

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, October 15, 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___	

Approval of Agenda

1. Approve agenda as presented. Motion by ___, seconded by ___. Motion carried / failed.

Open Forum

1. Public Open Forum
2. Presentation of the Elk's September students of the month: Breanna O'Loughlin and Hunter Wilson
3. Presentation of the Elk's October students of the month: Amelia Stewart and Caleb Hostetter

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 September 17, 2018. 3
2. Approve current accounts payable due in amount of \$953,712.90 5
3. Approve payroll in amount of \$400,341.44 for pay periods September 28th and October 12th.
4. Approve hire of Kathleen Tompkins as the hourly choir instructor for the 2018-2019 school year. Effective September 4, 2018.
5. Accept resignation from Ashley Goff, Paraprofessional, effective October 17, 2018.
6. Recognize Jeremy Mann as Volunteer Wrestling Coach for the 2018-2019 school year.
7. Approve hire of Michele McDonald as Girls Varsity Head Hockey Coach for the 2018-2019 season, contingent upon getting a head coach certification.
8. Accept resignation of Ashley Larson, Paraprofessional, effective October 12, 2018.
9. Accept resignation due to retirement from Brenda Rasmussen, Assistant Cook, effective October 12, 2018.
10. Approve hire of Paul Fearing as hourly Bus Driver effective October 15, 2018.

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11. Accept resignation of Joe Carlson as hourly Bus Driver effective September 17, 2018.
12. Recognize Alicia Hendrickson as a Volunteer Cross Country Coach for the 2018-2019 season.
13. Second reading of School Board Policy 525 - Violence Prevention. 24
14. Second reading of School Board Policy 509 - Enrollment of Nonresident Students. 30
15. Second reading of School Board Policy 419 - Tobacco-Free Environment. 34
16. Second reading of School Board Policy 421 - Gifts to Employees and School Board Members. 37
17. Second reading of School Board Policy 504 - Student Dress and Appearance. 39
18. Second reading of School Board Policy 723 - Stock Epinephrine. 42
19. Approve the concurrent enrollment agreement with Mesabi Range College for the 2018-2019 school year. 53
20. Approve Memorandum of Agreement for Student Training Experience/Internship for Non-Allied Health Programs with Bemidji State University. 61
21. Approve agreement with Commercial Refrigeration for replacement of chiller in Bronco Arena at cost not to exceed \$100,000. 69
22. Approve proposal from Up North Builders for Bronco Arena drainage and damp proofing project. 70

Action Items

1. Resolution Acceptance of Gifts and Donations. Moved by ___, seconded by ___. Motion carried / failed. 72

Administrative Reports

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

Reopen and Adjournment

1. Motion by ___, then seconded by ___ to adjourn meeting at _____. Motion carried / failed.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, September 17, 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, September 17, 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, Ted Saxton, Toni Korpi and Kevin Grover. Absent: Roxanne Skogstad-Ditsch , Ella Bahr-Jefferis

Approval of Agenda:

Motion by Terry Murray then seconded by Toni Korpi to approve the agenda as amended with additions of items 27 to 30. Motion carried 6-0.

Open Forum:

1. Public Open Forum: None

Consent Agenda:

Motion by Mike Holden then seconded by Terry Murray to approve the Consent Agenda as presented. Motion carried 6-0.

1. Approve past meeting minutes for the Regular School Board Meeting of August 20, 2018.
2. Approve current accounts payable due in amount of \$1,043,960.70.
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.
5. Approve the District's Rest Break and Meal Break Policy.
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: Seth Bjornrud, Cody Hallin and 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.
13. Approve the 2018-2019 PSEO agreement with Mesabi Range College.
14. Accept resignation of Sandra Jean, Paraprofessional, effective September 25, 2018.
15. Accept resignation of Jerry Bolstad as Girls Hockey Head Coach for the 2018-2019 season effective immediately.
16. Approve the Joint Powers Agreement with the City of International Falls to operate the Recreation Commission.
17. Second reading of School Board Policy 102 - Equal Education Opportunity.
18. Second reading of School Board Policy 205 - Open Meetings and Closed Meetings.
19. Second reading of School Board Policy 401 - Equal Employment Opportunity.
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.
21. First reading of School Board Policy 525 - Violence Prevention.
22. First reading of School Board Policy 509 - Enrollment of Nonresident Students.
23. First reading of School Board Policy 419 - Tobacco-Free Environment.
24. First reading of School Board Policy 421 - Gifts to Employees and School Board Members.
25. First reading of School Board Policy 504 - Student Dress and Appearance.
26. First reading of School Board Policy 723 - Stock Epinephrine.

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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. Moved by Toni Korpi, seconded by Terri Murray to approve the Resolution of Gifts and Donations. Motion carried 6-0.
2. Motion by Mike Holden to approve the proposed certified 18 Pay 19 levy at the maximum allowed amount, then seconded by Heather McBride. Motion carried 6-0
3. Motion by Terry Murray, then seconded by Toni Korpi to 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 carried 6-0.

Administrative Reports:

1. Melissa Tate, Elementary Principal: Enrollment is 528 PK-5, elementary students will participate in homecoming parade this week; national walk to school day October 10th; good start to school year. Mr. Pete Foundation gave donation to be used for peaceful playgrounds to purchase stencils for different play / games areas on FES playground;
2. Tim Everson, Secondary Principal: Report given by Kevin Grover, Superintendent – Overall good start to school year; additional tech support is helping; food service off to good start; change in no parking in front of FHS is overall going well, can use as drop off, but can't sit and wait in front for student;
3. Kevin Grover, Superintendent: PCA donating money to support community involvement in homecoming, so football game and volleyball game will be free admission for all; Superintendent goals are done; toilet papering of the school: does board want to pursue having a discipline policy? The a District does not condone this activity; Q-comp goal – test scores are now available, reviewed scores.
4. Ella Bahr-Jefferis, Student Representative: no report.
5. Committee Reports: no reports.
 - a) Need monthly Community Ed Report from Rachel on activities and participation numbers.

Building Tour:

1. Motion by Heather McBride then seconded by Toni Korpi to tour the school buildings at 5:43 p.m. Motion carried 6-0.

Reopen and Adjournment:

1. Motion by Heather McBride, then seconded by Toni Korpi to reconvene meeting in FHS Cafeteria and adjourn meeting at 6:30 p.m.. Motion carried 6-0.
- 2.

Approved Minutes:

District Clerk

Date

Board Chair

Date

Payables Summary
October 15, 2018

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
4957	E-G CC Boosters	9/11/2018	CC 9/13/18	CC ENTRY FEE 9/13/18		0 \$ 85.00
4958	KING OF THE ROAD ENTERTAINMENT	9/11/2018	HOMECOMING 9/2	HOMECOMING DJ 9/22/18		0 \$ 600.00
4959	SPOTTS, Dan	9/11/2018	G SWIM 9/11/18	G SWIM OFFICIAL 9/11/18		0 \$ 85.00
4960	AFT Local #331	9/14/2018	20180914ADDUE1	Payroll accrual		0 \$ 3,065.08
	AFT Local #331	9/14/2018	20180914ADDUE1	Payroll accrual		0 \$ 93.66
4961	Falls Education Foundation	9/14/2018	20180914ADFEF	Payroll accrual		0 \$ 25.00
4962	MN Child Support Payment Center - N	9/14/2018	20180914ADCSUP	Payroll accrual		0 \$ 44.40
4963	MN Child Support Payment Center - S	9/14/2018	20180914ADcsp11	Payroll accrual		0 \$ 315.64
4964	United Way of Northeastern MN	9/14/2018	20180914ADUWAY	Payroll accrual		0 \$ 5.00
4965	UNIVERSITY OF NORTH DAKOTA	9/13/2018	Taylor J. Nelson	Taylor J. Nelson - All Class Reunion Scholarship 2017-18		0 \$ 500.00
4966	VAKE, Kathy	9/13/2018	VOLLEYBALL 9/13/18	VOLLEYBALL OFFICIAL 9/13/18		0 \$ 90.00
4967	VAKE, TRAVIS	9/13/2018	VOLLEYBALL 9/13/18	VOLLEYBALL OFFICIAL 9/13/18		0 \$ 193.88
4968	CDW Government	9/14/2018	NSH5148	Supplies	6051900018	\$ 645.60
4969	KANNON COMMUNICATIONS	9/14/2018	4358	First Class Host Services	6051900024	\$ 3,000.00
4970	RAINY LAKE ONE STOP	9/14/2018	24358	Tire ReMount		0 \$ 58.00
	RAINY LAKE ONE STOP	9/19/2018	24358	Tire ReMount		0 \$ (58.00)
4971	TRIARCO ARTS & CRAFTS INC	9/14/2018	67012	CLASSROOM SUPPLIES/EQUIPMENT	2121900000	\$ 49.46
4972	GRIGGS, Lauren	9/14/2018	FOOTBALL 9/14/18	FOOTBALL OFFICIAL 9/14/18		0 \$ 85.00
	GRIGGS, Lauren	9/19/2018	FOOTBALL 9/14/18	FOOTBALL OFFICIAL 9/14/18		0 \$ (85.00)
4973	PELTIER, GREG	9/14/2018	FOOTBALL 9/14/18	FOOTBALL OFFICIAL 9/14/18		0 \$ 85.00
4974	POEGEL, Joe	9/14/2018	FOOTBALL 9/14/18	FOOTBALL OFFICIAL 9/14/18		0 \$ 85.00
4975	TAYLOR, Jason	9/14/2018	FOOTBALL 9/14/18	FOOTBALL OFFICIAL 9/14/18		0 \$ 85.00
4976	VAADELAND, HAAKON	9/14/2018	FOOTBALL 9/14/18	FOOTBALL OFFICIAL 9/14/18		0 \$ 264.85
4977	Further	9/17/2018	38788556	Medical FSA: 09/08/2018 - 9/14/2018		0 \$ 1,525.00
4978	Anderson, Randy	9/17/2018	JV FOOTBALL 9/17/18	JV FOOTBALL OFFICIAL 9/17/18		0 \$ 45.00
4979	Dahlin, Randy	9/17/2018	JV FOOTBALL 9/17/18	JV FOOTBALL OFFICIAL 9/17/18		0 \$ 45.00
4980	KEEP ENTERPRISES INC	9/20/2018	24358	Tire ReMount		0 \$ 58.00
4981	BOYUM, STEVE	9/21/2018	52118	Blackdirt		0 \$ 900.00
4982	INTERMEDIATE DISTRICT 287	9/21/2018	76195	17/18 ALC Billing		0 \$ 7,045.72
4983	ISD # 882	9/21/2018	4099	C & T Tuition		0 \$ 3,590.02

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
4984	ISD #318	9/21/2018	17/18	17/18 Tuition Billing		0 \$ 3,608.26
4985	MESABI EAST SCHOOLS	9/21/2018	1385	FY18 Sped Shared Services		0 \$ 10,680.28
	MESABI EAST SCHOOLS	9/21/2018	1385	FY18 Sped Shared Services		0 \$ 4,902.97
4986	Northern Office Outfitters	9/21/2018	5901	HEWCF237A Toner		0 \$ 229.99
4987	NORTHLAND LEARNING CENTER	9/21/2018	4165	FY18 Speech Partners 4/23-5/6/18		0 \$ 3,364.08
	NORTHLAND LEARNING CENTER	9/21/2018	4173	FY18 Speech Partners 6/4-6/17/18		0 \$ 620.50
	NORTHLAND LEARNING CENTER	9/21/2018	4175	FY18 Speech Partners 5/21-6/2/18		0 \$ 1,143.69
	NORTHLAND LEARNING CENTER	9/21/2018	4157	FY18 Speech Partners 5/7-5/20/18		0 \$ 3,327.63
	NORTHLAND LEARNING CENTER	9/21/2018	4242	FY18 EC Teacher Salary & Benefits		0 \$ 15,478.90
	NORTHLAND LEARNING CENTER	9/21/2018	4242	FY18 EC Teacher Salary & Benefits		0 \$ 2,571.83
4987	NORTHLAND LEARNING CENTER	9/21/2018	4295	FY18 ASD Consultant Sal & Bene		0 \$ 3,990.12
	NORTHLAND LEARNING CENTER	9/21/2018	4295	FY18 ASD Consultant Sal & Bene		0 \$ 435.59
	NORTHLAND LEARNING CENTER	9/21/2018	4229	FY18 Teacher Contracted		0 \$ 1,032.75
	NORTHLAND LEARNING CENTER	9/21/2018	4210	FY18 Achievement Assessor		0 \$ 6,152.58
	NORTHLAND LEARNING CENTER	9/21/2018	4210	FY18 Achievement Assessor		0 \$ 525.39
	NORTHLAND LEARNING CENTER	9/21/2018	4191	FY Psychologist Sal & Bene		0 \$ 14,909.67
	NORTHLAND LEARNING CENTER	9/21/2018	4191	FY Psychologist Sal & Bene		0 \$ 4,623.91
	NORTHLAND LEARNING CENTER	9/21/2018	4288	D/HH/V Teacher Sal & Bene		0 \$ 3,273.04
	NORTHLAND LEARNING CENTER	9/21/2018	4288	D/HH/V Teacher Sal & Bene		0 \$ 1,354.57
	NORTHLAND LEARNING CENTER	9/21/2018	4288	D/HH/V Teacher Sal & Bene		0 \$ 17.84
	NORTHLAND LEARNING CENTER	9/21/2018	4288	D/HH/V Teacher Sal & Bene		0 \$ 7.61
	NORTHLAND LEARNING CENTER	9/21/2018	4282	FY18 Targeted Services		0 \$ 18,429.60
4988	ARROWHEAD LIBRARY SYSTEM	9/21/2018	7008	Library Catalog System	6201900000	\$ 625.00
4989	AUTO VALUE PARTS INC	9/21/2018	138028950	Transpor; Paint Hardener		0 \$ 27.98
4990	COCA-COLA BOTTLING CO	9/21/2018	570069	FHS; Smart Drinks		0 \$ 695.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	COCA-COLA BOTTLING CO	9/21/2018	864289	FHS; Smart Drinks	0	\$ 85.50
	COCA-COLA BOTTLING CO	9/21/2018	570069	FHS; Smart Drinks	0	\$ 51.30
4991	FRIENDS GARBAGE SERVICE, LLC	9/21/2018	9125655	Garbage Pickups	8101900016	\$ 2,456.42
4992	Fun Express, LLC	9/21/2018	691698767-01	Supplies for Mandi Baron	1301900011	\$ 156.29
4993	HOUGHTON MIFFLIN	9/21/2018	953864246	Reading Curriculum for 2018-19 School Year	1301900002	\$ 981.71
	HOUGHTON MIFFLIN	9/21/2018	953864246	Reading Curriculum for 2018-19 School Year	1301900002	\$ 4,605.11
4994	Marco Technologies LLC	9/21/2018	366132173	FES; Color Copy Machine C458	1301900001	\$ 330.98
	Marco Technologies LLC	9/21/2018	366131605	FHS; B & W Copy Machine 754E	3001900015	\$ 2,446.46
4995	MN ENERGY RESOURCES CORP	9/21/2018	090418FES	FES; Natural Gas Services	8101900010	\$ 482.55
	MN ENERGY RESOURCES CORP	9/21/2018	90518	FHS; Natural Gas Services	8101900010	\$ 141.09
	MN ENERGY RESOURCES CORP	9/21/2018	90518	FHS; Natural Gas Services	8101900010	\$ 47.03
	MN ENERGY RESOURCES CORP	9/21/2018	90518	FHS; Natural Gas Services	8101900010	\$ 26.02
4996	MN POWER	9/21/2018	91018	Electricity Bill	8101900026	\$ 348.81
	MN POWER	9/21/2018	91018	Electricity Bill	8101900026	\$ 1,038.60
	MN POWER	9/21/2018	91018	Electricity Bill	8101900026	\$ 1,755.17
	MN POWER	9/21/2018	91018	Electricity Bill	8101900026	\$ 1,516.51
	MN POWER	9/21/2018	91018	Electricity Bill	8101900026	\$ 5,265.51
	MN POWER	9/21/2018	91018	Electricity Bill	8101900026	\$ 325.04
4997	OFFICE DEPOT	9/21/2018	2.00251E+11	OFFICE SUPPLIES	3001900019	\$ 117.54
	OFFICE DEPOT	9/21/2018	1.9432E+11	OFFICE SUPPLIES	3001900017	\$ 28.70
	OFFICE DEPOT	9/21/2018	1.9432E+11	OFFICE SUPPLIES	3001900017	\$ 162.92
4998	RAINY LAKE MEDICAL CENTER	9/21/2018	3238	PT/OT Therapies Services	3001900024	\$ 4,582.98
4999	RENAISSANCE LEARNING INC	9/21/2018	4426307	Renaissance Learning Renewal	6051900022	\$ 7,675.80
	RENAISSANCE LEARNING INC	9/21/2018	4426308	Renaissance Learning Renewal	6051900022	\$ 8,270.40
5000	SCHOLASTIC EQUIPMENT COMPANY	9/21/2018	12293	FES restroom partions	8101900000	\$ 4,262.20
5001	UHL	9/21/2018	2993A	Boiler repairs and inspection	8101900046	\$ 13,363.79
5002	UPPER LAKES FOODS	9/21/2018	328216	Dish Machine Soap	0	\$ 232.40
	UPPER LAKES FOODS	9/21/2018	328215	Dishwashing Soap	0	\$ 232.40
5003	ARROWHEAD TRANSIT	9/20/2018	Wood-Bus	Round Trip Tickets for 18-21 year old Program Transportation to grocery	0	\$ 108.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				store and back		
5004	Bagley High School	9/20/2018	CC 9/18/18	CC ENTRY FEE 9/18/18		0 \$ 120.00
5005	FULLERTON, JIM	9/20/2018	FB 9/21/18	FB OFFICIAL 9/21/18		0 \$ 100.00
5006	ISD 317	9/20/2018	CC 9/25/18	CC ENTRY FEE 9/25/18		0 \$ 100.00
5007	MANICK, LINDA	9/20/2018	VB 9/20/18	VB OFFICIAL 9/20/18		0 \$ 90.00
5008	MESPA (MN Elem. School Principals' A	9/20/2018	Melissa Tate	Subscription for Membership Renewal		0 \$ 917.00
5009	POEGEL, Marvin	9/20/2018	FB 9/21/18	FB OFFICIAL 9/21/18		0 \$ 100.00
5010	RUNYAN, Nathan	9/20/2018	FB 9/21/18	FB OFFICIAL 9/21/18		0 \$ 100.00
	RUNYAN, Nathan	9/27/2018	FB 9/21/18	FB OFFICIAL 9/21/18		0 \$ (100.00)
5011	UNIVERSITY OF NORTH DAKOTA	9/20/2018	Emma Gilbert	Emma Gilbert - EW Backus Scholarship 2017-18		0 \$ 500.00
5012	VAADELAND, HAAKON	9/20/2018	FB 9/21/18	FB OFFICIAL 9/21/18		0 \$ 279.85
5013	VAKE, Kathy	9/20/2018	VB 9/20/18	VB OFFICIAL 9/20/18		0 \$ 192.92
5014	DELTA DENTAL	9/21/2018	7412022	Dental Insurance - October 2018		0 \$ 1,599.80
∞	DELTA DENTAL	9/21/2018	7412022	Dental Insurance - October 2018		0 \$ 4,896.54
	DELTA DENTAL	9/21/2018	7412022	Dental Insurance - October 2018		0 \$ 88.98
	DELTA DENTAL	9/21/2018	7412022	Dental Insurance - October 2018		0 \$ 88.98
5015	Erickson, Rod	9/21/2018	FB 9/21/18	FB OFFICIAL 9/21/18		0 \$ 100.00
5016	HAHN, ALISHIA	9/21/2018	G SWIM 9/22/18	G SWIM OFFICIAL 9/22/18		0 \$ 204.42
5017	HHS CC BOOSTER CLUB	9/21/2018	CC 9/27/18	CC ENTRY FEE 9/27/18		0 \$ 140.00
5018	SPOTTS, Dan	9/21/2018	G SWIM 9/22/18	G SWIM OFFICIAL 9/22/18		0 \$ 100.00
5019	Further	9/24/2018	38795567	Medical FSA: 09/15/2018 - 09/20/2018 Dep Care FSA: 9/24/2018		0 \$ 1,951.54
5020	SEATING & ATHLETIC FACILITY	9/25/2018	8101800111	Pool Bleachers		0 \$ 70,790.00
5021	TRAVELERS INSUR AGENCIES	9/25/2018	9K378920	2019 New Bus Policies		0 \$ 1,620.00
5022	AFSCME Council 65	9/28/2018	20180928ADAFS%	Payroll accrual		0 \$ 938.51
5022	AFSCME Council 65	9/28/2018	20180928ADAFS%	Payroll accrual		0 \$ 140.06

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October 15, 2018

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	AFSCME Council 65	9/28/2018	20180928ADAFS%	Payroll accrual		0 \$ 13.22
	AFSCME Council 65	9/28/2018	20180928ADAFSLC	Payroll accrual		0 \$ 17.67
	AFSCME Council 65	9/28/2018	20180928ADAFSLC	Payroll accrual		0 \$ 8.00
	AFSCME Council 65	9/28/2018	20180928ADAFSLC	Payroll accrual		0 \$ 0.33
5023	AFT Local #331	9/28/2018	20180928ADDUE1/	Payroll accrual		0 \$ 3,065.08
	AFT Local #331	9/28/2018	20180928ADDUE1/	Payroll accrual		0 \$ 93.66
5024	Falls Education Foundation	9/28/2018	20180928ADFEF	Payroll accrual		0 \$ 25.00
5025	MN Child Support Pymt Center	9/28/2018	20180928ADCSUP1	Payroll accrual		0 \$ 96.32
5026	MN Child Support Payment Center	9/28/2018	20180928ADCSUP5	Payroll accrual		0 \$ 167.51
5027	MN Child Support Payment Center	9/28/2018	20180928ADcsp11	Payroll accrual		0 \$ 315.64
5028	Para Local #4798	9/28/2018	20180928ADDUE2/	Payroll accrual		0 \$ 676.96
	Para Local #4798	9/28/2018	20180928ADDUE2/	Payroll accrual		0 \$ 17.16
5029	Range Credit Bureau, Inc.	9/28/2018	20180928ADGARN	Payroll accrual		0 \$ 67.81
5030	United Way of Northeastern MN	9/28/2018	20180928ADUWAY	Payroll accrual		0 \$ 5.00
5031	NCPERS MINNESOTA	9/26/2018	16491018	PERA Life Insurance - October 2018		0 \$ 144.00
5032	International Falls Rotary Club	9/27/2018		1 Rotary Radio Days Advertising for KAPE		0 \$ 40.00
5033	ISD #696	9/27/2018	CC 10/2/18	CC INVITE ENTRY FEE 10/2/18		0 \$ 90.00
5034	JC'S HOUSE	9/27/2018	2018 HOMECOMIN	2018 HOMECOMING DANCE ROOM RENTAL		0 \$ 250.00
5035	ROSS RESOURCES	9/27/2018	181	P&I Semi-Annual Meals/Refreshments/Equipment		0 \$ 46.52
5036	Madison National Life	9/27/2018	1314155	LTD Insurance - October 2018		0 \$ 153.45
5037	Madison National Life	9/27/2018	1314156	Life Insurance - October 2018		0 \$ 56.70
	Madison National Life	9/27/2018	1314156	Life Insurance - October 2018		0 \$ 1,591.00
5038	BSN SPORTS	9/27/2018	902903980	ATHLETIC SUPPLIES	2921900005	\$ 252.31
	BSN SPORTS	9/27/2018	903007001	FOOTBALL SHOULDER PADS	2921900006	\$ 685.80
	BSN SPORTS	9/27/2018	902993350	FOOTBALL SUPPLIES	2921900004	\$ 1,360.68
	BSN SPORTS	9/27/2018	902980697	Football Game Playbooks	2921900000	\$ 110.88
5039	Education Innovation Partners	9/27/2018	1036	Supplies	6051900017	\$ 206.25
5040	GUARDIAN PEST CONTROL INC	9/27/2018	1923215	Pest Control Service	8101900011	\$ 64.65
5041	K&K MEYERS INC	9/27/2018	21854	Install Caf Bathroom Lock	8101900049	\$ 193.60

Payables Summary
October 15, 2018

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	K&K MEYERS INC	9/27/2018	21864	Ceiling Tile	8101900049	\$ 48.16
5042	KANTOR ELECTRIC INC	9/27/2018	14724	FES; Change Transformer Exit Light	8101900041	\$ 91.00
	KANTOR ELECTRIC INC	9/27/2018	14728	Kantor call in Blanket P.O.	8101900041	\$ 371.75
	KANTOR ELECTRIC INC	9/27/2018	14748	FHS; Fix Wood Shop Joiner	8101900041	\$ 136.50
	KANTOR ELECTRIC INC	9/27/2018	14748	FHS; Fix Wood Shop Joiner	8101900041	\$ 116.21
	KANTOR ELECTRIC INC	9/27/2018	14768	replace light at bus garage	7601900009	\$ 364.45
	KANTOR ELECTRIC INC	9/27/2018	14712	Move Outlets in Choir Room	8101900041	\$ 149.15
	KANTOR ELECTRIC INC	9/27/2018	14702	Cafeteria Vending Machine Outlets	8101900041	\$ 1,001.00
	KANTOR ELECTRIC INC	9/27/2018	14702	Cafeteria Vending Machine Outlets	8101900041	\$ 434.65
5043	KOOCHICHING COUNTY	9/27/2018	83018	Tipping Fees	8101900053	\$ 97.00
5044	Lucachick Architecture INC	9/27/2018	LAI3584	Arena; Architect	0	\$ 2,344.25
5045	Marco Technologies LLC	9/27/2018	5585294	Guid Office Cost per Copy	7101900000	\$ 43.34
	Marco Technologies LLC	9/27/2018	5585295	Bus Office Copy Per Copy	1101900001	\$ 34.26
5046	MR FAITH SOUND & LIGHT INC	9/27/2018	82318	PALS Picnic Music & Supplies	0	\$ 439.50
5047	MUSIC IS ELEMENTARY	9/27/2018	260044	Supplies for Jeannie Strand	1301900010	\$ 24.95
	MUSIC IS ELEMENTARY	9/27/2018	259857	Supplies for Jeannie Strand	1301900010	\$ 189.80
5048	PEPPER JW & SON INC	9/27/2018	11D94856	CHOIR MUSIC	2581900000	\$ 224.83
5049	SCHOLASTIC	9/27/2018	1759030	Mind Up Curriculum	1301900005	\$ 735.36
5050	SCHOOL NURSE SUPPLY INC	9/27/2018	700462	Sue Palm - School Nurse Supply	1301900012	\$ 1,057.26
5051	Small Town Tech Inc.	9/27/2018	5350	Yearly Fire Alarm Monitoring	0	\$ 1,170.00
	Small Town Tech Inc.	9/27/2018	5097	Reinstalled Fire Alarms, Cameras & Intercoms	0	\$ 1,725.00
	Small Town Tech Inc.	9/27/2018	5249	New Drop for PA System	0	\$ 2,400.00
	Small Town Tech Inc.	9/27/2018	5084	Computer Hardware	0	\$ 332.00
	Small Town Tech Inc.	9/27/2018	5214	Fish Eye Camera Wiring	0	\$ 450.00
	Small Town Tech Inc.	9/27/2018	5214	Fish Eye Camera Wiring	0	\$ 116.00
	Small Town Tech Inc.	9/27/2018	5174	HDMI Cable	0	\$ 22.00
	Small Town Tech Inc.	9/27/2018	5204	HDMI Cable	0	\$ 22.00
	Small Town Tech Inc.	9/27/2018	5257	New Camera Wiring	0	\$ 922.20

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	Small Town Tech Inc.	9/27/2018	5254	New Line for Telephone	0	\$ 250.65
	Small Town Tech Inc.	9/27/2018	5105	USD 50 Ft Cable	0	\$ 330.00
	Small Town Tech Inc.	9/27/2018	5140	New Lines for Vending Machine	0	\$ 310.00
	Small Town Tech Inc.	9/27/2018	5140	New Lines for Vending Machine	0	\$ 192.50
	Small Town Tech Inc.	9/27/2018	5143	HD Cables	0	\$ 36.00
	Small Town Tech Inc.	9/27/2018	5188	HDMI Cords	0	\$ 514.30
5052	THE RETRO COMPANIES, INC	9/27/2018	100541	Light Bulb Recycling	0	\$ 177.07
5053	University of Oregon	9/27/2018	45950	FES SWIS Annual License	0	\$ 350.00
5054	VOYAGEUR CHARTER COACH	9/27/2018	2663	PDT Teacher Workshop in Virginia	0	\$ 743.00
5055	VOYAGEURS COMMUNICATIONS COR	9/27/2018	8940	Radio	7601900010	\$ 491.50
5056	ZIEMBA, BERNIE	9/27/2018	Ash	ALI - Ash Lumber	2551900008	\$ 800.00
	ZIEMBA, BERNIE	9/27/2018	Pine	PINE FOR WOOD SHOP	2551900009	\$ 800.00
5057	SPOTTS, Dan	9/27/2018	G SWIM 9/27/18	G SWIM OFFICIAL 9/27/18	0	\$ 85.00
5058	HILLSHIRE BRANDS CO	9/28/2018	4004295078	Commodity Meat Processing	0	\$ 154.33
5059	US FOODSERVICE	9/28/2018	5109121	FES; Food for Meal Service	0	\$ 8.41
	US FOODSERVICE	9/28/2018	5219307	FES; Food for Meal Service	0	\$ 53.99
	US FOODSERVICE	9/28/2018	5281993	FES; Food for Meal Service	0	\$ 20.26
	US FOODSERVICE	9/28/2018	5310635	FES; Food for Meal Service	0	\$ 40.86
	US FOODSERVICE	9/28/2018	5561300	FES; Food for Meal Service	0	\$ 874.65
	US FOODSERVICE	9/28/2018	5165625	FES; Milk for Meal Service	0	\$ 205.11
	US FOODSERVICE	9/28/2018	5092773	FES; Food for Meal Service	0	\$ 1,919.91
	US FOODSERVICE	9/28/2018	5165640	FES; Food for Meal Service	0	\$ 1,579.23
	US FOODSERVICE	9/28/2018	5293404	FES; Food for Meal Service	0	\$ 1,718.11
	US FOODSERVICE	9/28/2018	5350665	FES; Food for Meal Service	0	\$ 1,797.44
	US FOODSERVICE	9/28/2018	5427278	FES; Food for Meal Service	0	\$ 1,153.77
	US FOODSERVICE	9/28/2018	5485455	FES; Food for Meal Service	0	\$ 1,469.97
	US FOODSERVICE	9/28/2018	5165626	FES; Milk for Meal Service	0	\$ 56.27
	US FOODSERVICE	9/28/2018	5219286	FES; Milk for Meal Service	0	\$ 242.57
	US FOODSERVICE	9/28/2018	5219287	FES; Milk for Meal Service	0	\$ 56.27
	US FOODSERVICE	9/28/2018	5293395	FES; Milk for Meal Service	0	\$ 214.68
	US FOODSERVICE	9/28/2018	5350645	FES; Milk for Meal Service	0	\$ 389.54
	US FOODSERVICE	9/28/2018	5350646	FES; Milk for Meal Service	0	\$ 83.28

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	US FOODSERVICE	9/28/2018	5427279	FES; Milk for Meal Service	0 \$	196.83
	US FOODSERVICE	9/28/2018	5485442	FES; Milk for Meal Service	0 \$	237.31
	US FOODSERVICE	9/28/2018	5485443	FES; Milk for Meal Service	0 \$	39.54
	US FOODSERVICE	9/28/2018	5165623	FHS; Milk for Meal Service	0 \$	148.84
	US FOODSERVICE	9/28/2018	5219288	FHS; Milk for Meal Service	0 \$	242.49
	US FOODSERVICE	9/28/2018	5293391	FHS; Milk for Meal Service	0 \$	133.96
	US FOODSERVICE	9/28/2018	5350642	FHS; Milk for Meal Service	0 \$	451.08
	US FOODSERVICE	9/28/2018	5427275	FHS; Milk for Meal Service	0 \$	39.54
	US FOODSERVICE	9/28/2018	5485441	FHS; Milk for Meal Service	0 \$	197.27
	US FOODSERVICE	9/28/2018	5561289	FHS; Milk for Meal Service	0 \$	156.67
	US FOODSERVICE	9/28/2018	5293382	FES; Food for Meal Service	0 \$	4.74
	US FOODSERVICE	9/28/2018	5561303	FES; Food for Meal Service	0 \$	22.33
	US FOODSERVICE	9/28/2018	5032526	FHS; Food for Meal Service	0 \$	4.88
	US FOODSERVICE	9/28/2018	5293381	FHS; Food for Meal Service	0 \$	7.11
	US FOODSERVICE	9/28/2018	5561302	FHS; Food for Meal Service	0 \$	28.71
	US FOODSERVICE	9/28/2018	4997374	FHS; Food for Meal Service	0 \$	966.38
	US FOODSERVICE	9/28/2018	5982779	FHS; Food for Meal Service	0 \$	(139.15)
	US FOODSERVICE	9/28/2018	5032527	FHS; Food for Meal Service	0 \$	537.76
	US FOODSERVICE	9/28/2018	5193123	FHS; Food for Meal Service	0 \$	224.05
5059	US FOODSERVICE	9/28/2018	5925353	FHS; Food for Meal Service	0 \$	(49.76)
	US FOODSERVICE	9/28/2018	5219311	FHS; Food for Meal Service	0 \$	218.51
	US FOODSERVICE	9/28/2018	5310633	FHS; Food for Meal Service	0 \$	50.84
	US FOODSERVICE	9/28/2018	5319518	FHS; Food for Meal Service	0 \$	205.63
	US FOODSERVICE	9/28/2018	5561292	FES; Milk for Meal Service	0 \$	217.80
	US FOODSERVICE	9/28/2018	5032531	FHS; Food for Meal Service	0 \$	2,723.71
	US FOODSERVICE	9/28/2018	5032531	FHS; Food for Meal Service	0 \$	44.64
	US FOODSERVICE	9/28/2018	5092775	FHS; Food for Meal Service	0 \$	1,340.19
	US FOODSERVICE	9/28/2018	5165645	FHS; Food for Meal Service	0 \$	1,735.15
	US FOODSERVICE	9/28/2018	5293412	FHS; Food for Meal Service	0 \$	2,507.81
	US FOODSERVICE	9/28/2018	5350647	FHS; Food for Meal Service	0 \$	1,979.38
	US FOODSERVICE	9/28/2018	5427269	FHS; Food for Meal Service	0 \$	2,989.62
	US FOODSERVICE	9/28/2018	5444874	FHS; Food for Meal Service	0 \$	39.60
	US FOODSERVICE	9/28/2018	5485439	FHS; Food for Meal Service	0 \$	1,082.63

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	US FOODSERVICE	9/28/2018	5561282	FHS; Food for Meal Service		0 \$ 2,172.38
5060	Further	10/1/2018	38801688	Medical FSA: 09/21/2018 - 9/26/2018		0 \$ 490.98
5061	Carpenter, Barbara	10/1/2018	10/1/2018	Early Retirement Incentive - B. Carpenter		0 \$ 898.05
5062	Gjertson, John	10/2/2018	10/2/2018	Early Retirement Incentive - J. Gjertson		0 \$ 268.45
5063	BARTOVICH, Tony	10/2/2018	VOLLEYBALL 10/2/18	VOLLEYBALL OFFICIAL 10/2/18		0 \$ 203.80
5064	Goulet, Lindsey	10/2/2018	10012018	class cancelled--refund for 3 classes		0 \$ 7.00
	Goulet, Lindsey	10/2/2018	10012018	class cancelled--refund for 3 classes		0 \$ 7.00
	Goulet, Lindsey	10/2/2018	10012018	class cancelled--refund for 3 classes		0 \$ 7.00
	Goulet, Lindsey	10/2/2018	10022018	refund for a cancelled class		0 \$ 7.00
5065	Nelson, James	10/2/2018	123	Grandpa Magic Performance at Community Dinner/Block Party		0 \$ 120.00
5066	ZUPETZ, Jeff	10/2/2018	VOLLEYBALL 10/2/18	VOLLEYBALL OFFICIAL 10/2/18		0 \$ 90.00
5067	BECKER ARENA PRODUCTS INC	10/5/2018	1014938	Arena advertising and Bronco vinyl logo graphics	8101900035	\$ 667.10
	BECKER ARENA PRODUCTS INC	10/5/2018	1015088	Arena start up items	8101900020	\$ 441.63
	BECKER ARENA PRODUCTS INC	10/5/2018	1014997	Arena start up items	8101900020	\$ 1,950.25
	BECKER ARENA PRODUCTS INC	10/5/2018	1015036	Arena start up items	8101900020	\$ 512.43
5068	CDW Government	10/5/2018	PFL5420	Desk Charge Station	6051900026	\$ 1,579.71
5069	CRANDALLS SEPTIC PUMPING	10/5/2018	5628	Porta potty rental for firearm safety course	5001900030	\$ 95.00
5070	Falls Advanced Chiropractic Center	10/5/2018	B.K N.O R.F	3 Employee Drug & Alcohol Tets		0 \$ 105.00
	Falls Advanced Chiropractic Center	10/5/2018	T.P K.P J.N	3 DOT Physicals		0 \$ 270.00
5071	FRONTIER	10/5/2018	91618	Monthly Telephone Service	8101900007	\$ 34.17
	FRONTIER	10/5/2018	91618	Monthly Telephone Service	8101900007	\$ 885.03
	FRONTIER	10/5/2018	91618	Monthly Telephone Service	8101900007	\$ 34.17
5072	GOMAN, PETER JEROME	10/5/2018	18032	Defensive Driver Instructor		0 \$ 883.00

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5073	IXL	10/5/2018	S336484	IXL Annual Renewal	6051900023	\$ 8,689.00
5074	KMART	10/5/2018		91518 Town Hall Meeting	7901900009	\$ 61.95
5075	KOOCH COUNTY DIESEL INC	10/5/2018		1667 Transp; Pull Codes	0	\$ 225.00
5076	Marco Technologies LLC	10/5/2018	366728970	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 624.49
	Marco Technologies LLC	10/5/2018	366728970	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 1,125.45
5077	MN ENERGY RESOURCES CORP	10/5/2018		92018 Garage; Natural Gas Services	8101900010	\$ 68.49
5078	MN TELECOMMUNICATIONS	10/5/2018		4790 Monthly Broadband Services	6051900006	\$ 1,512.50
5079	NORTH STAR PUBLISHING	10/5/2018		38698 KAPE Bonfire Posters	0	\$ 385.07
5080	SCHMITT MUSIC CENTERS	10/5/2018	2420219	Repairs of school instruments at Schmitt Music	2581900003	\$ 98.00
	SCHMITT MUSIC CENTERS	10/5/2018	2420226	Repairs of school instruments at Schmitt Music	2581900003	\$ 105.00
	SCHMITT MUSIC CENTERS	10/5/2018	2416910	Repairs of school instruments at Schmitt Music	2581900003	\$ 87.00
	SCHMITT MUSIC CENTERS	10/5/2018	2414299	Repairs of school instruments at Schmitt Music	2581900003	\$ 78.00
	SCHMITT MUSIC CENTERS	10/5/2018	2401305	Repairs of school instruments	2581900003	\$ 73.00
5081	SCHOLASTIC EQUIPMENT COMPANY	10/5/2018		12348 4x8 white board for room 202	8101900043	\$ 541.77
5082	SCHOLASTIC	10/5/2018	M6589816	CLASSROOM MAGAZINES	3001900006	\$ 214.28
	SCHOLASTIC	10/5/2018	M6589812	PER CYCLE READING	2201900008	\$ 439.56
	SCHOLASTIC	10/5/2018	M6652028	Scholastic Classroom Magazines	1301900013	\$ 3,449.67
	SCHOLASTIC	10/5/2018	M6652028	Scholastic Classroom Magazines	1301900013	\$ -
5083	SOFTCHOICE	10/5/2018		4929358 Microsoft Windows Licenses	6051900027	\$ 5,291.42
5084	TIERNEY BROTHERS INC	10/5/2018		779667 Tierney products	6051900025	\$ 2,650.30
5085	UP NORTH BUILDERS INC	10/5/2018		4288 Arena Lot Concrete Repairs	0	\$ 6,000.00
5086	WATER DEPT	10/5/2018		92018 Water Usage	8101900009	\$ 546.18
	WATER DEPT	10/5/2018		92018 Water Usage	8101900009	\$ 1,628.68
	WATER DEPT	10/5/2018		92018 Water Usage	8101900009	\$ 1,693.63
	WATER DEPT	10/5/2018		92018 Water Usage	8101900009	\$ 53.73

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	WATER DEPT	10/5/2018	92018	Water Usage	8101900009	\$ 654.43
5087	WRIGHT INTERIORS LLC	10/5/2018	2623	Screen Shades for Mr. Blesi's IT room.	8101900027	\$ 538.00
5088	CASTAGNERI, PAT	10/4/2018	VOLLEYBALL 10/4/	VOLLEYBALL OFFICIAL 10/4/18	0	\$ 90.00
5089	ELLIS, JILL	10/4/2018	VOLLEYBALL 10/4/	VOLLEYBALL OFFICIAL 10/4/18	0	\$ 209.14
5090	Scholastic Book Clubs Inc	10/4/2018	762	PBIS PRIZES	0	\$ 168.85
5091	Further	10/8/2018	38807625	Medical FSA: 09/28/2018 - 10/08/2018 Dep Care FSA: 10/2/2018	0	\$ 1,898.20
5092	KGHS-AM	10/9/2018	6222	Community Block Party Advertising	0	\$ 120.00
5093	OSTROOT, DICK	10/9/2018	CC HIAL PIKE 10/9/	CC HIAL PIKE STARTER	0	\$ 219.96
5094	Lamppa, Davis	10/9/2018	VOLLEYBALL 10/9/	VOLLEYBALL OFFICIAL 10/9/18	0	\$ 198.02
5095	MANICK, LINDA	10/9/2018	VOLLEYBALL 10/9/	VOLLEYBALL OFFICIAL 10/9/18	0	\$ 90.00
5103	BIGGER FASTER STRONGER	10/16/2018	600625	PE SUPPLIES	2401900000	\$ 549.83
5104	BLICK ART MATERIALS	10/16/2018	252009	ART ROOM SUPPLIES	2121900002	\$ 547.14
	BLICK ART MATERIALS	10/16/2018	264227	ART ROOM SUPPLIES	2121900002	\$ 293.96
5105	CENEX COOP SERVICE INC OF BAUDET	10/16/2018	83993	Fuel	7601900014	\$ 22,195.11
5106	CITIZENS FOR BACKUS	10/16/2018	3742	Spring 18 Concert	0	\$ 350.00
	CITIZENS FOR BACKUS	10/16/2018	100118	ALC Lease Agreement	3001900020	\$ 619.91
5107	CliftonLarsonAllen LLP	10/16/2018	1915968	Audit Services	1101900016	\$ 11,000.00
5108	COCA-COLA BOTTLING CO	10/16/2018	570161	FHS; Ala Carte Beverage	0	\$ 128.00
	COCA-COLA BOTTLING CO	10/16/2018	570194	FHS; Ala Carte Beverages	0	\$ 326.95
	COCA-COLA BOTTLING CO	10/16/2018	570229	FHS; Ala Carte Beverages	0	\$ 360.65
	COCA-COLA BOTTLING CO	10/16/2018	570267	FHS; Ala Carte Beverages	0	\$ 166.85
5109	DECKER INC	10/16/2018	262206A	White board, plaque, and door signs	8101900040	\$ 69.80
5110	EARTHGRAINS BAKING CO INC	10/16/2018	52526219236	FHS; Bread for Meal Service	0	\$ 65.00
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219248	FES; Bread for Meal Service	0	\$ 39.50
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219288	FHS; Bread for Meal Service	0	\$ 32.50
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219286	FHS; Bread for Meal Service	0	\$ 13.00
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219338	FHS; Bread for Meal Service	0	\$ 53.24
5110	EARTHGRAINS BAKING CO INC	10/16/2018	52526219352	FHS; Bread for Meal Service	0	\$ 45.50

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	EARTHGRAINS BAKING CO INC	10/16/2018	52526219354	FES; Bread for Meal Service	0	\$ 32.50
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219365	FHS; Bread for Meal Service	0	\$ 31.46
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219392	FHS; Bread for Meal Service	0	\$ 69.88
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219394	FHS; Bread for Meal Service	0	\$ 80.90
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219445	FHS; Bread for Meal Service	0	\$ 54.08
	EARTHGRAINS BAKING CO INC	10/16/2018	52526219498	FHS; Bread for Meal Service	0	\$ 86.45
5111	EVOLVE U FITNESS & WELLNESS LLC	10/16/2018	92718	PALS; Fitness Session	0	\$ 50.00
5112	Filtration Systems Inc	10/16/2018	87621	Air filters	8101900051	\$ 407.21
	Filtration Systems Inc	10/16/2018	87620	Air filters	8101900051	\$ 147.35
5113	FRONTIER	10/16/2018	92518	Secretaries New Phone Upgrade	0	\$ 5,829.40
5114	HOUGHTON MIFFLIN	10/16/2018	954024822	PER CYCLE READING SERIES WARRINERS HANDBOOK	2201900005	\$ 1,705.60
5115	ISD #709	10/16/2018	264530	Summer Tuition Billing	0	\$ 2,820.00
5116	KANTOR ELECTRIC INC	10/16/2018	14782	Kantor call in Blanket P.O.	8101900041	\$ 273.00
	KANTOR ELECTRIC INC	10/16/2018	14775	FES; Outlets for Comp Room	6051900035	\$ 967.41
5117	Learning Sciences International	10/16/2018	22988	Books for Missy Tate	1301900026	\$ 49.15
	Learning Sciences International	10/16/2018	23272	Staff Dev; Full Day Action Plans	0	\$ 25,762.50
5118	MEDTOX LABORATORIES	10/16/2018	92018665124	Employee Drug Test	0	\$ 58.23
5119	MIDCONTINENT COMMUNICATIONS	10/16/2018	92718	ALC Phone & Data	3001900010	\$ 166.77
5120	MN ENERGY RESOURCES CORP	10/16/2018	100318	FES; Natural Gas Services	8101900010	\$ 576.81
	MN ENERGY RESOURCES CORP	10/16/2018	1002fhs	FHS; Natural Gas Services	8101900010	\$ 141.09
	MN ENERGY RESOURCES CORP	10/16/2018	1002fhs	FHS; Natural Gas Services	8101900010	\$ 47.03
	MN ENERGY RESOURCES CORP	10/16/2018	Arena1012	Arena; Natural Gas Services	8101900010	\$ 1,408.73
5121	NORTHERN LUMBER CO	10/16/2018	724772	ALI - WOODS SUPPLIES	2551900003	\$ 1,771.41
	NORTHERN LUMBER CO	10/16/2018	724803	Metal for Athletic storage shed	7601900012	\$ 691.50
5122	Northern Office Outfitters	10/16/2018	6556	FHS; Computer Lab & Debbie's Toner	0	\$ 1,200.00
	Northern Office Outfitters	10/16/2018	6579	Printer # 795 & #799 Toner	0	\$ 920.00
	Northern Office Outfitters	10/16/2018	6621	HP 64X Toner	0	\$ 179.99
5123	NORTHLAND LEARNING CENTER	10/16/2018	4313	ECSE Workshop	0	\$ 76.13
5124	Peaceful Playgrounds	10/16/2018	9549	playground/recess package	1301900028	\$ 5,148.87

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5125	PERMA BOUND	10/16/2018	1786636-02	PER CYCLE READING SERIES	2201900007	\$ 1,104.60
5126	Read Naturally	10/16/2018	227479	Supplies	6051900032	\$ 2,470.00
5127	ROCHESTER TELECOM SYSTEMS INC	10/16/2018	92218	Long Distance Phone Calls	8101900013	\$ 73.85
	ROCHESTER TELECOM SYSTEMS INC	10/16/2018	92218	Long Distance Phone Calls	8101900013	\$ 73.85
5128	SawStop	10/16/2018	234268	SAW REPLACEMENT PARTS	2551900014	\$ 283.00
5129	SCHOOL SPECIALTY	10/16/2018	2.08122E+11	2nd Grade Supplies	1301900009	\$ 462.23
5130	Small Town Tech Inc.	10/16/2018	5289	HDMI Cable	0	\$ 8.00
	Small Town Tech Inc.	10/16/2018	5256	Run Line to Server Room	0	\$ 710.00
	Small Town Tech Inc.	10/16/2018	5311	Running Coax Wire	0	\$ 221.00
	Small Town Tech Inc.	10/16/2018	5328	Run CAT 6 from Server Rm to Study Hall	0	\$ 227.50
	Small Town Tech Inc.	10/16/2018	5296	8 HP LaserJet C5F93A#BGJ	0	\$ 2,069.60
5131	SOUND NORTH	10/16/2018	19865	ATTENDANCE PASSES	3001900002	\$ 155.00
5132	SUPER ONE	10/16/2018	Sept FS	Food for Meal Service	0	\$ 117.13
	SUPER ONE	10/16/2018	91318	TAGS food and beverages (Cr .41 Tax)	5001900013	\$ 21.26
	SUPER ONE	10/16/2018	92818	TAGS food and beverages (Cr .34 tax)	5001900013	\$ 19.98
5133	MEEKER & WRIGHT SPEC ED COOP #9	10/12/2018	1466	Summer Tuition Billing	0	\$ 74.70
5134	NORTHEAST METRO DIST # 916	10/12/2018	29150	FY18 Student Care & Treatment	0	\$ 3,765.60
5135	MN PEIP	10/11/2018	757242	Medical Insurance - November 2018	0	\$ 8,670.18
	MN PEIP	10/11/2018	757242	Medical Insurance - November 2018	0	\$ 94,454.40
5136	COMMERICAL REFRIGERATION INC	10/16/2018	100318	Arena Bond Rebuild	0	\$ 47,500.00
5137	FRIENDS GARBAGE SERVICE, LLC	10/16/2018	9125821	Garbage Pickups	8101900016	\$ 1,619.28
5138	INTERQUEST DETECTION CANINES	10/16/2018	Sep-18	Canine Detection Services	3001900045	\$ 315.00
5139	K&K MEYERS INC	10/16/2018	21870	50 Key Blanks	8101900049	\$ 150.00
	K&K MEYERS INC	10/16/2018	21869	Fob 2 pool doors, and 3 arena doors	8101900047	\$ 22,530.00
5140	KGHS-AM	10/16/2018	5848	School Matters	101900000	\$ 99.00
5141	KOOCHICHING COUNTY	10/16/2018	100318	Tipping Fees	8101900053	\$ 120.00
5142	Lake Superior College	10/16/2018	308820	Fall Concurrent Enrollment	0	\$ 12,904.92

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Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
5143	MAXWELL MEDALS & AWARDS	10/16/2018	3147365	CROSS COUNTRY MEDALS	2921900019	\$ 190.00
5144	MENARDS	10/16/2018	16103	FES; Maint Supplies	0	\$ 38.86
5145	OFFICE DEPOT	10/16/2018	2.1316E+11	File Folders	1101900014	\$ 41.96
	OFFICE DEPOT	10/16/2018	2.0976E+11	Rubber fingertips for sorting	7101900001	\$ 8.40
5146	Pioneer Manufacturing Co	10/16/2018	699048	Paint for football field	8101900061	\$ 565.00
5147	SHANNONS INC	10/16/2018	16456	High efficiency- Stadium hot water heater	8101900015	\$ 14,467.00
5148	STEVENS ENGINEERS INC	10/16/2018	11663	Arena Engineering Services	0	\$ 212.00
5149	THE JOURNAL	10/16/2018	93019	Advertising Local Newspaper	1101900009	\$ 632.28
	THE JOURNAL	10/16/2018	93019	Advertising Local Newspaper	1101900009	\$ 510.73
	THE JOURNAL	10/16/2018	093018CE	Advertising in The Journal	5001900007	\$ 463.50
5150	Thompson, Sara	10/16/2018	100818	P & I Grant Marketing Consultant	7901900002	\$ 1,195.00
5151	THYSSENKRUPP ELEVATOR	10/16/2018	3004184045	Elevator Grease & Oil	0	\$ 195.00
181900018	Adee, Kelli	10/16/2018	93018	Mileage Reimbursement b/t FES & FHS	0	\$ 13.08
181900019	Anderson, Charles	10/16/2018	93018	Mileage Reimbursement b/t FES & FHS	0	\$ 10.36
181900020	Besch, Tina	10/16/2018	93018	3rd Qtr Mileage Reimbursement for Daily Banking	0	\$ 60.82
181900021	Boe, Angel	10/16/2018	92718	Mileage Reimbursement to Public Library	0	\$ 15.26
181900022	Christianson, Rosa	10/16/2018	93018	Mileage Reimbursement b/t FES & FHS	0	\$ 4.63
181900023	Cipriano, Ariana	10/16/2018	91518	Mileage Reimbursement & St. Thomas	0	\$ 3.63
	Cipriano, Ariana	10/16/2018	91518	Mileage Reimbursement to NESCC	0	\$ 80.53
181900024	Grewatz, Thane	10/16/2018	92518	Mileage Reimbursement to Virginia	0	\$ 78.21
181900025	McDonald, George	10/16/2018	92118	Coach Summit Registration Reimbursement	0	\$ 310.00
181900026	Nosan, Shelby	10/16/2018	80618	Reimbursement for Yoga Mats	0	\$ 241.20
181900027	Thoresen, Shawna	10/16/2018	93018	Mileage Reimbursement b/t FES	0	\$ 5.18

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Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
181900028	Vollom, Thomas	10/16/2018	82318	& FHS Reimbursement for Curriculum Study Skills Lessons	0 \$	51.28
181900029	VOYAGEUR CHARTER COACH	10/16/2018	2682	Girls VB to Hibbing	0 \$	795.25
	VOYAGEUR CHARTER COACH	10/16/2018	2690	Football to Two Harbors	0 \$	1,332.75
	VOYAGEUR CHARTER COACH	10/16/2018	2668	Football to Aitkin	0 \$	1,231.85
181900030	Wilson, June	10/16/2018	93018	Mileage Reimbursement to Bus Garage	0 \$	13.43
201800121	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSAID	Payroll accrual	0 \$	73.08
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSAM	Payroll accrual	0 \$	176.94
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSASP	Payroll accrual	0 \$	436.94
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSECC	Payroll accrual	0 \$	2,010.62
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSECC	Payroll accrual	0 \$	50.66
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSFRA	Payroll accrual	0 \$	2,408.14
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSGRV	Payroll accrual	0 \$	430.78
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSHOI	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSMG	Payroll accrual	0 \$	105.30
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSSYM	Payroll accrual	0 \$	127.70
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSVAL	Payroll accrual	0 \$	3,206.97
	Educator Benefit Consultants, LLC	9/14/2018	20180914ADTSVAL	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSAMI	Payroll accrual	0 \$	176.94
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSASP	Payroll accrual	0 \$	298.48
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSECO	Payroll accrual	0 \$	1,377.92
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSECO	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSFRA	Payroll accrual	0 \$	665.25
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSGRV	Payroll accrual	0 \$	111.55
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSMG	Payroll accrual	0 \$	105.30
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSSTA	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSVAL	Payroll accrual	0 \$	1,298.54
	Educator Benefit Consultants, LLC	9/14/2018	20180914AFTSVAL	Payroll accrual	0 \$	46.16
201800122	ING	9/14/2018	20180914AFHCSP	Payroll accrual	0 \$	2,901.93
	ING	9/14/2018	20180914AFHCSP	Payroll accrual	0 \$	6.92
201800123	Internal Revenue Service	9/14/2018	20180914ADFICA	Payroll accrual	0 \$	14,114.68

Payables Summary
October 15, 2018

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	9/14/2018	20180914ADFICA	Payroll accrual	0 \$	533.65
	Internal Revenue Service	9/14/2018	20180914ADFICA	Payroll accrual	0 \$	149.05
	Internal Revenue Service	9/14/2018	20180914ADFTA	Payroll accrual	0 \$	350.00
	Internal Revenue Service	9/14/2018	20180914ADFTA	Payroll accrual	0 \$	10.00
201800123	Internal Revenue Service	9/14/2018	20180914ADFTA	Payroll accrual	0 \$	20.00
	Internal Revenue Service	9/14/2018	20180914ADFTP	Payroll accrual	0 \$	43.42
	Internal Revenue Service	9/14/2018	20180914ADFTX	Payroll accrual	0 \$	19,457.37
	Internal Revenue Service	9/14/2018	20180914ADFTX	Payroll accrual	0 \$	585.17
	Internal Revenue Service	9/14/2018	20180914ADFTX	Payroll accrual	0 \$	75.50
	Internal Revenue Service	9/14/2018	20180914ADMDCR	Payroll accrual	0 \$	3,301.02
	Internal Revenue Service	9/14/2018	20180914ADMDCR	Payroll accrual	0 \$	124.79
	Internal Revenue Service	9/14/2018	20180914ADMDCR	Payroll accrual	0 \$	34.86
	Internal Revenue Service	9/14/2018	20180914AFFICA	Payroll accrual	0 \$	14,114.68
	Internal Revenue Service	9/14/2018	20180914AFFICA	Payroll accrual	0 \$	533.65
	Internal Revenue Service	9/14/2018	20180914AFFICA	Payroll accrual	0 \$	149.05
	Internal Revenue Service	9/14/2018	20180914AFMDCR	Payroll accrual	0 \$	3,301.02
	Internal Revenue Service	9/14/2018	20180914AFMDCR	Payroll accrual	0 \$	124.79
	Internal Revenue Service	9/14/2018	20180914AFMDCR	Payroll accrual	0 \$	34.86
201800124	MINNESOTA REVENUE	9/14/2018	20180914ADSITA	Payroll accrual	0 \$	75.00
	MINNESOTA REVENUE	9/14/2018	20180914ADSITA	Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	9/14/2018	20180914ADSITA	Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	9/14/2018	20180914ADSITMN	Payroll accrual	0 \$	9,615.67
	MINNESOTA REVENUE	9/14/2018	20180914ADSITMN	Payroll accrual	0 \$	315.61
	MINNESOTA REVENUE	9/14/2018	20180914ADSITMN	Payroll accrual	0 \$	48.89
	MINNESOTA REVENUE	9/14/2018	20180914ADSITP	Payroll accrual	0 \$	23.27
201800125	MN Teachers Retirement Association	9/14/2018	20180914ADTRAC	Payroll accrual	0 \$	13,577.29
	MN Teachers Retirement Association	9/14/2018	20180914ADTRAC	Payroll accrual	0 \$	499.13
	MN Teachers Retirement Association	9/14/2018	20180914ADTRAC	Payroll accrual	0 \$	72.15
	MN Teachers Retirement Association	9/14/2018	20180914AFTRAC	Payroll accrual	0 \$	13,957.44
	MN Teachers Retirement Association	9/14/2018	20180914AFTRAC	Payroll accrual	0 \$	513.10
	MN Teachers Retirement Association	9/14/2018	20180914AFTRAC	Payroll accrual	0 \$	74.17
201800126	Public Employees Retirement Association	9/14/2018	20180914ADPERAC	Payroll accrual	0 \$	3,496.08
	Public Employees Retirement Association	9/14/2018	20180914ADPERAC	Payroll accrual	0 \$	121.59

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Payables Summary
October 15, 2018

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Public Employees Retirement Associa	9/14/2018	20180914ADPERAC	Payroll accrual	0 \$	94.03
	Public Employees Retirement Associa	9/14/2018	20180914AFPERAC	Payroll accrual	0 \$	4,033.92
	Public Employees Retirement Associa	9/14/2018	20180914AFPERAC	Payroll accrual	0 \$	140.30
	Public Employees Retirement Associa	9/14/2018	20180914AFPERAC	Payroll accrual	0 \$	108.51
201800127	Public Employees Retirement-DCP	9/14/2018	20180914ADDCP	Payroll accrual	0 \$	24.60
	Public Employees Retirement-DCP	9/14/2018	20180914AFDCP	Payroll accrual	0 \$	24.60
201800147	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSAID	Payroll accrual	0 \$	73.08
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSAM	Payroll accrual	0 \$	176.94
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSASP	Payroll accrual	0 \$	536.95
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSECC	Payroll accrual	0 \$	2,455.75
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSECC	Payroll accrual	0 \$	68.71
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSFRA	Payroll accrual	0 \$	2,488.43
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSFRA	Payroll accrual	0 \$	0.91
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSGRV	Payroll accrual	0 \$	430.78
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSHOI	Payroll accrual	0 \$	246.16
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSMG	Payroll accrual	0 \$	228.99
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSSYM	Payroll accrual	0 \$	127.70
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSVAL	Payroll accrual	0 \$	3,506.97
	Educator Benefit Consultants, LLC	9/28/2018	20180928ADTSVAL	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSAMF	Payroll accrual	0 \$	176.94
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSASP	Payroll accrual	0 \$	353.75
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSECO	Payroll accrual	0 \$	1,480.57
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSECO	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSFRA	Payroll accrual	0 \$	727.12
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSFRA	Payroll accrual	0 \$	0.91
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSGRV	Payroll accrual	0 \$	111.55
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSMG	Payroll accrual	0 \$	213.20
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSSTA	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSVAL	Payroll accrual	0 \$	1,445.93
	Educator Benefit Consultants, LLC	9/28/2018	20180928AFTSVAL	Payroll accrual	0 \$	46.16
201800148	ING	9/28/2018	20180928ADG-457	Payroll accrual	0 \$	8.71
	ING	9/28/2018	20180928ADG-457	Payroll accrual	0 \$	22.87
	ING	9/28/2018	20180928AFDEFM	Payroll accrual	0 \$	8.71

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Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	ING	9/28/2018	20180928AFDEFM	Payroll accrual	0 \$	22.87
	ING	9/28/2018	20180928AFHCSP	Payroll accrual	0 \$	2,901.93
	ING	9/28/2018	20180928AFHCSP	Payroll accrual	0 \$	6.92
201800149	Internal Revenue Service	9/28/2018	20180928ADFICA	Payroll accrual	0 \$	16,701.55
	Internal Revenue Service	9/28/2018	20180928ADFICA	Payroll accrual	0 \$	571.85
	Internal Revenue Service	9/28/2018	20180928ADFICA	Payroll accrual	0 \$	649.13
	Internal Revenue Service	9/28/2018	20180928ADFTA	Payroll accrual	0 \$	350.00
	Internal Revenue Service	9/28/2018	20180928ADFTA	Payroll accrual	0 \$	29.00
	Internal Revenue Service	9/28/2018	20180928ADFTA	Payroll accrual	0 \$	20.00
201800149	Internal Revenue Service	9/28/2018	20180928ADFTP	Payroll accrual	0 \$	161.96
	Internal Revenue Service	9/28/2018	20180928ADFTP	Payroll accrual	0 \$	4.36
	Internal Revenue Service	9/28/2018	20180928ADFTX	Payroll accrual	0 \$	21,234.66
	Internal Revenue Service	9/28/2018	20180928ADFTX	Payroll accrual	0 \$	639.06
	Internal Revenue Service	9/28/2018	20180928ADFTX	Payroll accrual	0 \$	566.57
	Internal Revenue Service	9/28/2018	20180928ADMDCR	Payroll accrual	0 \$	3,906.03
	Internal Revenue Service	9/28/2018	20180928ADMDCR	Payroll accrual	0 \$	133.75
	Internal Revenue Service	9/28/2018	20180928ADMDCR	Payroll accrual	0 \$	151.81
	Internal Revenue Service	9/28/2018	20180928AFFICA	Payroll accrual	0 \$	16,701.55
	Internal Revenue Service	9/28/2018	20180928AFFICA	Payroll accrual	0 \$	571.85
	Internal Revenue Service	9/28/2018	20180928AFFICA	Payroll accrual	0 \$	649.13
	Internal Revenue Service	9/28/2018	20180928AFMDCR	Payroll accrual	0 \$	3,906.03
	Internal Revenue Service	9/28/2018	20180928AFMDCR	Payroll accrual	0 \$	133.75
	Internal Revenue Service	9/28/2018	20180928AFMDCR	Payroll accrual	0 \$	151.81
201800150	MINNESOTA REVENUE	9/28/2018	20180928ADSITA	Payroll accrual	0 \$	75.00
	MINNESOTA REVENUE	9/28/2018	20180928ADSITA	Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	9/28/2018	20180928ADSITA	Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	9/28/2018	20180928ADSITMN	Payroll accrual	0 \$	10,670.05
	MINNESOTA REVENUE	9/28/2018	20180928ADSITMN	Payroll accrual	0 \$	342.20
	MINNESOTA REVENUE	9/28/2018	20180928ADSITMN	Payroll accrual	0 \$	329.33
	MINNESOTA REVENUE	9/28/2018	20180928ADSITP	Payroll accrual	0 \$	131.21
	MINNESOTA REVENUE	9/28/2018	20180928ADSITP	Payroll accrual	0 \$	1.45
201800151	MN Teachers Retirement Association	9/28/2018	20180928ADTRAC	Payroll accrual	0 \$	13,479.75
	MN Teachers Retirement Association	9/28/2018	20180928ADTRAC	Payroll accrual	0 \$	499.13

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Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN Teachers Retirement Association	9/28/2018	20180928ADTRAC	Payroll accrual	0 \$	52.65
	MN Teachers Retirement Association	9/28/2018	20180928AFTRAC	Payroll accrual	0 \$	13,857.19
	MN Teachers Retirement Association	9/28/2018	20180928AFTRAC	Payroll accrual	0 \$	513.11
	MN Teachers Retirement Association	9/28/2018	20180928AFTRAC	Payroll accrual	0 \$	54.12
201800152	Public Employees Retirement Associa	9/28/2018	20180928ADPERAC	Payroll accrual	0 \$	6,014.52
	Public Employees Retirement Associa	9/28/2018	20180928ADPERAC	Payroll accrual	0 \$	167.90
	Public Employees Retirement Associa	9/28/2018	20180928ADPERAC	Payroll accrual	0 \$	642.51
	Public Employees Retirement Associa	9/28/2018	20180928AFPERAC	Payroll accrual	0 \$	6,939.89
	Public Employees Retirement Associa	9/28/2018	20180928AFPERAC	Payroll accrual	0 \$	193.72
	Public Employees Retirement Associa	9/28/2018	20180928AFPERAC	Payroll accrual	0 \$	741.38
201800153	Public Employees Retirement-DCP	9/28/2018	20180928ADDCP	Payroll accrual	0 \$	24.60
201800153	Public Employees Retirement-DCP	9/28/2018	20180928AFDCP	Payroll accrual	0 \$	24.60
201800154	MN DEPT OF REVENUE	10/9/2018	3rd Qtr	3rd Qtr Sales Tax	0 \$	45.10
	MN DEPT OF REVENUE	10/9/2018	3rd Qtr	3rd Qtr Sales Tax	0 \$	16.37
	MN DEPT OF REVENUE	10/9/2018	3rd Qtr	3rd Qtr Sales Tax	0 \$	82.53
Total						\$ 953,712.90

**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.

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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: _____

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Mesabi Range College

CONCURRENT ENROLLMENT AGREEMENT
2018-2019 Academic Year

THIS CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (hereinafter "Minnesota State"), on behalf of MESABI RANGE COLLEGE (hereinafter "The COLLEGE"), and **International Falls High School**, (hereinafter "HIGH SCHOOL(S)").

WHEREAS: The COLLEGE is an autonomous college in the Minnesota State system, which share a President through their respective memberships in the Northeast Higher Education District; and

WHEREAS: HIGH SCHOOLS are affiliated with School District #361

WHEREAS: It is understood that the individual members of HIGH SCHOOLS, acting under the authority of their school district, and THE COLLEGE, respectively, need to act at times jointly and at times severally, as appropriate to the circumstance, with respect to this agreement; and

WHEREAS: The COLLEGE is desirous of offering college level classes to HIGH SCHOOLS through a program known as the Post-Secondary Options Program (hereinafter "PSEO"), a component of which provides for college-level classes to be offered at high schools, known as the Concurrent Enrollment Program (hereinafter "CEP"); and

WHEREAS: HIGH SCHOOLS are desirous of receiving college courses which meet transfer criteria to colleges and universities within Minnesota State, and when appropriate technical courses which meet transfer criteria to vocational/technical colleges within Minnesota State and services from the COLLEGE through the CEP; and

WHEREAS: It is understood that the goals of the CEP can best be accomplished if individual HIGH SCHOOLS and the COLLEGE, collaboratively establish long-term working relationships to develop and improve delivery of services to the high schools' students; and

WHEREAS: The governing policies of the CEP program and this Agreement are established by law and the Minnesota State Board of Trustees, which include the following general provisions that are considered to be minimum requirements (Minnesota State Board Policy, Chapter 3 Section 5):

Definitions

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

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

Post-Secondary Enrollment Options Expectations

The Minnesota State Colleges and Universities shall provide opportunities for students to participate in the Post-Secondary Enrollment Options Program. Students shall be admitted according to criteria that promote progress through college-level coursework

and that augment their continued academic growth consistent with board policies and system procedures.

Enrollment on campus. Enrollment of PSEO students in courses on a college or university campus shall be allowed on the basis of available space as defined by the college or university.

Compliance with standards. Colleges and universities shall require PSEO students to perform to the college's or university's academic and student conduct standards.

Developmental courses. Colleges and universities shall not enroll students in developmental courses through PSEO.

and;

WHEREAS: HIGH SCHOOLS and the COLLEGE wish to enter into this Agreement through their respective agents for the delivery of CEP courses, which would be of mutual benefit;

NOW, THEREFORE, it is agreed:

I. DUTIES OF each participating COLLEGE and HIGH SCHOOL

A. COLLEGE'S DUTIES. COLLEGE shall:

Ensure that the coordinator:

- Provides necessary registration, drop-add, and withdrawal information.
- Provides students with information outlining student responsibilities (including their responsibility to communicate with their high school about their academic performance in CEP courses) and describing available academic and student support services. This information, in print or electronic form, may be provided to the high school for subsequent distribution to the students. It may also be available online or through student orientation sessions (Minnesota State Board Policy Chapter 3.5.1 Part 3 Subpart A).
- Provides necessary Student-Parent Agreement and Student Information Forms.
- Provides necessary Drop/Add and Withdrawal Forms.
- Maintains records documenting each CEP course.
- Provides evaluation tools for the purpose of evaluating each college faculty collaborator, as well as the program in general.

Ensure that the assessment coordinator:

- Provides the means for college readiness assessment testing for potential CEP students twice each academic year, in cooperation with HIGH SCHOOL guidance and counseling personnel.
- Makes arrangements for students to take assessment tests on the college campus, when geographically feasible.

Ensure that the records office:

- Creates course lists and grade sheets.
- Makes appropriate record adjustments for students in accordance to Drop/Add and Withdrawal policies.
- Makes grades available to students approximately three weeks after the semester ends.
- Provides student transcripts upon receipt of written request and fee payment.
- Maintains college course records for high school students, and awards college credit for successfully completed courses.

Ensure that each college faculty collaborator:

- Supports the high school CEP teachers, giving additional time and attention to teachers new to the program.
- Initiates an orientation session with new high school teachers and initial contacts with experienced teachers at the time of the CEP assignment (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 1).

- Collaborates with the high school CEP teacher to clarify the approved college course outline and to create a course syllabus for the CEP course.
- Provides current college text information and/or exam copies of the text, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school teacher's use.
- Provides teachers who have taught the course previously with copies of new course outlines, new calendars, schedules or other information as courses change.
- Collaborates with high school CEP teachers to assure that assessment meets college criteria.
- Provides college course lists and grade sheets to the high school CEP teacher.
- Visits the class during the semester to observe teaching and student response to instruction, meeting with the teacher after each classroom observation. Classes taught by high school CEP teachers who have taught the course previously will be visited once, while classes taught by high school CEP teachers who have not taught the course previously will be visited twice.
- Meets regularly (face-to-face, ITV, online, by telephone, etc.) with the high school CEP teacher and monitors assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the college, and that students are held to college-level standards (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 1).
- Arranges to guest lecture twice during the semester for courses of both new and experienced CEP teachers, if requested in writing to do so by the high school teacher.
- Submits to the CEP coordinator and to the high school principal, a brief written report of each meeting and a final written report at the end of the semester for each CEP course assigned.
- Reviews selected graded assignments, tests and papers.
- Confers with the high school CEP teacher not less than once per month and is available to the high school teacher by phone, e-mail, or other means.
- Extends to high school CEP teachers, invitations to participate in appropriate campus-based and/or program-specific faculty development activities (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 2).

B. HIGH SCHOOL'S DUTIES. The HIGH SCHOOL shall:

Ensure the following program logistics:

- By March 1 of each year, provide general information about the CEP to all students in grades 8, 9, 10, and 11 enrolled in their high school (MN Statutes, Section 124D.09, Subdivision 7).
 - Anytime January-March, coordinate for assessment testing, at the providing the COLLEGE if geographically feasible.
 - By April 1 of each year, return to the COLLEGE's CEP coordinator, the completed *Course Offering Plan* to request courses for the following academic year and to provide the start and end dates for both semesters of the high school calendar.
 - Several weeks prior to the scheduled assessment test date, have students each complete a *Mesabi Range College application for admission and consent for release of information form*. (These students are those scheduled to take the assessment test and who may potentially be enrolling in a CEP course the following academic year.)
 - No later than two weeks prior to the scheduled assessment test date, send completed *Mesabi Range College application* to the COLLEGE's CEP coordinator.
 - By May 15 of each year for Fall Semester, and by December 1 of each year for Spring Semester, send enrollment lists to the COLLEGE'S CEP coordinator.
- (1) The enrollment list for each CEP course offered shall include the full name of each student who plans to enroll in the course, with the understanding that in order to be listed, the student meets the criteria to be eligible for participation in a CEP course (see "Student Qualifications" section).
 - (2) In order to complete an assessment test, the student must provide a completed *Mesabi Range College application for admission and consent for release of information form*.
 - (3) In order to register for a course, the student must have met CEP program requirements and course pre-requisites.

- Assist in student compliance with the Drop/Add and Withdrawal Policies (see “Other Provisions” section), sign off on forms as student advisor, and forward completed forms to the COLLEGE’s CEP coordinator.
- To the extent possible, provide counseling services to students and their parents or guardian before students enroll in CEP courses. This ensures that the students and their parents or guardian are fully aware of the risks and possible consequences of enrolling in CEP courses.
- Provide all textbooks and other instructional materials/equipment required for the course as these are described in the course syllabus.

Ensure the following course scheduling requirements:

- The maximum enrollment of a course with a CEP component is to be the same as it is for other, similarly structured courses in the high school, and the total enrollment (CEP students and non-CEP students combined) must not exceed the course maximum established by the providing COLLEGE.
- HIGH SCHOOLS will have the option to run courses with enrollment fewer than ten students, but only after consultation with and approval from the providing COLLEGE prior to the start of the semester.
- CEP courses should be scheduled at times not normally used for school sports and activities to minimize absences due to school related activities.

Ensure that each high school CEP teacher does the following:

- Creates a course syllabus for the CEP course in collaboration with the college faculty. This is to be completed and shared with the college collaborator no later than one month prior to the first day of the CEP course. This syllabus is to be provided to each student within a maximum of one week after the first class meeting (Minnesota State Board Policy, Chapter 3.22 Part 3). The syllabus needs to contain the components outlined in the COLLEGE’s *Concurrent Enrollment Course Syllabus Guidelines*, and other requirements as may be established by the HIGH SCHOOL.
- Provides the college faculty collaborator with documentation that ensures each CEP course is equivalent in content and rigor to the same course offered on the college campus. This documentation should include copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work, and C-level work. A student’s grade in a course is to be based on their academic performance on assignments and tests. Testing will cover the full curriculum of the course. The college faculty collaborator reserves the right to approve any mid-terms, as well as the final examination. If not approved, the college faculty collaborator must demonstrate that the exam does not evaluate at a college level and/or it is not consistent with the course outline.
- Assigns final, whole letter grades to each student on the class list, which is provided by the college faculty collaborator. This completed grade sheet is to be signed and sent to the college faculty collaborator immediately after the semester ends.

Ensure the following program support:

- Schedule high school CEP teachers so that they are responsible for no more than two CEP courses per semester, unless approved by the Provost of the providing COLLEGE.

II. OTHER PROVISIONS.

The following is to be understood and agreed to by both the HIGH SCHOOL and COLLEGE:

Teacher Qualifications

- The minimum qualifications for CEP instructors shall be the system established credential fields and minimum qualifications for faculty, as designated in Minnesota State Board Policy 3.32 and System Procedure 3.32.1 College Faculty Credentialing. Exceptions to this requirement must fall under the provisions of the “Timeline & Approval Process for CEP Teacher Professional Development Plans” and the “Professional Development Plan for CEP Teachers” must be used (refer to documents, attached).
- The CEP HIGH SCHOOL shall forward a completed *High School CEP Teacher Application*, copies of transcripts and a resume to the providing COLLEGE’s CEP coordinator. Repeat teachers need to

submit updated documentation if they further their education and earn credentials to teach in a different discipline.

- Each high school teacher selected to teach a CEP course requires the approval of the teacher's principal and of the college based on the recommendations of its faculty (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart E).

Student Admissions Requirements

- Eligible students are juniors with a class rank in the upper one-third of their class and seniors with a class rank in the upper one-half of their class.
- If the high school does not keep class ranking, eligible students are juniors with a score at or above the 70th percentile on a nationally standardized, norm-referenced test and seniors with a score at or above the 50th percentile on a nationally standardized, norm-referenced test.
- If the high school does not keep class ranking and no standardized test score is available, eligible students are juniors with a GPA of 3.00 or better and seniors with a GPA of 2.50 or better. (This is pursuant to Minnesota State System Procedures Chapter 3.5.1 Part 2 Subpart A Number 3, which allows documentation other than that specified above).
- Potential CEP students must participate in assessment testing in reading, English (determined from reading assessment), and mathematics prior to course registration, and CEP students must place at or above college level in reading and English skills. (A student can take this assessment test up to twice each year.)
- Potential CEP students can also meet college-readiness admissions standards by achieving established minimum ACT, SAT, and/or MCA assessment scores.
- CEP students must meet the required prerequisites for each course in which they wish to enroll, before their course begins.
- A student who does not meet the admissions standards indicated above may petition for admission to the providing COLLEGE after an admissions review process. This decision is based upon a completed *Student Petition Form* which includes a signed statement by the HIGH SCHOOL Principal. This statement needs to provide evidence of the student's readiness and ability to perform college-level work as well as the indication that the student could benefit from college courses and is recommended for admission.
- All student petitions will be reviewed in accordance to the procedures outlined in the providing the COLLEGE'S admissions review process.

Exceptions Requirements

- A high school that wishes to have a college offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to CEP students, may request approval for an exception from the provost of the college. The provost of the college shall approve or deny the request after the appropriate college consultation process (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart H). Requests from high schools must be received by July 1 of each year for Fall Semester and December 1 of each year for Spring Semester.
- Enrollment of CEP students in a course will be greater than the enrollment of non-CEP students (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart H Number 2a).
- The non-CEP students enrolled in CEP courses must have taken the assessment test. It is not necessary that the student achieve the prerequisite score required by students enrolled to earn college credit.
- Students may choose to be non-CEP students and not receive college credit, even if they are eligible and qualify for the CEP course.

Student Requirements

- Potential CEP students shall inform the high school by March 30 of each year of the student's intent to enroll in CEP courses during the following school year. (This is to assist in planning. A student is not bound by notifying or not notifying the district by this time.) [See Minnesota Statute, 124D.09 Post-secondary Enrollment Options Act, Subd 7.]
- Potential CEP students must return to their high school guidance counselor their completed *Student Information Form* and *Student-Parent Agreement Form*.
- Potential CEP students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.

- The COLLEGE's Drop-Add and Withdrawal Policy applies to enrolled CEP students. It is understood that adjustments will be made to the student's record by the COLLEGE's records office in accordance to the Drop/Add and Withdrawal policies outlined below.

Dropping and Adding a Course

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

Withdrawal

Students may withdraw from courses after the fifth (5th) class day through the final date for official course withdrawal. The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester at the high school have elapsed. For courses not on a standard academic semester schedule, such as those courses "stretched" over both fall and spring semesters, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed (Minnesota State Board Policy, Chapter 3 Part 3 Subpart A).

Grades of "W" for withdrawal will be recorded on the student's official transcript. No withdrawals from the courses may be made after the final date for official course withdrawal. Withdrawals that are not officially processed through the CEP coordinator and records office will be recorded on the student's permanent record with a grade of "F".

III. CONSIDERATION AND TERMS OF PAYMENT.

- A. Consideration for all services performed by COLLEGES pursuant to this Agreement shall be paid by the HIGH SCHOOLS as follows:

HIGH SCHOOLS will pay \$2,500 for each CEP course offered during a semester.

If no CEP course is offered during the Academic Year, no yearly fee is due; however, the HIGH SCHOOL will need to pay any costs incurred by COLLEGE due to the administration of assessment tests. These costs include a per test fee, as well as mileage, food and lodging reimbursements (if applicable), and staff time administering and scoring the tests.

- B. Terms of Payment. Payment shall be made by HIGH SCHOOL(S) within thirty (30) days after the COLLEGE has presented invoices for services performed to the HIGH SCHOOL. Invoices for course fees shall be calculated once each academic year with the invoice to be submitted to the appropriate high school no later than May 15.

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

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

VII. AUTHORIZED REPRESENTATIVES.

Each Authorized Representative shall have final authority for acceptance of services of the other party and shall have responsibility to insure that all payments due to the other party are made pursuant to the terms of this Agreement.

- A. For collective actions, HIGH SCHOOLS' Authorized Representative for the purposes of administration of this Agreement is:

International Falls High School: , Superintendent, Kevin Grover School District #361, 1515 11th Street

- B. For individual actions, the Authorized Representative of each COLLEGE for the purpose of administration of this agreement is as follows:

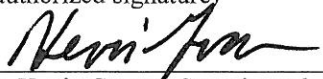
MESABI RANGE COLLEGE: Shelly McCauley-Jugovich, Provost, Mesabi Range College, 1100 Industrial Park Drive, PO Box 648, Eveleth MN 55734

- VIII. ASSIGNMENT. Neither the COLLEGE nor the HIGH SCHOOL(S) may assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.
- IX. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.
- X. LIABILITY. HIGH SCHOOL(S) agree to indemnify and save and hold the COLLEGE, their representatives and employees, harmless from any and all claims or causes of action arising from the performance of this contract by the HIGH SCHOOL(S) or the HIGH SCHOOL(S)' agents or employees. This clause shall not be construed to bar any legal remedies the HIGH SCHOOLS may have for the COLLEGES' failure to fulfill their obligations pursuant to this contract.
- XI. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. HIGH SCHOOL(S) agree that in fulfilling the duties of this contract, HIGH SCHOOL(S) are responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The COLLEGE(S) is not responsible for issues or challenges related to compliance with the ADA beyond their own routine use of facilities, services, or other areas covered by the ADA.
- XII. GOVERNMENT DATA PRACTICES ACT. HIGH SCHOOL(S) must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the HIGH SCHOOL(S) 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 HIGH SCHOOL(S) or the COLLEGE.
- In the event a HIGH SCHOOL receives a request to release the data referred to in this Article, the HIGH SCHOOL must immediately notify the COLLEGE. The COLLEGE will give HIGH SCHOOL instructions concerning the release of the data to the requesting party before the data is released.
- XIII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. The COLLEGE shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the COLLEGE and its employees and contractors individually or jointly. Materials developed jointly between any COLLEGE employee and/or contractor and any HIGH SCHOOL employee in the performance of its obligations under this contract shall be jointly owned by the COLLEGE and HIGH SCHOOL. Materials developed individually by any HIGH SCHOOL employee in performance of his/her duties under this contract shall belong to HIGH SCHOOL; however, the COLLEGE shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the COLLEGE, their contractors and/or employees, or those developed by the HIGH SCHOOL or any HIGH SCHOOL employee prior to the existence of this contract.
- XIV. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the HIGH SCHOOL or its employees individually or jointly with others, or any subcontractors shall identify the COLLEGE as the sponsoring agency and shall not be released prior to approval by COLLEGES' authorized representative.

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

APPROVED:

1. **SCHOOL DISTRICT**

By (authorized signature) 
Title: Kevin Grover, Superintendent, School District #361
Date 10-3-18

2. **MESABI RANGE COLLEGE**

By (authorized signature)
Title: Shelly McCauley-Jugovich, Provost, Mesabi Range College
Date



DEPARTMENT OF PROFESSIONAL EDUCATION

October 10, 2018

Kevin Grover, Superintendent
International Falls Schools
1515 11th Street
International Falls, MN 56649-2488
kgrover@isd361.k12.mn.us

Dear Superintendent Grover,

Bemidji State University Professional Education would like you to review the attached renewal of Memorandum of Agreement for Student Training Experience-Internship.

This agreement covers the student teaching experiences that may take place, at your discretion, over the next five years. It also allows our institution to provide your designated employees with a small honorarium for guidance of BSU student teachers.

Please review the agreement, print and sign two (2) copies of the signature page 5, and return both copies to me.

BSU does not accept scanned signatures so these documents must be *mailed* to the following address:

Sabrina Erickson
BSU Professional Education
1500 Birchmont DR NE #35
Bemidji, Minnesota 56601

I will return one of the contracts to you once all of the signatures have been obtained. Thank you for your time and attention to this matter. Please contact me if you have any questions.

Sincerely,

Sabrina Erickson
Assistant to Clinical Experiences, BSU Professional Education
sabrina.erickson@bemidjistate.edu 218-755-2930

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
BEMIDJI STATE UNIVERSITY**

**MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP
FOR NON-ALLIED HEALTH PROGRAMS**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **Bemidji State University, Professional Education Department, 1500 Birchmont Drive NE, #35, Bemidji, Minnesota 56601** (“the College/University”) and **International Falls Schools, ISD #361, 1515 11th Street, International Falls, MN 56649-2488** (“the Facility”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.

A. THE PARTIES UNDERSTAND THAT:

1. The College/University has a Professional Education Program (the “Program”) for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. **The College/University agrees to:**
 - a. make arrangements with the Facility for a training experience at the Facility, which includes determining the supervision/honorarium model, that will support the student’s occupational goals and meet any applicable Program requirements.

- b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student or any site supervisor at the Facility, as needed.
 - c. discuss with the Facility any problems or concerns arising from the student's participation.
 - d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
 - e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
 - f. assist in the evaluation of the student's performance in the training experience.
2. **The Facility agrees to:**
- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
 - b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
 - c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
 - d. sign the weekly work report to verify the student's attendance.
 - e. complete, on behalf of the student, the agreed-upon forms necessary to the submission of a Minnesota State professional teacher licensing application.

3. **LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. **TERM OF AGREEMENT**

This Agreement is in effect from **January 1, 2019** or when fully executed, and shall remain in effect until **December 31, 2023**. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. **FINANCIAL CONSIDERATION**

- a. **Traditional Cooperating Teacher Honorarium:** In consideration of the above, the University will pay an honorarium not to exceed \$225 for each full time student teacher. Honorariums for placements less than 16 weeks will be prorated. This honorarium will be paid to the Facility OR to the cooperating teacher, for each student assigned as a student teacher. The distribution of these funds will be determined by the current Facility and MNSCU policies and procedures. Distribution will be made by the Facility, unless District policy requires another

arrangement. Honorariums shall be encumbered by a purchase order before the beginning of each student teaching assignment. Payment shall be made after the Bemidji State University verifies the student has completed the student teaching assignment and notifies Accounts Payable to make payment.

- b. **Embedded Cooperating Teacher and Mentor Coach Honorariums:** In consideration of the Facility responsibilities and the capacity and agreement of the Facility to provide an on-site mentor-coach or allow student teacher supervision to be conducted by University-contracted State of Minnesota Regional Service Cooperative employees, the University will pay an honorarium in accordance with the breakdown set forth below:

Total weeks of supervision provided per individual student teacher.	Honorarium paid to Embedded Mentor-Coach Employed by Facility	Honorarium paid to Embedded Cooperating Teacher Employed by Facility
16 Weeks	\$ 570	\$ 380
12 Weeks	\$ 382	\$ 255
8 Weeks	\$ 285	\$ 190
4 Weeks	\$ 187	\$ 125

This honorarium will be paid to the Facility OR to the cooperating teacher and mentor coach, for each student assigned as a student teacher. The distribution of these funds will be determined by the current Facility and MNSCU policies and procedures. Distribution will be made by the Facility, unless District policy requires another arrangement. Honorariums shall be encumbered by a purchase order before the beginning of each student teaching assignment. Payment shall be made after the Bemidji State University verifies the student has completed the student teaching assignment and notifies Accounts Payable to make payment.

- c. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. **ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS

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

9. **DATA PRIVACY**

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 [“the Act”]) that classify the College/University’s written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

10. **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

11. **NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

The rest of this page intentionally left blank. Signature page to follow.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.

**International Falls Schools
ISD # 361**

Name: _____

Authorized Facility Representative

Title: _____

Date: _____

**Minnesota State Colleges and Universities
BEMIDJI STATE UNIVERSITY**

By: Dr. Jim Barta

Title: Dean, College of Arts, Education, & Humanities

Date: _____

AS TO FORM AND EXECUTION

By: (authorized College/University signature)

Title: Dr. G. Anthony Peffer, Provost & Vice President for Academic & Student Affairs

or

Dr. Randy Westhoff, Associate vice President for Academic Affairs (Interim)

Date: _____

Routing Instructions

Facility/School District Responsibility

1. _____ Obtain facility/school district authorized signature.
2. _____ Return document to
*Clinical Office, Professional Education
Bemidji State University
1500 Birchmont Drive NE #35
Bemidji, MN 56601*

Bemidji State University Responsibility

3. _____ Obtain signature from Dean, College of Education, Arts, and Humanities (#27).
4. _____ Obtain signature from Office of Academic Affairs (#3).
5. _____ Return document to Clinical Office Professional Education (#35).
6. _____ Clinical Office will send fully signed agreement to facility/school district.

EXAMPLE OF STUDENT DOCUMENT

ATTACHMENT A STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

Name of College/University: _____

Name of College/University Program (“the Program”): _____

Type of Training Experience/Internship: _____

Dates of Training/Internship: _____

Student’s Name: _____ Phone #: _____

Average number of hours to be worked by the Student each week: _____

Facility Name and Address: _____

Location Where Training will Occur (if different from Facility’s Address above):

Facility Representative’s Name: _____ Phone #: _____

Activities/Job tasks and skills the Student will learn:

Tools and Equipment the Student will use:

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility’s training site. The Student will promptly notify the Facility’s training site if unable to report. The Student’s placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and

4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: _____

Student's Name (please print): _____

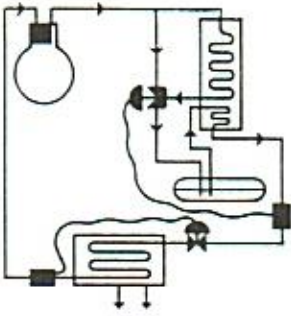
Date: _____

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature: _____

Date: _____

Bemidji State University, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.



COMMERCIAL REFRIGERATION SYSTEMS

SALES, SERVICE, INSTALLATION & REPAIR

Mark Rodorigo • John Rodorigo
Phone (218) 749-3366

104 East Chestnut Street • P. O. Box 1066
Virginia, Minnesota 55792

PROPOSAL AND ACCEPTANCE

Proposal Submitted to: ISD #361

Date: October 12, 2018

No: 2018-64

Attn: Kevin Grover

Job Name: Chiller Conversion

Job Location: Bronco Arena

This proposal is for time and materials to convert the existing Flooded Chiller to (4) Plate and Frame Heat Exchangers due to a leak in the flooded chiller. The proposal includes the following:

- Demolition of Flooded Chiller and all associated Piping
- Supply & Place (4) Plate and Frame Heat Exchangers
- Supply & Place all piping as required
- Supply & Place Insulation on new piping

PRICE: Not to Exceed \$100,000.00

Mark Rodorigo

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Title

Date

Up North Builders
PO Box 156 3181 Hwy 53
International Falls, MN 56649
Phone: (218) 285-3635 * Fax: (218) 285-3638
Email: dharder@upnorthbuildersinc.com
Date: 10/12/2018

Submitted To:
Bronco Arena
ATTN: Tom Holt

Proposal Expires On:
11/12/2018

Project Description: Bronco Arena Drainage & Damp proofing

We propose hereby to furnish all materials, labor, and equipment for the completion of the following job:

- Excavate 5' below existing grate. Approximately 1' lower than current slab elevation of Arena Floor.
- Removal of 3 concrete catch basin slabs, removal of concrete slab at end of south west corner of arena.
- Haul away all excavated spoils.
- Placement of new 4" drain tile with sock.
- Tie the 4" pipe into existing 6" drain pipe that looks to be having water flowing in it currently.
- Install a 60-mil damp proofing product on existing block wall. (Sub Seal 60)
- Install 12" of $\frac{3}{4}$ clean crushed rock over 4" perforated drain tile.
- If the product is of clayey type material, install approximately 3' of granular type material to 12" below grade.
- Install 12' of existing material to cap over sand.
- Replace 4 concrete pads that we demoed.
- 4" of black dirt on at excavated area, seeded and covered with straw.

Total: \$ 24,275.00

If you have any questions or concerns regarding the above quote please contact Up North Builders, Inc. at:
Office: (218) 285-3635

Offered By:

Signature:

David Harder

Name: David Harder **Title:** President

Company: Up North Builders, Inc. **Date:** 10/12/18

Accepted By

Signature:

Name:

_____ **Title:** _____

Company:

_____ **Date:** _____

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 Homecoming Game Admissions	\$3,000.00
Mr. Pete Foundation for Peaceful Playgrounds	\$4,500.00
Falls Education Foundation –Purple Pride for FHS Athletic Teams	\$6,528.60
Falls Education Foundation for FHS Educational Needs	\$11,462.75
Falls Education Foundation for FES Educational Needs	\$5,573.81
Girls Hockey Boosters for HUDL Software	\$300.00
Boys Hockey Boosters for HUDL Software	\$300.00
Boys and Girls Basketball Boosters for HUDL Software	\$600.00
Boys Football Boosters for HUDL Software	\$500.00
Girls Volleyball Boosters for HUDL Software	\$300.00
Girls Softball Boosters for HUDL Software	\$300.00
PCA Mill Safety Committee for Fall Athletic Needs	\$1,000.00
Birthday Club Friends In Honor of Gail Rasmussen for Project Read	\$80.00
PCA Mill Juice, Fruit and Breakfast Bars for Walk to School Day	\$200.00
PCA Mill Two Pallets of Copy Paper for Back To School Startup	\$2700.00

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.