	1	Donation - new 11x17 Frames for Arena				Stacy's C/C00010	09/03/2018	579.60			

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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			
21 transaction(s) for XXXXXXXXXXXX7362. Total Amount =====>											9,903.70
XXXXXXXXXXXX7116	08/24/2018	2977	MITCHDEB000	Mitchell Deborah A	Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	08/28/2018		Batch		251.18
	1							251.18			
	08/24/2018	2978	MITCHDEB000	Mitchell Deborah A	Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	08/28/2018		Batch		22.47
	1							22.47			
	08/22/2018	2976	MITCHDEB000	Mitchell Deborah A	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2018		Batch	A	69.99
	2	AmazonBasics Drafting Stool with Back Cushion			2121900001			69.99			
	08/17/2018	2975	MITCHDEB000	Mitchell Deborah A	Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	08/28/2018		Batch	A	401.31
	2	Practically Speaking			2201900012			401.31			
	08/16/2018	2974	MITCHDEB000	Mitchell Deborah A	Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	08/28/2018		Batch	A	679.14
	2	Practically Speaking			2201900012			679.14			
	08/13/2018	2973	MITCHDEB000	Mitchell Deborah A	Amazon.Com, Amzn.Com/Bill, WA,	AMAZON B000	08/28/2018		Batch	A	486.21
	2	Gaiam Classic Balance Ball Chair â€" Exercise			3001900016			299.90			
	3	Safco AlphaBetter Desk, 28 by 20 Standard Top			3001900016			186.31			
	08/10/2018	2972	MITCHDEB000	Mitchell Deborah A	Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	08/28/2018		Batch	A	98.93
	2	Using the Workshop Approach in the High School			2201900010			13.04			
	3	The Middle School Writing Toolkit: Differentia			2201900010			18.49			
	4	Trivia Madness 3: 1000 Fun Trivia Questions Ab			2201900010			9.95			
	5	The Critical Thinking Reading Detective Book B			2201900010			24.99			
	6	Trivia Storm: 1,200 Exciting Trivia Questions			2201900010			13.51			
	7	Essential Reading Skills, Preparation for High			2201900010			18.95			
	08/09/2018	2970	MITCHDEB000	Mitchell Deborah A	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2018		Batch		46.87
	1							46.87			
	08/09/2018	2971	MITCHDEB000	Mitchell Deborah A	Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	08/28/2018		Batch	A	959.20
	2	On Ear Headphones with Mic, Jelly Comb Foldabl			2201900011			959.20			
	08/08/2018	2969	MITCHDEB000	Mitchell Deborah A	Hyatt Place St. Paul, 651-647-5		08/28/2018		Batch	A	162.96
	1							162.96			
10 transaction(s) for XXXXXXXXXXXX7116. Total Amount =====>											3,178.26
XXXXXXXXXXXX7124	08/16/2018	2982	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2018		Batch		59.00
	1							59.00			
	08/10/2018	2980	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	08/28/2018		Batch		10.00
	1							10.00			
	08/09/2018	2979	BLESIMIC000	Blesi Michael E	Soundnorth, Intl Falls, MN, 566	SOUND NO000	08/28/2018		Batch		20.97
	1							20.97			
	08/09/2018	2981	BLESIMIC000	Blesi Michael E	Broderbund, 408-382-1568, CA, 9		08/28/2018		Batch		99.99
	1							99.99			

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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			
XXXXXXXXXXXX7124	continued...										
	08/03/2018	2917	BLESIMIC000	Blesi Michael E	Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	08/28/2018		Batch		251.82
	1							251.82			
	08/02/2018	2919	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	08/28/2018		Batch		-1.24
	1							-1.24			
	08/02/2018	2920	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	08/28/2018		Batch		19.24
	1							19.24			
	08/01/2018	2918	BLESIMIC000	Blesi Michael E	Solarwinds, 866-530-8100, TX, 7	SOLARWIN000	08/28/2018		Batch		438.00
	1							438.00			
	8 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>										897.78
XXXXXXXXXXXX7132	08/24/2018	3000	ANDERJER000	Anderson Jeremy R	Mti, International, MN, 56649,	MTI DIST000	08/28/2018		Invoiced	A	29.00
	1	solder plug			Jeremy's C/C00000	09/03/2018		29.00			
	08/24/2018	3001	ANDERJER000	Anderson Jeremy R	Northern Lumber Ya, Internation	NORTHERN005	08/28/2018		Invoiced	A	25.41
	1	Misc. nuts and bolts, power bit-Phillips			Jeremy's C/C00001	09/03/2018		25.41			
	08/24/2018	3002	ANDERJER000	Anderson Jeremy R	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2018		Invoiced	A	19.38
	1	Bits and screws			Jeremy's C/C00002	09/03/2018		19.38			
	08/24/2018	3003	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	13.99
	1	Silicon			Jeremy's C/C00003	09/03/2018		13.99			
	08/24/2018	3004	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	5.98
	1	Drill bits			Jeremy's C/C00003	09/03/2018		5.98			
	08/23/2018	2998	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	11.97
	1	Drill bits			Jeremy's C/C00003	09/03/2018		11.97			
	08/23/2018	2999	ANDERJER000	Anderson Jeremy R	Northern Lumber Ya, Internation	NORTHERN005	08/28/2018		Invoiced	A	13.49
	1	misc. nuts and bolts			Jeremy's C/C00001	09/03/2018		13.49			
	08/22/2018	2996	ANDERJER000	Anderson Jeremy R	Northern Lumber Ya, Internation	NORTHERN005	08/28/2018		Invoiced	A	22.98
	1	Misc. nuts and bolts, hitch pin, kitchen bags			Jeremy's C/C00001	09/03/2018		22.98			
	08/22/2018	2997	ANDERJER000	Anderson Jeremy R	Northern Lumber Ya, Internation	NORTHERN005	08/28/2018		Invoiced	A	10.99
	1	Misc. nuts and bolts			Jeremy's C/C00001	09/03/2018		10.99			
	08/21/2018	2995	ANDERJER000	Anderson Jeremy R	Northern Lumber Ya, Internation	NORTHERN005	08/28/2018		Invoiced	A	33.98
	1	New bus trailer plug			Jeremy's C/C00001	09/03/2018		33.98			
	08/16/2018	2994	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	3.99
	1	Drill bit			Jeremy's C/C00003	09/03/2018		3.99			
	08/15/2018	2992	ANDERJER000	Anderson Jeremy R	Minnesota Industries, Internati		08/28/2018		Invoiced	A	4.38
	1	Drill bits			Jeremy's C/C00004	09/03/2018		4.38			
	08/15/2018	2993	ANDERJER000	Anderson Jeremy R	Northern Lumber Ya, Internation	NORTHERN005	08/28/2018		Invoiced	A	13.58
	1	polyurethane adhesive			Jeremy's C/C00001	09/03/2018		13.58			

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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			
XXXXXXXXXXXX7132	continued...										
	08/14/2018	2991	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	08/28/2018		Invoiced	A	24.18
	1	Body parts				Jeremy's C/C00005	09/03/2018	24.18			
	08/10/2018	2989	ANDERJER000	Anderson Jeremy R	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2018		Invoiced	A	17.98
	1	7" disc				Jeremy's C/C00002	09/03/2018	17.98			
	08/10/2018	2990	ANDERJER000	Anderson Jeremy R	Northern Lumber Ya, Internation	NORTHERN005	08/28/2018		Invoiced	A	24.94
	1	Drill bits for work on bus #10				Jeremy's C/C00001	09/03/2018	24.94			
	08/09/2018	2984	ANDERJER000	Anderson Jeremy R	Menards Intl Falls, Intl Falls	MENARDS 000	08/28/2018		Invoiced	A	55.73
	1	3/8" dill and titanium drill bits				Jeremy's C/C00002	09/03/2018	55.73			
	08/09/2018	2985	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	08/28/2018		Invoiced	A	175.44
	1	Body panel adhesive for bus #10				Jeremy's C/C00005	09/03/2018	175.44			
	08/09/2018	2986	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	17.96
	1	drill bits and rust fix				Jeremy's C/C00003	09/03/2018	17.96			
	08/09/2018	2987	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	08/28/2018		Invoiced	A	-79.98
	1	structural adhesive (return)				Jeremy's C/C00005	09/03/2018	-79.98			
	08/09/2018	2988	ANDERJER000	Anderson Jeremy R	Auto Value Internation, Interna	AUTO VAL000	08/28/2018		Invoiced	A	32.99
	1	structural adhesive				Jeremy's C/C00006	09/03/2018	32.99			
	08/07/2018	2983	ANDERJER000	Anderson Jeremy R	Northern Lumber Ya, Internation	NORTHERN005	08/28/2018		Invoiced	A	21.45
	1	Drill bits				Jeremy's C/C00001	09/03/2018	21.45			
	07/31/2018	2922	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	-150.69
	1	Starter return				Jeremy's C/C00003	09/03/2018	-150.69			
	07/31/2018	2923	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	08/28/2018		Invoiced	A	150.69
	1	Starter				Jeremy's C/C00003	09/03/2018	150.69			
	07/30/2018	2921	ANDERJER000	Anderson Jeremy R	Hk Grand Casino Hotel, Hinckley		08/28/2018		Invoiced	A	284.04
	1	Room charge for train the trainer bus training				Jeremy's C/C00004	09/03/2018	284.04			
											25 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>>
											783.85
XXXXXXXXXXXX5747	08/24/2018	2933	GROVEKEV000	Grover Kevin K	Maddens On Gull Lake, Brainerd,		08/28/2018		Invoiced	A	900.78
	1					Kevin's C/C00000	09/03/2018	900.78			
	08/24/2018	2934	GROVEKEV000	Grover Kevin K	Paypal *masa, 4029357733, CA, 9		08/28/2018		Invoiced	A	299.00
	1					Kevin's C/C00000	09/03/2018	299.00			
	08/09/2018	2932	GROVEKEV000	Grover Kevin K	Applebees Broo19219161, Brookly		08/28/2018		Invoiced	A	24.00
	1					Kevin's C/C00000	09/03/2018	24.00			
	08/08/2018	2931	GROVEKEV000	Grover Kevin K	Redstone American Gril, Maple G		08/28/2018		Invoiced	A	40.48
	1					Kevin's C/C00000	09/03/2018	40.48			
	08/07/2018	2930	GROVEKEV000	Grover Kevin K	Marriott Mn Nw Wardsw, Brookly		08/28/2018		Invoiced	A	20.00
	1					Kevin's C/C00000	09/03/2018	20.00			
											5 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>>
											1,284.26

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	08/23/2018	3008	SLATIBET000	Slatinski BethAnne K	Top Ten Video, International, M		08/28/2018		Invoiced	A	54.36
		2	Youth Group Environmental Activities		7901900006	Beth's C/C00000	09/03/2018	54.36			
	08/23/2018	3009	SLATIBET000	Slatinski BethAnne K	Cadca Alexandria Va, 7037060560		08/28/2018		Invoiced	A	200.00
		2	Membership for CADCA		7901900001	Beth's C/C00001	09/03/2018	200.00			
	08/22/2018	3007	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256		08/28/2018		Invoiced	A	2,844.94
		2	Water Bottles (PCN)		7901900004	Beth's C/C00002	09/03/2018	2,844.94			
	08/10/2018	3006	SLATIBET000	Slatinski BethAnne K	Squ*sq *the Shop Coffe, Virgini		08/28/2018		Invoiced	A	5.29
		1			Beth's C/C00003	09/03/2018	5.29				
	08/07/2018	3005	SLATIBET000	Slatinski BethAnne K	Amazon.Com, Amzn.Com/Bill, WA,	AMAZON B000	08/28/2018		Invoiced	A	110.99
		2	Office Supplies		7901900000	Beth's C/C00004	09/03/2018	110.99			
	08/02/2018	2924	SLATIBET000	Slatinski BethAnne K	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	08/28/2018		Invoiced	A	79.99
		2	Office Supplies		7901900000	Beth's C/C00005	09/03/2018	79.99			
	07/30/2018	2925	SLATIBET000	Slatinski BethAnne K	Hertz Rent A Car, Belgrade, MT,		08/28/2018		Invoiced	A	552.08
		1			Beth's C/C00003	09/03/2018	552.08				
	07/30/2018	2926	SLATIBET000	Slatinski BethAnne K	Big Sky Lodging, Big Sky, MT, 5		08/28/2018		Invoiced	A	95.24
	1			Beth's C/C00003	09/03/2018	95.24					
07/30/2018	2927	SLATIBET000	Slatinski BethAnne K	Big Sky Lodging, Big Sky, MT, 5		08/28/2018		Invoiced	A	171.20	
	1			Beth's C/C00003	09/03/2018	171.20					
07/30/2018	2928	SLATIBET000	Slatinski BethAnne K	On The Fly, Belgrade, MT, 59714		08/28/2018		Invoiced	A	22.00	
	1			Beth's C/C00003	09/03/2018	22.00					
10 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>											4,136.09
XXXXXXXXXXXX2314	08/16/2018	3010	OLSONKAR000	Olson-Line Karla A	Intuit Payme*in *desco, 317-852		08/28/2018		Invoiced	A	456.50
		1	Signs for FES and FHS		Karla's C/C00000	09/03/2018	456.50				
	07/31/2018	2929	OLSONKAR000	Olson-Line Karla A	Rochester Centerstone, Rocheste		08/28/2018		Invoiced	A	445.14
	1	Hotel fees for Rochester Foods Conference		Karla's C/C00000	09/03/2018	445.14					
2 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>											901.64
XXXXXXXXXXXX2330	08/14/2018	3011	OLSONDAV000	Olson David W	Mnscu, 877-4666728, MN, 55101-4		08/28/2018		Invoiced	A	2,986.50
		1	CTE Endorsement		Dave O's C/C00000	09/03/2018	2,986.50				
111 transaction(s). Total Amount ==>											30,694.67

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

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

**BOARD POLICY 413
Harassment and Violence**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

413 HARASSMENT AND VIOLENCE

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

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status,

status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability.

- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school **district** personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school **district** personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance,

sexual orientation, **including gender identity or expression**, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. ~~"Age" means the person is over the age of 25 years.~~

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor's legal guardian; or
- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of ~~pupil(s)~~ **student(s)** by teachers, administrators, or other school ~~district~~ **district** personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of **gender-sexual orientation, including gender identity or expression.**

G. Sexual Violence; Definition

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

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this

policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

G. In the District. The school board hereby designates [Tim Everson, High School Principal](#), as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the [Alternate, Melissa Tate, Falls Elementary School Principal](#).

Contact information is as follows:

1. Human Rights Officer: [Tim Everson, Falls High School Principal](#)
[Falls High School; 1515 11th Street; International Falls, MN 56649](#)
[218-283-2571 ext. 1104](#) or [Melissa Tate, Falls Elementary Principal](#)
(alternate) at [218-283-2571 ext. 1232](#).
2. Title IX Officer: [Kevin Grover, Superintendent of Schools](#)
[ISD #361 District Office; 1515 11th Street; International Falls, MN 56649](#)
[218-283-2571 ext. 1112](#) or [Tim Everson, Falls High School Principal](#) at [218-283-2571 ext. 1104](#).

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

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting

may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
~~Fuller v. Indep. Sch. Dist. No. 701, 528 N.W.2d 273 (Minn. Ct. App. 1998)~~

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

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

School District 361 Break and Meal Policy

School District 361 provides full and part time employees with rest breaks, and meal breaks based on position to ensure employees are able to remain productive at work. Employees are to use the break rooms available in each building for their break, so they do not disturb employees who are working.

Rest Breaks:

Employees who work more than 4 hours a day are offered rest breaks as outlined as below.

Rest breaks can be used for any reason such as restroom use, coffee breaks, snack breaks, or personal telephone breaks. These breaks are to be no longer than 15 minutes. Employees are not required to take a break, but we encourage it for your health and well-being. Here's how rest breaks work:

- Breaks are offered 2 times a day for full time employees who work 8 hours or more daily.
- Breaks are offered only once a day for part time employees who more than 4 hours, but less than 8 hours per day.
- Breaks are on the clock, meaning you don't have to clock-out for a rest break.
- Breaks can be taken any time after your first 2 hours on the job on a given workday.
- Employees are to remain on the premises during their rest break.
- Rest and meal breaks cannot be combined.
- Employees are to use the break room in each building rather than remain in the work area, so as not to cause a distraction to other workers not on break.
- For employees whose breaks are not scheduled, employees will work with their supervisor to determine a rest break time that will ensure their work is covered.

Meal Breaks:

Meal breaks are longer than rest breaks. Meal breaks are provided for full time positions and other positions as specified in the positions assignment. The meal break time may be paid or unpaid based on the employee's assigned position. Here's how it works:

- Meal breaks are typically taken after the first 3-4 hours on the job. If the meal break time is set based on the employee's work assignment, they will eat at that time. If not, the employee will work with their supervisor to determine the best time to take a meal break and the length of meal break.
- Employees with an unpaid meal time must clock out to record the meal break as unpaid hours. If using a time sheet this time should not be recorded as work time on your time sheet.
- When an employee is assigned a working meal break the employee will remain at their work station to eat as the work allows it.
- Custodial employees with a working paid meal break will be allowed up to 30 minutes for a paid meal break. This is to be taken at their assigned location and break area. Custodial staff are considered available to work during their meal break, therefore, they may be called to perform work while taking their paid meal break.
- Employees with working paid meal breaks are not allowed to leave work to perform personal errands.

Emergency Breaks:

We understand there are times when an employee has an emergency, such as when they feel ill, or have to take an urgent phone call. Talk to your supervisor in these situations, so that your emergency can be accommodated.

Break Time Policy Violations:

All breaks will be monitored to ensure that work does not suffer, therefore, the District reserves the right to discipline any employee found abusing the break time or meal time policy by, for example but not limited to, taking too many breaks, taking breaks that are too long, disturbing staff that are not on break, or abusing the use of emergency break time.

F.Y. 18	Cost Center	Obj. Code	Amount	Vendor #	P.O. #
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STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

MESABI RANGE COLLEGE

INCOME CONTRACT

FOR POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between Falls High School, ISD 361, 1515 11th St., International Falls, MN 56649 (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Mesabi Range College (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

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

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

NOW, THEREFORE, it is agreed:

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

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

- III. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System

Procedure 3.5.1 (Attachment B); and all other duties as stipulated in Attachment C.

IV. CONSIDERATION AND TERMS OF PAYMENT.

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

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

Academic Year	Rate
2017 - 2018	\$202.86/semester credit

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

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

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

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

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

V. TERM OF CONTRACT. This contract shall be effective on August 15, 2017 **or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later**, and shall remain in effect until June 15, 2018, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the 2017-2018 Academic Year(s).

VI. CANCELLATION. This contract may be canceled by the COLLEGE/UNIVERSITY or the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, the

COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VII. AUTHORIZED REPRESENTATIVES.

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

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

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

Name: Kevin Grover, ISD 361 Superintendent
Address: 1515 11th Street, International Falls, MN 56649
Telephone: 218.283.2571 x 1112
E-Mail: kgrover@isd361.k12.mn.us
Fax: 218-283-2384

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

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

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

X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

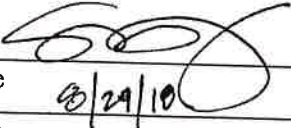
- XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
- XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Koochiching County, Minnesota.
- XIV. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
- XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

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

APPROVED:

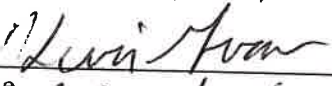
1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Mesabi Range College

By (authorized college/university/office of the chancellor initiating agreement)	
	Provost
Title	8/29/10
Date	

2. SCHOOL DISTRICT:

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

By (authorized signature)	
	
Title	Superintendent
Date	8-31-10

3. AS TO FORM AND EXECUTION:

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

F. Y. 19	Cost Center	Obj. Code	Amount	Vendor #	P.O. #
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STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

MESABI RANGE COLLEGE

INCOME CONTRACT

FOR POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between Falls High School, ISD 361, 1515 11th St., International Falls, MN 56649 (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Mesabi Range College (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

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

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

NOW, THEREFORE, it is agreed:

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

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

- III. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System

Procedure 3.5.1 (Attachment B); and all other duties as stipulated in Attachment C.

IV. CONSIDERATION AND TERMS OF PAYMENT.

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

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

Academic Year	Rate
2018 - 2019	\$207.22/semester credit

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

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

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

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

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

V. TERM OF CONTRACT. This contract shall be effective on August 15, 2018 **or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later**, and shall remain in effect until June 15, 2019, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the 2018 - 2019 Academic Year(s).

VI. CANCELLATION. This contract may be canceled by the COLLEGE/UNIVERSITY or the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, the

COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VII. AUTHORIZED REPRESENTATIVES.

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

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

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

Name: Kevin Grover, ISD 361 Superintendent
Address: 1515 11th Street, International Falls, MN 56649
Telephone: 218.283.2571 x 1112
E-Mail: kgrover@isd361.k12.mn.us
Fax: 218-283-2384

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

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

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

X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

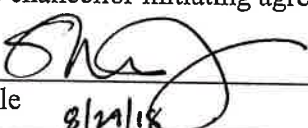
- XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
- XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Koochiching County, Minnesota.
- XIV. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
- XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

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

APPROVED:

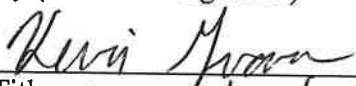
1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Mesabi Range College

By (authorized college/university/office of the chancellor initiating agreement)	
	
Title	Provost
Date	8/21/18

2. SCHOOL DISTRICT:

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

By (authorized signature)	
	
Title	Superintendent
Date	8-31-18

3. AS TO FORM AND EXECUTION:

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

September 11th, 2018

Dear Mr. Grover,

This is a letter informing you that I have been offered an assistant teaching job with Kootasca preschool. I am sadly giving my 2 week notice as of Tuesday, September 11th. I have made some great friends, worked with awesome kids and very caring staff over the years I served as a Para in the Falls school district. Thank you for all the support and kindness you have given me in my time with the Falls School District.

This has been a tough decision for me and I will truly miss the kids and teachers I have worked with, but the preschool kids are my real passion.

Please accept my resignation, as my last day will be Tuesday, September 25th, 2018.

I will have some Fridays off and I would love to sub if you need me.

Sincerely,

Sandra Jean

Gerald Bolstad
1941 County Rd 133
Int'l. Falls MN 56649

September 13, 2018

Kevin Grover
Superintendent ISD 361
Int'l. Falls MN 56649

Dear Kevin,

Please accept this letter as notice of my resignation from the position of Head Girl's Hockey Coach effective immediately.

I have accepted an offer as a Maintenance Supervisor with PCA. My new job and the commitments involved do not allow me time to continue coaching.

I appreciate your support over the last nine years.

Sincerely,

A handwritten signature in cursive script that reads "Gerald S. Bolstad". The signature is written in black ink and is positioned below the word "Sincerely,".

Gerald Bolstad

**XXXV. JOINT POWERS AGREEMENT ESTABLISHING
A JOINT RECREATION COMMISSION AND
DEFINING ITS POWERS**

The City of International Falls, Minnesota

Independent School District No. 361, Minnesota

There is hereby created by adoption and periodic revision of this Joint Powers Agreement (“Agreement”) a Recreation Commission for the City of International Falls and Independent School District No. 361 pursuant to the authority granted by Minnesota Statute, Sec. 471.59, under which the power of the City of International Falls (“City”) and School Board of Independent School District No. 361 (“School District”) to operate a program of recreation may be delegated to such a Joint Powers Board (“Commission”).

SECTION ONE – ESTABLISHMENT AND COMPOSITION OF RECREATION BOARD:

The Recreation Commission shall consist of nine (9) members composed as follows: Three (3) members of the City Council of the City of International Falls, appointed by the council; Two (2) members of the School Board of Independent School District 361 appointed by the School Board; and four (4) lay members whom are voted in by the remaining Recreation Commission Board members. Lay members shall be appointed for a two (2) year term. Lay members shall hold no elected office with the City or School District. A vacancy shall be filled from the unexpired portion of the term by the appropriate appointing body. Members of the Recreation Commission shall serve without compensation and shall not be personally interested in any contracts of the Recreation Commission.

The Recreation Commission shall at the beginning of each calendar year, select a Chairperson, Vice Chairperson, and Secretary from their numbers, with duties in addition to board membership implied by these titles. A majority shall constitute a quorum for the transaction of business.

SECTION TWO - GENERAL POLICIES:

The Recreation Commission shall have power to operate a program of public recreation as joint agent of the City and School District. If any part of the public recreation program of the community is administered directly by any public or private agency other than the Commission, the Commission shall have power to make cooperative agreements with any such public or private agency for the purpose of coordinating all the activities and facilities included in such

public recreation program. The program directly administered by the Commission may make use of public property, assigned to, or of private property leased or otherwise made available for public recreational use.

The City Council shall determine what land is to be acquired be it for recreational purposes, what land it shall be permitted to use in carrying on its recreational program, and what buildings or other permanent structures are to be constructed upon those lands. The School District shall make similar decisions with respect to its structures upon it. The Commission shall advise the City Council and School Board upon such matters and shall operate facilities made available to it for recreational purposes; but it shall have no authority to acquire land in its own name or without the consent of the governmental unit in whose name such land is to be acquired, and it shall have no authority to construct buildings or other permanent structures upon any land without the consent of the owners of such land; and in no event shall such buildings or structures be constructed by the Commission upon privately owned land.

SECTION THREE – SPECIFIC POWERS:

In order to carry on the recreation program provided herein, the Commission shall adopt rules for its meetings, transactions of the Recreation Commission business, and rules governing the use by the public of the recreations facilities under its control.

Employees: The Recreation Commission shall employ a program Recreation Director. The Recreation Director will be responsible for the overall management of the programs administered under the Recreation Commission. It is contemplated that the Recreation Director may also perform the duties of the Athletic Director for the School District on terms agreeable to both the Recreation Commission and the School District.

A salary committee established by the Recreation Commission Board will perform an annual performance review of the program Director in April of each year. The salary committee will be represented by one school board member, one representative from the City Council of International Falls, and one Recreation Commission Chair or Vice-Chair in the absence of the Chair.

The Recreation Commission shall assure all employees are selected based on merit and shall be appointed in compliance with the minimum qualifications established the Minnesota Department of Education. Employees and volunteers working directly with program youth participants may be subject to a background check as per MS 123B.03.

The Recreation Commission may enter into contracts for completion within a current fiscal year, lease real or personal property for public recreational purposes subject to the provisions of Section 2, and purchase materials, supplies and equipment as necessary for support of programs. Contract services will be bid per contract bid law. Perform additional acts as reasonable and necessary to carry on a public recreational program under this Joint Powers Agreement.

The Recreation Commission shall accept gifts and personal property for public recreational purposes subject to Section Two.

SECTION FOUR – PREPARATION OF PROGRAM:

The Recreation Commission shall each fiscal year prepare a comprehensive program for public recreation activities for the upcoming fiscal year. The comprehensive program will include recommended divisions of responsibility as between private agencies, or other public agencies administering recreation activities directly, and the Recreation Commission itself.

The comprehensive program report will be presented by the Recreation Director to the School District Board and City Council in July of each year. The Recreation Commission’s own program shall be described in terms of activities, as well as finances.

The Recreation Commission shall not itself levy taxes or borrow money; and it shall not approve any claims or incur any obligations for expenditures, unless there is an unencumbered budget available.

SECTION FIVE - FINANCES:

The fiscal year of the Recreation Commission will be July 1st to June 30th. The budget of finances shall be balanced and shall be accounted for following generally accepted accounting principles.

In July of each year, the Recreation Director will present to the Recreation Commission Board, City Council and School Board the approved revenue and expenditure budget for the new fiscal year and the final revenue and expenditure budget of the previous fiscal year end of June 30. The proposed budget for the upcoming fiscal year will be approved by the Recreation Commission at their June board meeting. The budget approved by the Recreation Commission shall control the fiscal years spending program, except the excess revenues received may be spent upon approval of five (5) members of the Recreation Commission.

SECTION SIX - FINANCES OF THE COMMISSION:

For the purpose of financing the public recreation program authorized by this Joint Powers Agreement, contributions will be made as follows:

City of International Falls:

The City of International Falls will contribute an amount to be determined annually after budget presentations and consultation with the Recreation Commission.

The City of International Falls will provide payroll services for the Commission. An audit of

income and expenditures or an Agreed-Upon Procedures engagement shall be performed as required by law, and included in the City of International Falls audit engagement, at the expense of the Recreation Commission.

Independent School District #361:

The School District will provide office space within their facility for the Recreation Director's office. The School District will provide all office overhead, including computer, software, internet, and utilities for use by the Recreation Director.

Activity Levy Revenue:

The purpose of the activity levy revenue is to reduce fees for school age participants; thereby, providing the children of the community with affordable recreational programs.

The total activity levy revenue is determined by taking the AMCPU of the School District times the \$74/AMCPU levy allowance (Adjusted Pupil Unit).

The School District will pay the activity levy revenue due the Recreation Commission by November 30th of each fiscal year.

The total activity levy revenue available for the fiscal year will be certified by the Independent School District Business Manager to the Recreation Commission based on adjusted pupil unit.

SECTION SEVEN - INSURANCE:

The Recreation Commission is required to maintain liability insurance with limits of \$1,000,000 per occurrence, and \$2,000,000 bodily injury.

The Recreation Commission shall carry Workers Compensation Insurance and surety bonds for all officers and employees.

SECTION EIGHT - RULES OF CONDUCT:

Any participant of a Recreation Department activity will follow current Minnesota State High School League (MSHSL) and ISD 361 policies and rules. Recreation Department activities are all activities that the Recreation Department has a part in administering. When policies refer to principal that would align with Recreation Director, and when reference is made to the school board that would refer to the Recreation Commission concerning interpretation of rules/policies dealing with student conduct and discipline.

SECTION NINE - PLAYER MOVEMENT POLICY:

In those activities where the Recreation Commission provides a team at the Jr. High level, the

student/athlete will participate at his/her respective level. A Junior High school student may compete for a high school level team (JV, Varsity) if the activity is not offered in season at the Jr. High level, or at the request of the head varsity coach of that activity.

In rare instances where upward player movement from Jr. High level to Jr. Varsity and Varsity level for team sports programs (football, volleyball, basketball, hockey, baseball, softball), the following procedures will be followed.

1. The Head Coach will initiate the proposed movement to the Recreation/Athletic Director(s).
2. The Directors will conduct a review with the affected head coaches, to determine the feasibility of the request to move up the student/athlete. Criteria to consider include is the student/athlete mature enough, skilled enough, and how will it affect the team they are leaving? A majority shall be reached to allow the movement (Athletic/Recreation Director, Head Coach, and Jr High Coach).
3. If the movement is approved, the parents and student will be notified by the Athletic Director. If parents and student do not concur with the recommendation, the process ends. If approved by parents and student, the student will be moved to the appropriate level.

Once the student has been moved, the student will have a two-week evaluation period. At the end of that time, a final decision on placement for the season will be made. The philosophy of the Recreation Commission / Falls High School Activities Department is that high school athletic teams should be made up of students primarily in grades 9-12. Every attempt will be made by coaches to recruit elementary, Jr. High school students for participation in activities. When an exception is made, the Jr. High Student will not deny a student in grades 9-12 the opportunity from being a team member for their respective teams.

SECTION TEN - DISPOSAL OF PROPERTY:

In the event that this Agreement is terminated, all property will be distributed according to M.S. 471.59. All equipment, supplies and surplus money shall be split 50/50 between the City of International Falls and School District #361.

SECTION ELEVEN - OUT CLAUSE:

This Agreement may be terminated by either party upon 90 days' notice in writing, served on the other party. Service may be by personal service or certified mail within return receipt. Agents for the service shall be Superintendent of Schools or Agent, and City Administrator or Agent.

SECTION TWELVE - EFFECTIVE DATE:

This Agreement shall be in effect from **July 1, 2018 to June 30, 2021.**

Passed by the International Falls Recreation Commission on July 18, 2018.

Signed by: _____
Recreation Commission Chairperson

Passed by the City Council of the City of International Falls on (date): August 20, 2018

Signed by: Robert W. Anderson
Mayor

Signed by: [Signature]
City Administrator

Passed by the School Board of International Falls Public Schools, ISD 361 on (date): _____

Signed by: _____
School Board Chairperson

Signed by: _____
Superintendent

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

**BOARD POLICY 102
Equal Educational Opportunity**

Adopted _____ By Reference _____

Revised _____ June 2018 _____

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district’s policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

[Note: Part of the definition of “sexual orientation” within the Minnesota Human Rights Act (MHRA) is “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness,” which is how gender identity and expression gain protection under the MHRA. Minn. Stat. §363A.03, Subd. 44.1]

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should

discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent. Any person having any questions regarding this policy should discuss it with the one of the following individuals:

Title IX Officer– Kevin Grover, Superintendent of Schools
ISD #361 District Office; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. 1112 **OR** Tim Everson, Falls High School Principal (alternate) at
218-283-2571 ext. 1104.

Human Rights Officers – Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104 **OR** Melissa Tate, Falls Elementary Principal (alternate) at 218-283-2571 ext. 1232.

Section 504 Officer (Gr. 6-12) – Marc Glowack, Dean of Students
Falls High School; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. 1110 or Melissa Tate, Elementary Principal (alternate) at 218-
283-2571 ext. 1232.

Section 504 Officer (Gr. K-5) – Melissa Tate, Elementary Principal
Falls Elementary School; 1414 15th Avenue; International Falls, MN 56649
218-283-2571 ext. 1232 **OR** Marc Glowack, Dean of Students (alternate) at 218-
283-2571 ext. 1110

- F. **A grievance procedure for complaints of discrimination may be found in the District Office and on the District website at www.isd361.k12.mn.us under “School Board”; policies; Policy #401 Procedure.**

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

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

**BOARD POLICY 205
Open and Closed Meetings**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature. ~~It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.]~~

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering, or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board’s usual meeting room if there is no principal bulletin board. The school board’s actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and

the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. ~~except when closed by the Commissioner of the Bureau of Mediation Services (BMS).~~ These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded

at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
 - c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
 - d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules ~~Ch. Part~~ 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 207 (Public Hearings)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

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

**BOARD POLICY 401
Equal Employment Opportunity**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

E. Any person having any questions regarding this policy should discuss it with the one of the following individuals:

Title IX Officer - Kevin Grover, Superintendent of Schools

ISD #361 District Office; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. **1112** **OR** Tim Everson, Falls High School Principal
(alternate) at 218-283-2571 ext. **1104**.

Human Rights –Tim Everson, Falls High School Principal at 218-283-2571 ext.
1104 **OR** Melissa Tate, Falls Elementary Principal (alternate) at 218-283-2571
ext. **1232**.

Section 504 Officer (Gr. 6-12) – Marc Glowack, Dean of Students
Falls High School; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. **1110** or Melissa Tate, Elementary Principal (alternate) at 218-
283-2571 ext. **1232**.

Section 504 Officer (Gr. K-5) – Melissa Tate, Elementary Principal
Falls Elementary School; 1414 15th Avenue; International Falls, MN 56649
218-283-2571 ext. **1232** **OR** Marc Glowack, Dean of Students Falls High
School; 1515 11th Street; International Falls, MN 56649; 218-283-2571 ext. **1110**

A grievance procedure for complaints of discrimination may be found in the District Office and on the District website at www.isd361.k12.mn.us under “School Board”; policies; Policy #401 Procedure.

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

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

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

BOARD POLICY 206

**Public Participation in School Board
Meetings/Complaints About Persons at School Board
Meetings and Data Privacy Considerations**

Adopted___By Reference_____

Revised___June 2018_____

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by ~~citizens~~ persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual

gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either

a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

A. Agenda Items

1. ~~Citizens~~ **Persons** who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The ~~citizen~~ **person** should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. ~~Citizens~~ **Persons** who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

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

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

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

Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

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

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

**BOARD POLICY 525
Violence Prevention**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district **is** to strictly enforce its weapons policy (Policy 501).
- B. ~~It is~~ The policy of the school district **is** to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the Harassment and Violence policy (Policy 413) will be subject to the procedures set forth in the

Student Dress and Appearance Policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner. (Policy 504)

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- D. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish clear school rules that prevent and deter violence.

- G. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- H. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- I. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- J. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- K. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- L. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- M. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- N. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- O. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- P. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including ~~mental health workers, family/home interventionists, counselors~~, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment. (Policy 507).

Legal References: [Minn. Stat. § 13.43, Subd. 16 \(School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact\)](#)
[Minn. Stat. § 120B.22 \(Violence Prevention Education\)](#)
[Minn. Stat. § 120B.232 \(Character Development Education\)](#)
[Minn. Stat. § 120B.234 \(Child Sexual Abuse Prevention Education\)](#)
[Minn. Stat. § 121A.05 \(Policy to Refer Firearms Possessor\)](#)
[Minn. Stat. § 121A.035 \(Crisis Management Policy\)](#)
[Minn. Stat. §§ 121A.40 - 121A.56 \(Pupil Fair Dismissal Act\)](#)
[Minn. Stat. § 121A.44 \(Expulsion for Possession of Firearm\)](#)
~~[Minn. Stat. § 121A.57 \(Crisis Management Policy\)](#)~~
[Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)
[Minn. Stat. § 121A.64 \(Notification\)](#)
[Minn. Stat. § 121A.69 \(Hazing Policy\)](#)
[Minn. Stat. § 181.967, Subd. 5 \(School District Disclosure of Violence or Inappropriate Sexual Contact\)](#)
[18 U.S.C. § 921 \(Definition of Firearm\)](#)
[20 U.S.C. § 1400 et seq. \(Individuals with Disabilities Education Improvement Act of 2004\)](#)

~~20 U.S.C. 1401 et. seq. (IDEA, Individuals with Disabilities Act)~~
29 U.S.C. § 794 et. seq. (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 31 (1969)
Stephenson v. Davenport Community School District, 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School I.S.D. No. 3, 804 F.Supp. 1415, 78 Educ. L. Represent. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 822, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (**School Weapons Policy**)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing **Prohibition**)
MSBA/MASA Model Policy 529 (**Staff Notification of Violent Behavior by Students**)

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

**BOARD POLICY 509
Enrollment of Nonresident Students**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. ~~It is~~ The purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

- A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
 2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
 3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:
1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a

pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

D. Application. The student and parent or guardian must complete and submit ~~an a~~ ~~Application for Enrollment~~ School District Enrollment Options Program ~~application~~ developed by the Minnesota Department of Education (~~that enrollment form follows this policy~~), and available on their website (education.mn.gov). Go to "Students and Families," then under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."

E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. ~~Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery.~~ The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;

2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under ~~16~~17 years of age who is absent from attendance at school without lawful excuse for seven school days **in a school year** if the child is in elementary school or for one or more class periods on seven school days **in a school year** if the child is in middle school, junior high school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days **in a school year** and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse

for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

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

**BOARD POLICY 419
Tobacco-Free Environment**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

[Note: School Districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, ~~or~~ tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance **intended for human consumption**, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, **including, but not limited to**, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking **or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.**
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any other manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411 – 144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws. Ch.82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

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

**BOARD POLICY 421
Gifts to Employees**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. ~~It shall be a violation of this policy for~~ A violation of this policy occurs when any employee ~~to~~ solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature ~~or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment.~~ The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.

- F. An elected or appointed member of a school board, a school superintendent, school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee;
Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest - School Board
Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

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

**BOARD POLICY 504
Student Dress and Appearance**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
 2. Clothing that does not create a health or safety hazard.
 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following: [\(See the student handbook for additional information\)](#)
1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of

religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

5. Any apparel or footwear that would damage school property.
- D. **Hats Headgear, including hats or head coverings**, are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations, **student religious practice or belief**).
- E. ~~It is not~~ The intention of this policy **is not** to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir.2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Circ. 2008)
Stephenson v. Davenport Community School District, 110 F.3d 1303 (8th Cir. 1997)

B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)

D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)

Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)

Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)

McIntire v. Bethel School, I.S.D. No. 3, 804 F. Supp. 1415, ~~78 Educ. L.Rep. 828~~ (W.D. Okla. 1992)

Hicks v. Halifax County Board of Educ., ~~No. 98-CV-981-BR~~ 93 F.Supp.2d 649 (E.D.N.C. 1999)

Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F. Supp. ~~822~~ 820 ~~Educ. L. Rep. 205~~ (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

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

**BOARD POLICY 723
Stock Epinephrine**

Adopted: _____

Revised:

STOCK EPINEPHRINE POLICY AND PROCEDURE

Overview

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can occur up to one to two hours after exposure to the allergen.

Anaphylaxis policy (Severe allergic reaction)

This policy is based upon the epinephrine auto-injector law as set forth in MS 121A.2207 and MS 121A.2205. This policy is adopted from the Minnesota Department of Health to provide: epinephrine 0.15 mg and epinephrine 0.3 mg age and weight appropriate doses of auto-injectable epinephrine (hereinafter called ‘unassigned or stock epinephrine’) for each school, to be administered by a school nurse or school board employees/staff that are trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction. This policy covers the incidence of anaphylactic reactions on school premises, during the instructional day, during school sponsored activities on school grounds and during school sponsored activities outside of the academic day on school grounds (sporting events, extra-curricular activities, etc.).

The licensed school nurse will be in charge of the anaphylaxis program. The licensed school nurse and licensed practical nurse shall routinely assess the adequacy of stock supplies and reorder as needed from the appropriate licensed pharmaceutical wholesaler in accordance with the Minnesota pharmacy regulations.

Liability

According to Minnesota Statutes 121A.2205, a school district and its agents and employees are immune from liability for any act or failure to act, made in good faith, in implementing the law.

Students with known life threatening allergies

Parents/guardians of students with known life threatening allergies and/or anaphylaxis must provide the school with medication and written instructions from the students’ health care

provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. *This anaphylaxis policy is not intended to replace student specific orders or parent/guardian provided individual medications.*

It is the policy of the International Falls Public Schools to accommodate a student's need to possess or have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day. A student, student's parent/guardian, school staff, the school nurse, those responsible for student health care, and the prescribing medical professional will develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to: possess epinephrine auto-injectors; or if unable to possess the epinephrine auto injector, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

Symptoms of anaphylaxis

- Shortness of breath or tightness of chest; difficulty in or absence of breathing
- Sneezing, wheezing or coughing
- Difficulty swallowing
- Swelling of lips, eyes, face, tongue, throat or elsewhere
- Low blood pressure, dizziness and/or fainting
- Heart beat complaints: rapid or decreased
- Blueness around lips, inside lips, eyelids
- Sweating and anxiety
- Itching, with or without hives; raised red rash in any area of the body
- Skin flushing or color becomes pale
- Hoarseness
- Sense of impending disaster or approaching death
- Loss of bowel or bladder control
- Nausea, abdominal pain, vomiting and diarrhea
- Burning sensation, especially face or chest
- Loss of consciousness

Although anaphylactic reactions typically result in multiple symptoms, reactions may vary. A single symptom may indicate anaphylaxis. **Epinephrine should be administered promptly at the first sign of anaphylaxis. It is safer to administer epinephrine than to delay treatment for anaphylaxis.**

Identifying the sensitive individuals

If your staff, students or others will be facing possible exposure to insect stings or other allergies (in school settings, camps, tour groups, or outdoor settings such as forests, etc.), and/or may be remote from medical assistance, it is recommended that:

- Make EVERY EFFORT to identify beforehand who in the group has a history of allergic reactions (to insects, foods, etc.). This information should be obtained from the student, parent/guardian and/or licensed health care provider as appropriate.
- Obtain signed forms allowing emergency treatment.

Know how to access emergency medical help, including:

- Location of nearest hospital;
- Location of nearest Emergency Medical Services (EMS) response unit and response time; and
- Determine ahead of time how you will call for help (e.g., cell phone, radio).

If a person has had an anaphylactic reaction in the past, it is possible that his or her next exposure to the allergen (for instance to bee stings or peanuts) may cause a more severe reaction.

Training

The local district school board shall assure that assigned employees are appropriately trained in recognizing signs and symptoms of anaphylaxis and the administration of auto-injectable epinephrine when needed. The local school board is also responsible for identifying staff training needs related to recognizing anaphylaxis and administering epinephrine when needed and accommodate a student's need to have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day. Under the law, only school personnel can administer epinephrine to a student/individual if in good faith it is determined that person is experiencing an anaphylactic reaction. It is important to determine how often the training is to be completed. Usually, training is conducted annually, with evidence based curriculum based on professional guidelines and/or standards. Qualified trainers could be the licensed school nurse, local emergency medical providers, allergists, and hospital emergency room nurses, to name a few. All school staff successfully trained should be documented as to date of training, written test score and of skills demonstration score. All training will be renewed annually. It is recommended that thought should be given to strategic placement/location of trained school staff available throughout the school during the course of the instructional day.

Ability to stock and store

See MS 121A.2207 LIFE-THREATENING ALLERGIES IN SCHOOLS; STOCK SUPPLY OF EPINEPHRINE AUTO-INJECTORS.

Subdivision 1. Districts and schools permitted to maintain supply. Notwithstanding section 151.37, districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

Subd. 2. Arrangements with manufacturers. A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

History: 2013 c 116 art 3 s 8

How epinephrine auto injectors are supplied and stored

The epinephrine prescription will be filled as an auto injector device. In 2013, revisions to the Minnesota State Statutes 121A.2207 allow for schools to stock and administer epinephrine auto injectors.

A few different brands are available for use: EpiPen®, Auvi-Q®, Twinject®, and other generic brands. It is important to know which epinephrine auto injector you will be using, since the Minnesota Department of Health, School Health Nursing, 2014 4 method for administration differs between manufacturers. In a school setting, the licensed school nurse or licensed drug wholesaler or drug manufacturer will be able to give you this information. Epinephrine should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 59-86 degrees F). Epinephrine should not be maintained in a locked cabinet or behind locked doors. Staff should be made aware of the storage location in each school.

Do not store it in a refrigerator. The epinephrine auto- injector must be protected from freezing or from exposure to extreme heat or cold. Exposure to sunlight will hasten deterioration of epinephrine more rapidly than exposure to room temperatures.

The school district shall maintain a sufficient number of extra doses of epinephrine for replacement of used or expired school stock on the day it is used or discarded.

Each school should maintain documentation that stock epinephrine auto-injectors have been checked on a regular (monthly) basis to ensure proper storage, expiration dates, and medication stability.

Discard them in a sharps container. Inspect each auto-injector for the following:

- The solution should be clear and without particles. Solution that appears cloudy discolored (brown) or with particles should not be used and must be replaced.
- The auto-injector should be in date and not expired. Expired auto-injectors should not be used.

How epinephrine is administered

A pre-measured dose of epinephrine is delivered via an auto-injector into the outside of the outer thigh. This site is a safe site for an injection. The auto-injector is designed to work through clothing for all ages.

The typical dose of epinephrine is 0.3 milligrams for adults. The epinephrine dosing for children is based on weight. Younger children may require a smaller dose with the use of a pediatric auto-injector device.

Weight*	Grade (if weight is unknown)	Age (if weight is unknown)	Epinephrine Dosage	Epinephrine Device Formulation
Less than 55 lbs (25kg)	Pre-Kindergarten through 2nd grade	Less than 8 years of age	0.15 mg	Junior dose 0.15 mg
Greater than or equal to 55 lbs (25 kg)	3rd grade through 12th grade	8 years of age or older	0.3 mg	Adult dose 0.3 mg

- **NOTE-If body weight is known, then dosing by weight is preferred. If weight is not known or not immediately available without delay, dosing by age or grade is appropriate. Do not delay administering epinephrine to obtain weight.**

Responding to anaphylaxis

If student-specific orders are on file they should be followed for students with known life threatening allergies and/or anaphylaxis.

For suspected anaphylaxis without specific orders:

1. Based on symptoms, determine that an anaphylactic reaction is occurring.
2. Act quickly. It is safer to give epinephrine than to delay treatment. **This is a life and death decision.**
3. Determine the proper dose and administer epinephrine. Note the time.
4. Direct someone to call 911 and request medical assistance. Advise the 911 operator that Anaphylaxis is suspected and that epinephrine has been given.
5. Stay with the person until emergency medical services (EMS) arrives.
6. Monitor their airway and breathing.
7. Reassure and calm person as needed.
8. Call School Nurse/Front Office school personnel and advise of situation.
9. Direct someone to call parent/guardian.
10. If symptoms continue and EMS is not on the scene, administer a second dose of epinephrine 5 to 15 minutes after the initial injection. Note the time.

11. Administer CPR if needed.
12. EMS to transport individual to the emergency room. Document individual's name, date, and time the epinephrine was administered on the used epinephrine auto-injector and give to EMS to accompany individual to the emergency room.
13. Even if symptoms subside, 911 must still respond and individual must be evaluated by a Physician. A delayed or secondary reaction may occur.
14. Document the incident and complete the incident report.
15. Replace epinephrine stock medication as appropriate.
16. There should be diagrams of all the epinephrine auto injector options available for school staff to view.

Post Event Actions

- Once/at the same time epinephrine is administered, local Emergency Medical Services (911) shall be activated and the student transported to the emergency room for follow care.
- Remember to Note: In some reactions, the symptoms go away, only to return one to three hours later. This is called a "biphasic reaction." Often these second-phase symptoms occur in the respiratory tract and may be more severe than the first-phase symptoms. Therefore, follow up care with a health care provider is necessary. The student will not be allowed to remain at school or return to school on the day epinephrine is administered.
- Notify family (parents/guardians)
- Document the event
- Complete incident report
- Replace epinephrine stock medication immediately

Legal Reference: MINNESOTA STATUTES 2015

121A.2207 LIFE THREATENING ALLERGIES IN SCHOOLS; STOCK SUPPLY OF EPINEPHRINE AUTO-INJECTORS.

Subdivision 1. Districts and schools permitted to maintain supply. Notwithstanding section 151.37, districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is

determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

Subd. 2. Arrangements with manufacturers. A district of school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

History: *2013 c 116 art 3 s 8*

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361
BOARD POLICY 723 - Stock Epinephrine Attachment A**

Protocol for Treatment of Symptoms of Anaphylaxis -

Epinephrine Autoinjector Administration by School Health Professionals and Trained Personnel

Adopted from the National Association of School Nurses

For School Age Children – Pre-Kindergarten - Grade 12

ARE SIGNS AND SYMPTOMS OF POSSIBLE ANAPHYLAXIS PRESENT AND WAS THERE AN EXPOSURE TO A POSSIBLE TRIGGER? (food, insect sting, latex, medication or other trigger). Have someone else contact the school nurse immediately. Stay with the student and administer epinephrine if needed.

If YES (symptoms are present), proceed with this protocol.

If the student has an **Emergency Care Plan**, follow the plan immediately.

<u>Are any of these signs and symptoms present and severe?</u>	<u>Or is there a COMBINATION of symptoms from different body areas?</u>
	SKIN: Hives, itchy rashes, swelling (eyes, lips)
LUNG: Short of breath, wheeze, repetitive cough	GUT: Vomiting, cramping pain, diarrhea
HEART: Pale, blue, faint, weak pulse, dizzy, confused	HEENT: Runny nose, sneezing, swollen eyes, phlegmy throat
THROAT: Tight, hoarse, trouble breathing/swallowing	OTHER: Confusion, agitation, feeling of impending doom
MOUTH: Obstructive swelling (tongue and/or lips)	If YES, quickly follow the protocol below:
SKIN: Hives over body	If No, see Signs, Symptoms & Triggers

DO NOT DELAY TREATING ANAPHYLAXIS. When in doubt, give epinephrine. Contact the School Nurse immediately.

Treating anaphylaxis in the first few minutes can save a life. Not all anaphylaxis has skin symptoms.

Follow the building emergency response plan/protocol and:

1. IMMEDIATELY ADMINISTER EPINEPHRINE AUTO-INJECTOR PER STANDING ORDER:

- 0.15 mg - body weight less than 55 pounds (*see reverse page if weight unknown*)
- 0.3 mg - body weight 55 pounds or more
- Inject into middle outer side of upper leg, note time and site of injection
- *Stay with student and monitor closely*

2. Designate a person to call Emergency Medical System (911) and request ambulance with epinephrine

3. Designate a person to notify, school administration and student's emergency contact(s)

4. Stay with and observe student until EMS (ambulance) arrives.

- Maintain airway, monitor circulation, start CPR as necessary.
- Do not have the student rise to an upright position.
- Consider lying on the back with legs elevated, but alternative positioning is needed for vomiting (side lying, head to side) or difficulty breathing (sitting).
- Observe for changes until EMS arrives.

5. IF NO IMPROVEMENT OR IF SYMPTOMS WORSEN IN ABOUT 5 OR MORE MINUTES, ADMINISTER A SECOND EPINEPHRINE DOSE

- Provide EMS with identifying information, observed signs and symptoms, time epinephrine administered, used epinephrine auto-injector to take with to the hospital
- **Transport to the Emergency Department via EMS even if symptoms seem to get better.** Students should always be transported to the hospital following administration of epinephrine. They are at risk for a secondary or biphasic reaction which may require immediate treatment (as many as 1/3 of children will experience a secondary reaction).

After an emergency event:

- Make sure parents/guardians are notified. Follow up with family - evaluate plan.
- In the case of the student with known history, discuss how exposure occurred and if new allergen avoidance measures are needed. For students with no previous history of anaphylaxis, consider developing an IHP in collaboration with the PCP for possible future occurrences.
- Complete documentation per district policy.
- Make sure replacement epinephrine auto-injector is obtained.
- Review response and emergency communication, update as needed to improve outcomes.

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

BOARD POLICY 723 - Stock Epinephrine Attachment

Report of Epinephrine Administration

Recipient Demographics and Health History

1. Name: _____
2. Age: _____
3. Type of Person: Student Staff Visitor
4. History of severe or life-threatening allergy:
 Yes, known by student family Yes, known by school Unknown
5. If yes, was allergy action plan available at school? Yes No Unknown

School Plans and Medical Orders

1. Individual Health Care Plan (IHCP) in place? Yes No Unknown
2. Written school district policy on management of life threatening allergies in place?
 Yes No Unknown
3. If a student, does the student have a specific order for epinephrine?
 Yes No Unknown
4. Expiration date of epinephrine _____

Epinephrine Administration Incident Reporting

1. Date/Time of occurrence: _____
2. Vital signs: BP ___/___ Temp ___ Pulse ___ Respirations _____
3. If known, specify trigger that precipitated this allergic episode: _____
4. If it was a food trigger, please note type of exposure, i.e., ingested, touched, inhaled, unknown:

5. Where did the reaction begin: _____
6. How did the exposure occur: _____
7. Symptoms: (Circle all that apply)
 - ❖ **Respiratory:** cough/difficulty breathing/hoarse voice/nasal congestion/runny nose/oral swelling/shortness of breath/noisy breathing/chest or throat tightness/wheezing
 - ❖ **Gastrointestinal:** abdominal discomfort/diarrhea/difficulty swallowing/oral itching/nausea/vomiting
 - ❖ **Skin:** angioedema/flushing/itching/rash/hives/lip swelling/pale
 - ❖ **Cardiac/Vascular:** chest discomfort/cyanosis/dizziness/faint or weak pulse/headache hypotension/tachycardia
 - ❖ **Other:** diaphoresis/irritability/loss of consciousness/metallic taste/red eyes/sneezing

8. Location where epinephrine administered: __ Health Office __ Other specify _____
9. Location of epinephrine storage: _____
10. Epinephrine administered by: _____
11. Was the injector formally trained: _____
12. Time elapsed between onset of symptoms and communication of symptoms: _____
13. Time elapsed between communication of symptoms and epinephrine administration: _____
14. Time parents notified: _____
15. Was a second dose of epinephrine required: _____ If yes, what time _____
16. Who administered the second dose of epinephrine: _____

Disposition

1. EMS notified at: (time) _____
2. Who notified EMS: _____
3. What time did EMS arrive: _____
4. Was the student/staff/visitor transferred to ER: _____
5. Who transferred the student/staff/visitor: _____
6. Did parents present at the school: _____
7. Student/Staff/Visitor outcome: _____

School Follow-up

1. If first reaction, was the individual prescribed epinephrine: _____
2. Did the individual follow up with a care provider: _____
3. Has an Emergency Action Plan been developed for the individual: _____
4. Recommendations for change, i.e., protocol change, policy change, educational change:

5. Names of parties involved: _____

6. Form completed by: _____

Date: _____

Title: _____

Phone number: _____

RESOLUTION FOR ACCEPTANCE OF GIFTS AND 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 or donations that meet the goals and objectives of the School District;

Whereas, Minnesota Statute §465.03 states the School Board 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, the School Board of International Falls Public Schools, ISD #361, accepts with appreciation the following gifts, donations or grants received by the School District:

District donations received:

PCA Mill for 2019 6 th Grade Class Trip	\$2,500.00
PCA Mill In Memory of Derek White for Hockey Jerseys	\$1,800.00
MN Historical Society for 5 th Grade Field Trip Transportation	\$216.00

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

Superintendent Goals
2018 - 19

- 1) Academic Goal: This goal will be developed with the Qcomp plan and be the same goal that is used by teachers and principals.
- 2) Work to learn more about Learning Sciences International (LSI) and participate in trainings as needed and be a part of the administrative team to make this a successful endeavor. Participate in the majority of trainings in the district and be an active part of this program.
- 3) Spend a minimum of 1 hour a month observing students in settings that are not frequently observed by the superintendent to gain knowledge and experience of these student groups. Examples would be ALC, Indian Education class, Special Education class, Honors class, Remediation class, etc. Goal is focused on getting out of the office to observe students and learn from the experiences.