

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Tuesday, January 22, 2019 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___	Jennifer Windels___
Terry Murray___	Ted Saxton___
Roxanne Skogstad-Ditsch___	Kevin Grover___
Ella Bahr-Jefferis___	

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by __, second by __. Motion carried / failed.

Open Forum

1. Public Open Forum
2. Presentation of the Elk's January students of the month: Morgan Hedlund and Chad Wennerstrand
3. Presentation by MHS for teacher of the month:
4. Michelle Boelk and Jeanne Strand

Consent Agenda

Approve the Consent Agenda as presented. Motion by _____; second by _____. Motion carried / failed.

1. Approve past meeting minutes for the Regular School Board Meeting on December 17, 2018, Special TNT Meeting on December 17, 2018 and the Special Organizational School Board Meeting of January 7, 2019. 4
2. Approve current accounts payable due in amount of \$979,534.50. 11
3. Approve payroll in amount of \$417,032.26 for pay periods December 21, 2018 and January 4, 2019.
4. Approve the hire of Emma Lee Patch as a Paraprofessional with the effective date to be determined upon receiving a completed criminal background check.
5. Approve hire of Tony Casareto as girls and boys Head Golf Coach for the 2018-2019 season.
6. Approve the hire of Sara Peterson as girls and boys Assistant Golf Coach for the 2018-2019 season.

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7. Approve hire of Paul Hjelle as boy's Head Track Coach for the 2018-2019 season.
8. Approve hire of Dan Zika as boy's Assistant Track Coach for the 2018-2019 season.
9. Accept the resignation of Jennifer Erickson as girl's Head Track Coach. 42
10. Accept resignation of Katie Morrison effective November 29, 2018.
11. Approve hire of Eric Walls as Head Baseball Coach for the 2018-2019 season.
12. Approve hire of Shelby Nosan as Head Softball Coach for the 2018-2019 season.
13. Approve the hire of Jeff Kerry as Assistant Softball Coach for the 2018-2019 season.
14. Approve hire of Tom Fuller as hourly regular route bus driver effective January 17, 2019.
15. Accept resignation of Kayla Gilbert, Licensed Instructor, effective May 31, 2019. 43
16. Accept resignation of Kirby Mitchell, Fireman, effective January 25, 2019. 44
17. Second reading of School Board Policy 506 - Student Discipline. 45
18. Second reading of School Board Policy 211 - Criminal or Civil Action Against School District. 65
19. Second reading of School Board Policy 722 - Public Data Requests 69
20. Second reading of School Board Policy 404 - Employment Background Checks. 76
21. Second reading of School Board Policy 406 - Public and Private Personnel Data.
22. Second reading of School Board Policy 414 Form - Maltreatment Reporting Form. 81
23. Second reading of School Board Policy 418 - Drug-Free Workplace/Drug Free School. 82
24. Second reading of School Board Policy 423 - Employee-Student Relationships. 87
25. Second reading of School Board Policy 424 - License Status. 90
26. Second reading of School Board Policy 427 - Workload Limits for Certain Spec Ed Teachers. 92
27. First reading of School Board Policy 524 - Internet Acceptable Use and Safety Policy 94
28. First reading of School Board Policy 520 - Student Survey Form 104
29. First reading of School Board Policy 511 - School Fundraising 110
30. First reading of School Board Policy 510 - School Activities 112
31. First Reading of School Board Policy 505 - Dist. of Non-School-Sponsored Materials 114

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / 120 failed.

Administrative Reports

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

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3. 1. Reminder of budget work sessions at 5:00 pm Feb 4th and 11th in FHS Library.
3. 2. Prom
3. 3. Discuss scheduling regular Board work sessions.
4. Ella Bahr-Jefferis, Student Representative
5. Committee Reports:

Close Session

Motion by ____, second by ____, to close session at ____ p.m. Motion carried / failed.

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.05, subdivision 3(a), to evaluate the performance of Kevin Grover, Superintendent.

Re-Open Session

Motion by ____, second by ____ to reopen session at ____ p.m. Motion carried / failed.

1. Issue summary statement of Kevin Grover, Superintendent, mid year performance evaluation.

Adjournment

Motion by ____, second by ____ to adjourn meeting at ____ pm. Motion carried / failed.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, December 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, December 17, 2018, beginning at 5:00 PM in the FHS Cafeteria.

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

Pledge of Allegiance.

Approval of Agenda:

Motion by Mike Holden then second by Terry Murray to approve agenda as presented with additions of items 29 and 30. Motion carried 7-0

Open Forum:

1. Public Open Forum – None.
2. Tim Everson presented the Elk's December students of the month: Avery Sivonen and Cole Fish
3. MHS Advisor and student presented the Teachers of the Month to: Marci Nemec and Katie Hammers.

Presentation and Acceptance of Fiscal Year 2018 Audit:

1. Motion by Roxanne Skogstad-Ditsch then second by Toni Korpi to receive presentation of the fiscal year 2018 Audit by Mary Reedy, CPA, CGFM of Clifton Larson Allen. Motion carried 7-0.
2. Motion by Terry Murray then second by Mike Holden to approve the fiscal year 2018 ISD 361 Financial Statement Report and ISD 361 Student Activity Financial Statement Report. Motion carried 7-0.

Consent Agenda:

Motion by Roxanne Skogstad-Ditsch then second by Heather McBride to approve the Consent Agenda as presented. Motion carried 7-0.

1. Approve past meeting minutes for the Regular School Board Meeting of November 19, 2018.
2. Approve current accounts payable due in amount of \$849,086.05.
3. Approve payroll in amount of \$385,488.19 for pay periods November 23rd and December 7th.
4. Second reading of School Board Policy 530 - Immunization Requirements.
5. Second reading of School Board Policy 602 - Organization of School Calendar and School Day.
6. Second reading of School Board Policy 611 - Home Schooling.
7. Second reading of School Board Policy 707 - Transportation of Public School Students.
8. Second reading of School Board Policy 708 - Transportation of Nonpublic School Students.
9. Second reading of School Board Policy 709 - Student Transportation Safety Policy.
10. Approve resignation of Dan Sweney, as Custodian Fireman, effective immediately.
11. First reading of School Board Policy 506 - Student Discipline.
12. First reading of School Board Policy 211 - Criminal or Civil Action Against School District.
13. First reading of School Board Policy 722 - Public Data Requests
14. Approve 2017-2018 World's Best Work Force review.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, December 17, 2018 at 5:00 p.m.
Falls High School Cafeteria

15. Approve 2018-2019 World's Best Work Force Plan.
16. Approve PSEO contract with St. Paul College a Community and Technical College for 2018-2019 school year.
17. Accept resignation of Bill Valentine, Regular Route Bus Driver, effective 12/7/2018.
18. First reading of School Board Policy 404 - Employment Background Checks.
19. First reading of School Board Policy 406 - Public and Private Personnel Data.
20. First reading of School Board Policy 414 Form - Maltreatment Reporting Form.
21. First reading of School Board Policy 418 - Drug-Free Workplace/Drug Free School.
22. First reading of School Board Policy 423 - Employee-Student Relationships.
23. First reading of School Board Policy 424 - License Status.
24. First reading of School Board Policy 427 - Workload Limits for Certain Spec Ed Teachers.
25. Approve purchase of lighting and fixtures for main Bronco Arena area with cost not to exceed \$24,860. (Approximate rebate of \$8,800).
26. Approve purchase of lighting and fixture replacement for FES Gym and FHS Gym with cost not to exceed \$31,075. (Approximate rebate \$11,000)
27. Acknowledge Laura Ostman and Kathy Ostman as volunteer girls Basketball coaches for the 2018-2019 season.
28. Accept resignation due to retirement from Debbie Mitchell, FHS Secretary, as per L510 contract effective 12/31/2018.
29. Approve hire of Matthew Hartzler as Chief Fireman effective January 14, 2019 with starting hourly rate of \$21.46.
30. Approve hire of Lani Anderson as Paraprofessional effective December 20, 2018.

Action Items:

1. Motion by Terry Murray then second by Roxanne Skogstad-Ditsch to approve the Resolution Acceptance of Gifts and Donations. Voting in favor: Michelle Hebner, Mike Holden, Terry Murray, Heather McBride, Toni Korpi, Roxanne Skogstad-Ditsch and Ted Saxton. Voting against: None; Whereas resolution was declared adopted.
2. Motion by Terry Murray then second by Mike Holden to remove School Board Policy 426 - At Will Employees from the school board policy list. Motion carried 7-0.
3. Motion by Roxanne Skogstad-Ditsch then second by Toni Korpi to approve the At Will Position Employment Schedule with increases as noted effective January 1, 2019 to the Hourly Wage Schedule A and the addition of Technology Assistant Position to Section D - Full Time Positions effective June 1, 2018. Motion carried 7-0.
4. Motion by Terry Murray then second by Toni Korpi to set School Board Organizational Meeting for January 7, 2019 at 5:00 pm in the FHS cafeteria. Motion carried 7-0.
5. Motion by Mike Holden then second by Terry Murray to receive the Mid-Year Superintendent Evaluation form for Kevin Grover, Superintendent. Forms are due back to Michelle Hopkins by January 14, 2019. Motion carried 7-0.
6. Motion by Roxanne Skogstad-Ditsch then second by Toni Korpi to adopt the resolution designating polling places for multiple precincts and designating hours during which the polling places will remain open for voting school district elections not held on the day of a statewide election. Voting in favor: Michelle Hebner, Mike Holden, Terry Murray, Heather McBride, Toni Korpi, Roxanne Skogstad-Ditsch and Ted Saxton. Voting against: None; whereas resolution was declared adopted.

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Administrative Reports:

Melissa Tate, Elementary Principal reported on enrollment, Christmas concerts were held; LSI training continues on January 2nd.

Tim Everson, Secondary Principal reported on enrollment; teachers working on LSI training; ALC has 18 students who are working hard with staff doing good job creating positive environment which has made for a good start to the year at the ALC.

Kevin Grover, Superintendent, gave out Community Ed reports; a student is asking change to prom policy age limit to 20. Superintendent will look into other District policies for age limit of attendees then report back to board; request from band to sell old marching band uniforms with proceeds to go to District for new instruments, etc. Board is supportive of doing this; Discussed need for paramedics at all sport events. Superintendent will look further into this; Presentation of Appreciation Plaque given to Heather McBride for service on the School Board.

Ella Bahr-Jefferis, Student Representative reported on students council activities for September through December.

Committee Reports:

- Roxanne Skogstad-Ditsch reported on a local Child Care Committee she participates in.
- Rec Committee has posted opening for two (2) at large positions
- Heather McBride reported on Community Advisory Panel Meeting. Rachel Amdahl, Community Ed Director reported to them she is having a large number of cancelations after she has purchased supplies for classes and participants have not paid their registration fee. Advisory Panel recommends participants cannot be registered until they pay for the class.

Adjournment:

Motion by Heather McBride then second by Roxanne Skogstad-Ditsch to adjourn meeting at 6:30 p.m.
Motion carried 7-0.

Approved Minutes:

District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES
TRUTH IN TAXATION MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, December 17, 2018 at 6:00 p.m.
Falls High School Cafeteria**

A Truth In Taxation Meeting of the Board of Trustees of Independent School District #361 was held Monday, December 17, 2018, beginning at 6:00 PM in the FHS Cafeteria.

Michelle Hebner, Board Chair, called the meeting to order at 6:30 p.m. Members present were: Michelle Hebner, Toni Korpi, Heather McBride, Roxanne Skogstad-Ditsch, Terry Murray, Mike Holden, Ted Saxton, and Kevin Grover.

Pledge of Allegiance.

Approval of Agenda

Motion by Mike Holden then second by Terry Murray to approve Agenda as presented. Motion carried 7-0.

Agenda:

Stacy Grover, Business Manager, presented the Truth In Taxation presentation.

Motion by Roxanne Skogstad-Ditsch then second by Toni Korpi to certify the 18 Pay 19 Levy at \$2,684,490.18. Motion carried 7-0.

Adjournment:

Motion by Terry Murray then second by Roxanne Skogstad-Ditsch to adjourn meeting at 6:40 p.m. Motion carried 7-0.

Approved Minutes:

District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES
ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, January 7, 2019 at 5:00 p.m.
Falls High School Cafeteria**

A Special Organizational Meeting of the Board of Trustees of Independent School District #361 was held Monday, January 7, 2019, beginning at 5:00 PM in the FHS Cafeteria.

Michelle Hebner, Acting Board Chair, called the meeting to order at 5:00 p.m. Members present were: Michelle Hebner, Mike Holden, Toni Korpi, Terry Murray, Roxanne Skogstad-Ditsch, Ted Saxton, Jennifer Windels and Kevin Grover.

Pledge of Allegiance

Seat New Board Member:

Acting Board Chair, Michelle Hebner, presented the oath of office to Jennifer Windels.

Approval of Agenda:

Motion by Roxanne Skogstad-Ditsch then second by Mike Holden to approve the agenda as presented. Motion carried 7-0.

Action Items:

1. Election of Officers:

- 1.1 **Chairperson:** Michelle Hebner, Acting Board Chair, called for nominations for the office of chair. Toni Korpi nominated Ted Saxton for Chairperson with second by Roxanne Skogstad-Ditsch. Call for nominations was called for three times. After no further nominations the nominations were closed. Ted Saxton was elected Chairperson. Votes in favor seven (7), votes against zero (0).
 - 1.2 **Vice-Chairperson:** Ted Saxton, Board Chair, called for nominations for the office of vice-chairperson. Mike Holden nominated Michelle Hebner for Vice-Chairperson with second by Terry Murray. Call for nominations was called for three time. After no further nominations the nominations were closed. Michelle Hebner was elected Vice-Chairperson. Votes in favor seven (7), votes against zero (0).
 - 1.3 **Clerk:** Ted Saxton, Board Chair, called for nominations for the office of clerk. Mike Holden nominated Terry Murray for Clerk with second by Toni Korpi. Call for nominations was called for three times. A-fter no further nominations the nominations were closed. Terry Murray was elected Clerk. Votes in favor seven (7), votes against zero (0).
 - 1.4 **Treasurer:** Ted Saxton, Board Chair, called for nominations for the office of treasurer. Michelle Hebner nominated Mike Holden for Treasurer with second by Terry Murray. Call for nominations was called for three times then after no further nominations the nominations were closed. Mike Holden was elected Treasurer. Votes in favor seven (7), votes against zero (0).
2. Set Board Committee Representatives: Motion by Michelle Hebner then second by Roxanne Skogstad-Ditsch to set Board committee representatives as follows. Motion carried 7-0.
- 2.1 Administrative Salary Committee: Ted Saxton, Michelle Hebner, and Jennifer Windels

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- 2.2 Local 510 Negotiations Committee: Roxanne Skogstad-Ditch, Terry Murray, and Toni Korpi.
 - 2.3 Local 331 Negotiations Committee: Mike Holden, Ted Saxton, and Michelle Hebner
 - 2.4 Local 4798 Negotiations Committee: Mike Holden, Toni Korpi, and Jennifer Windels
 - 2.5 Recreation Commission: Terry Murray and Mike Holden; Alternate: Ted Saxton
 - 2.6 MSBA Legislative Committee (1 Member): Jennifer Windels
 - 2.7 MSHSL Representative (1 Member): Mike Holden
 - 2.8 Continuing Education Committee: Roxanne Skogstad-Ditsch
 - 2.9 Community Education Advisory Board: Michelle Hebner and Toni Korpi
 - 2.10 Meet and Confer: Board as whole
 - 2.11 Grievance Committee: Ted Saxton and Michelle Hebner
 - 2.12 Finance Committee: Board as whole
 - 2.13 Facility Committee: Terry Murray, Mike Holden and Roxanne Skogstad-Ditsch
 - 2.14 Acting Board Clerk (in absence of Clerk): Jennifer Windels
3. Motion by Roxanne Skogstad-Ditsch then second by Toni Korpi to adopt the regular School Board meeting schedule for calendar year 2019 with an inclement weather meeting procedure. Motion carried 7-0.
 4. Motion by Terry Murray then second by Michelle Hebner to accept service fee schedule from Small Town Tech. Board Member Ted Saxton abstained from voting. Motion carried 6-0.
 - Ted Saxton, Board Member, owns and operates Small Town Tech. The District utilizes Small Town Tech for repair services and parts for technology equipment and contract services for technology, security systems and fire alarm systems.
 5. Motion by Mike Holden then second by Toni Korpi to set budget work session meetings for February 4th and February 11th at 5:00 p.m. in the FHS Library. Motion carried 7-0.

Consent Agenda:

Motion by Michelle Hebner then second by Toni Korpi to approve the Consent Agenda as presented. Motion carried 7-0.

1. Designate the following banks as official depositories for January 1, 2019 to December 31, 2019: Bremer Bank; MSDLAF; PMA
2. Designate Ratwik, Rosak and Maloney as the District's legal counsel for January 1, 2019 to December 31, 2019.
3. Designate "The Journal" as the official newspaper for publication of the District for January 1, 2019 to December 31, 2019.
4. Set School Board Member Chair compensation at current rate of \$285.94 per month for January 1, 2019 to December 31, 2019.
5. Set School Board Member compensation for Vice-Chairperson, Clerk, Treasurer and Director at current rate of \$260.00 per month for January 1, 2019 to December 31, 2019.
6. Designate Stacy Grover, Business Manager, with authority to perform wire transfers for the Districts financial operations.

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Falls High School Cafeteria**

7. Set School Board Member per Diem rate at current rate of \$125 per day for January 1, 2019 to December 31, 2019.

Adjournment

Motion by Terry Murray then second by Toni Korpi to adjourn meeting at 5:16 p.m. Motion carried 7-0.

Approved Minutes:

District Clerk

Date

Board Chair

Date

January 22, 2019
Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice	PO Number	Amount
5466	CITIZENS FOR BACKUS	12/13/2018	110118	ALC Lease Agreement	3001900020	\$ 619.91
	CITIZENS FOR BACKUS	12/13/2018	120118	ALC Lease Agreement	3001900020	\$ 619.91
5467	RAINY LAKE MEDICAL CENTER	12/13/2018	3292	PT/OT Therapies Services	3001900024	\$ 16,588.21
5468	BENDA, James	12/13/2018	G HOCKEY 12/1	G HOCKEY OFFICIAL 12/14/18	0	\$ 157.00
5469	Heibel, Cynthia	12/13/2018	Lunch Refund	Brinley's Lunch Acct Refund	0	\$ 1.35
5470	HODGSON, JON	12/13/2018	B BB 12/14/18	B BB OFFICIAL 12/14/18	0	\$ 120.00
5471	LENES, AARON	12/13/2018	B BB 12/14/18	B BB OFFICIAL 12/14/18	0	\$ 120.00
5472	Rousseau, Jeff	12/13/2018	G HOCKEY 12/1	G HOCKEY OFFICIAL 12/14/18	0	\$ 65.00
5473	SHAFER, DEVON	12/13/2018	B BB 12/14/18	B BB OFFICIAL 12/14/18	0	\$ 298.76
5474	STRUKEL, JASON	12/13/2018	G HOCKEY 12/1	G HOCKEY OFFICIAL 12/14/18	0	\$ 265.02
5475	Mann, Gary	12/14/2018	Sleigh Ride 12/1	SLEIGH RIDE FOR NORM WOOD'S CLASS 12/14/18	0	\$ 130.00
5476	Further	12/18/2018	38868481	Medical FSA: 12/08/2018 - 12/11/2018	0	\$ 549.82
5477	Blais, TRAVIS	12/18/2018	G HOCKEY 12/1	G HOCKEY OFFICIAL 12/18/18	0	\$ 65.00
5478	CAREI	12/18/2018	1819025	Professional Learning - Book Study - Effective Universal Learning	0	\$ 480.00
5479	Johnson, Elaine	12/18/2018	ACCOMPANIST	ACCOMPANIST FOR CHOIR CONCERT 12/16/2018	0	\$ 100.00
5480	KOPERDA, Eric	12/18/2018	ACCOMPANIST	ACCOMPANIST FOR CHOIR CONCERT 12/16/2018	0	\$ 100.00
5481	LAURION, JESSIE	12/18/2018	ACOMPANIST 1	ACCOMPANIST FOR CHOIR CONCERT 12/11/2018	0	\$ 100.00
5482	Shikowsky, Chad	12/18/2018	G HOCKEY 12/1	G HOCKEY OFFICIAL 12/18/18	0	\$ 130.00
5483	Steinberg, Jamie	12/18/2018	G HOCKEY 12/1	G HOCKEY OFFICIAL 12/18/18	0	\$ 92.00
5484	Zuehlke, Bob	12/18/2018	G HOCKEY 12/1	G HOCKEY OFFICIAL 12/18/18	0	\$ 232.17
5485	AFSCME Council 65	12/21/2018	20181221	ADAF Payroll accrual	0	\$ 882.16
	AFSCME Council 65	12/21/2018	20181221	ADAF Payroll accrual	0	\$ 268.22
	AFSCME Council 65	12/21/2018	20181221	ADAF Payroll accrual	0	\$ 12.65
	AFSCME Council 65	12/21/2018	20181221	ADAF Payroll accrual	0	\$ 16.67
	AFSCME Council 65	12/21/2018	20181221	ADAF Payroll accrual	0	\$ 10.00
	AFSCME Council 65	12/21/2018	20181221	ADAF Payroll accrual	0	\$ 0.33

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January 22, 2019
Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice	PO Number	Amount
5486	AFT Local #331	12/21/2018	20181221	ADDL Payroll accrual	0	\$ 3,075.79
	AFT Local #331	12/21/2018	20181221	ADDL Payroll accrual	0	\$ 93.66
5487	Falls Education Foundation	12/21/2018	20181221	ADFEI Payroll accrual	0	\$ 25.00
5488	MN Child Support Payment Cent	12/21/2018	20181221	ADCS Payroll accrual	0	\$ 201.01
5489	MN Child Support Payment Cent	12/21/2018	20181221	ADCS Payroll accrual	0	\$ 315.64
5490	MN Child Support Payment Cent	12/21/2018	20181221	ADCS Payroll accrual	0	\$ 70.14
5491	Para Local #4798	12/21/2018	20181221	ADDL Payroll accrual	0	\$ 657.96
	Para Local #4798	12/21/2018	20181221	ADDL Payroll accrual	0	\$ 16.82
5492	Range Credit Bureau, Inc.	12/21/2018	20181221	ADGA Payroll accrual	0	\$ 145.26
5493	United Way of Northeastern MN	12/21/2018	20181221	ADUV Payroll accrual	0	\$ 10.00
5494	Wyoming Child Support	12/21/2018	20181221	ADCS Payroll accrual	0	\$ 115.38
5495	ARROWHEAD LIBRARY SYSTEM	12/21/2018	7047	Library Catalog System	6201900000	\$ 625.00
5496	BEMIDJI STEEL COMPANY	12/21/2018	152852	METALS SUPPLIES ESTIMATE #141501	2551900019	\$ 2,932.93
	BEMIDJI STEEL COMPANY	12/21/2018	152852	METALS SUPPLIES ESTIMATE #141501	2551900019	\$ 663.24
5497	BSN SPORTS	12/21/2018	903849668	Plaque for Retiring Member	101900001	\$ 63.18
	BSN SPORTS	12/21/2018	903814756	BASKETBALL UNIFORMS	2921900025	\$ 3,515.55
	BSN SPORTS	12/21/2018	903634943	BASKETBALL SUPPLIES	2921900032	\$ 707.40
	BSN SPORTS	12/21/2018	903634943	BASKETBALL SUPPLIES	2921900032	\$ 19.98
	BSN SPORTS	12/21/2018	903634943	BASKETBALL SUPPLIES	2921900032	\$ 59.99
	BSN SPORTS	12/21/2018	903634943	BASKETBALL SUPPLIES	2921900032	\$ 62.99
5498	CORRIN'S PLUMBING AND HEATI	12/21/2018	49289	SHEET METAL FOR CLASS PROJECTS	2551900022	\$ 266.00
5499	CRANDALLS SEPTIC PUMPING	12/21/2018	5636	PORTA POTTY'S FOR CC HIAL PIKE MEET	2921900042	\$ 155.00
	CRANDALLS SEPTIC PUMPING	12/21/2018	5636	PORTA POTTY'S FOR CC HIAL PIKE MEET	2921900042	\$ 185.00
5500	Education Innovation Partners	12/21/2018	1101	EIP Billing	6051900017	\$ 206.25
5501	KANTOR ELECTRIC INC	12/21/2018	14893	Washing Machine Hookup	8101900041	\$ 97.34
	KANTOR ELECTRIC INC	12/21/2018	14886	FES; Change Door Lock	8101900041	\$ 538.00
	KANTOR ELECTRIC INC	12/21/2018	14880	Wire Induction Fan	8101900041	\$ 136.50
	KANTOR ELECTRIC INC	12/21/2018	14909	Bus Garage Heater Repair	0	\$ 571.40

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January 22, 2019
Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice	PO Number	Amount
5502	LEARNING A-Z	12/21/2018	2053136	Reading A-Z License	6051900046	\$ 3,568.25
5503	LOOKOUT BOOKS	12/21/2018	270681	LIBRARY BOOKS	3001900073	\$ 180.30
5504	Marco Technologies LLC	12/21/2018	373027192	FES; Color Copy Machine C458	1301900001	\$ 311.31
	Marco Technologies LLC	12/21/2018	3733027135	FHS; B & W Copy Machine 754E	3001900015	\$ 1,458.49
	Marco Technologies LLC	12/21/2018	373431782	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 1,139.65
	Marco Technologies LLC	12/21/2018	373431782	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 906.20
5505	MAXWELL MEDALS & AWARDS	12/21/2018	3148276-IN	AWARDS FOR BOIS FORTE OJIBWAY QUIZ BOWL	3001900090	\$ 224.00
5506	MN ENERGY RESOURCES CORP	12/21/2018	120418	FES; Natural Gas Services	8101900010	\$ 4,576.68
5506	MN ENERGY RESOURCES CORP	12/21/2018	120418F	FHS; Natural Gas Services	8101900010	\$ 5,327.96
	MN ENERGY RESOURCES CORP	12/21/2018	120418F	FHS; Natural Gas Services	8101900010	\$ 1,775.98
	MN ENERGY RESOURCES CORP	12/21/2018	120318	Arena; Natural Gas Services	8101900010	\$ 3,117.96
5507	MN POWER	12/21/2018	121118	Electricity Bill	8101900026	\$ 677.20
	MN POWER	12/21/2018	121118	Electricity Bill	8101900026	\$ 4,705.20
	MN POWER	12/21/2018	121118	Electricity Bill	8101900026	\$ 2,403.67
	MN POWER	12/21/2018	121118	Electricity Bill	8101900026	\$ 3,387.00
	MN POWER	12/21/2018	121118	Electricity Bill	8101900026	\$ 7,211.02
	MN POWER	12/21/2018	121118	Electricity Bill	8101900026	\$ 73.84
5508	Northern Office Outfitters	12/21/2018	6775	Printer Toner HP 37A	0	\$ 210.30
	Northern Office Outfitters	12/21/2018	6779	Printer Toner CAD Lab	0	\$ 240.00
	Northern Office Outfitters	12/21/2018	6806	Printer Toner Beth's	0	\$ 296.29
	Northern Office Outfitters	12/21/2018	6818	Printer Toner FHS Office	0	\$ 155.00
	Northern Office Outfitters	12/21/2018	6831	Printer Toner Principal's Office	0	\$ 145.00
	Northern Office Outfitters	12/21/2018	6722	Printer Toner Comm Ed	0	\$ 169.99
5509	REALLY GOOD STUFF INC	12/21/2018	6768212	FEF for Sara Wendt	1301900071	\$ 449.89
5510	SCHOOL SPECIALTY	12/21/2018	2.08122E+11	Paints	1301900100	\$ 138.24
	SCHOOL SPECIALTY	12/21/2018	2.06122E+11	FEF - HEADPHONES/CALCULATORS	3001900077	\$ 149.01
	SCHOOL SPECIALTY	12/21/2018	3.08103E+11	PAPER/BINDING COMBS FOR HALL OF FAME BANQUET	3001900075	\$ 26.83
5511	Small Town Tech Inc.	12/21/2018	5927	Diagnose Arena Concession PA	0	\$ 95.00

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	Small Town Tech Inc.	12/21/2018	5710-1	System Traced Fiber Cable for Arena Drain Tile Job	0	\$ 150.00
5512	SMART APPLE MEDIA	12/21/2018	ARU0271677	FHS LIBRARY BOOKS	3001900074	\$ 165.35
5513	Southern Plains Educ CO-OP	12/21/2018	19001	TK Tuition 7/9-7/11/18	0	\$ 240.00
	Southern Plains Educ CO-OP	12/21/2018	19028	SKn Tuition 11/1-11/30/18	0	\$ 1,440.00
5514	Themes & Variations	12/21/2018	93410	Renew Musicplay Online Subscription	1301900030	\$ 149.95
5515	UPPER LAKES FOODS	12/21/2018	390763-00	Dishmachine Detergent	0	\$ 500.06
	UPPER LAKES FOODS	12/21/2018	385172-00	FHS; Frozen Yogurt and Dishwasher Detergent	0	\$ 406.18
5516	WOODWIND & BRASSWIND	12/21/2018	45917448	PIE BAND EQUIPMENT	3001900080	\$ 299.99
	WOODWIND & BRASSWIND	12/21/2018	45788701	BAND SUPPLIES PURPLE PRIDE/ALL SCHOOL REUNION DONATION	3001900027	\$ 1,000.00
	WOODWIND & BRASSWIND	12/21/2018	45788701	BAND SUPPLIES PURPLE PRIDE/ALL SCHOOL REUNION DONATION	3001900027	\$ 76.97
	WOODWIND & BRASSWIND	12/21/2018	45789113	PIE BAND EQUIPMENT	3001900080	\$ 349.99
	WOODWIND & BRASSWIND	12/21/2018	45788726	PIE BAND EQUIPMENT	3001900080	\$ 1,309.95
5517	Clement, David Brian	12/20/2018	G BB 12/20/18	G BB OFFICIAL 12/20/18	0	\$ 120.00
5518	G.L. BERG ENTERTAINMENT	12/20/2018	PROM 2019	2019 PROM ENTERTAINMENT	0	\$ 400.00
5519	Gibbons, Dennis	12/20/2018	B HOCKEY 12/20/18	B HOCKEY OFFICIAL 12/20/18	0	\$ 214.63
5520	GLUMACK, BABE	12/20/2018	G BB 12/20/18	G BB OFFICIAL 12/20/18	0	\$ 230.74
5521	LaValle, Terrance	12/20/2018	B HOCKEY 12/20/18	B HOCKEY OFFICIAL 12/20/18	0	\$ 92.00
5522	McClellan, Rocky	12/20/2018	B HOCKEY 12/20/18	B HOCKEY 12/20/18	0	\$ 65.00
5523	Parenteau, Jordon	12/20/2018	G BB 12/20/18	G BB OFFICIAL 12/20/18	0	\$ 120.00
5524	Shikowsky, Chad	12/20/2018	B HOCKEY 12/20/18	B HOCKEY OFFICIAL 12/20/18	0	\$ 130.00
5525	SPOTTS, Dan	12/20/2018	B SWIM 12/20/18	B SWIM OFFICIAL 12/20/18	0	\$ 85.00
5526	CDW Government	12/21/2018	QFL7946	HP Laserjet	6051900052	\$ 821.55
5527	TOP THAT! BY LONI	12/21/2018	1925	BENCH AND BACK REST FOR GYM SCOREBOARD	2921900043	\$ 675.00
5528	BREMER BANK	12/20/2018	12/20/2018	Cash Box (\$100 in 5's, \$50 in	0	\$ 150.00

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Check No	Vendor	Check Date	Invoice No	Invoice	PO Number	Amount
				1's)		
5529	ANDERSON, STEVEN	12/21/2018	B HOCKEY 12/2:	B HOCKEY OFFICIAL 12/21/18		0 \$ 92.00
5530	PODOMINICK, Anthony	12/21/2018	B HOCKEY 12/2:	B HOCKEY OFFICIAL 12/21/18		0 \$ 218.11
5531	Rousseau, Jeff	12/21/2018	B HOCKEY 12/2:	B HOCKEY OFFICIAL 12/21/18		0 \$ 92.00
5532	Further	12/26/2018	38874644	Medical FSA: 12/14/2108 - 12/24/2018 Dep Care FSA: 12/18/2018		0 \$ 1,999.84
5533	DELTA DENTAL	12/26/2018	7503047	Dental Insurance - January 2019		0 \$ 1,733.04
	DELTA DENTAL	12/26/2018	7503047	Dental Insurance - January 2019		0 \$ 4,585.34
	DELTA DENTAL	12/26/2018	7503047	Dental Insurance - January 2019		0 \$ 88.98
	DELTA DENTAL	12/26/2018	7503047	Dental Insurance - January 2019		0 \$ 88.98
5534	Madison National Life	12/26/2018	1325516	LTD Insurance - January 2019		0 \$ 153.45
5535	Madison National Life	12/26/2018	1325515	Life Insurance - January 2019		0 \$ 59.70
	Madison National Life	12/26/2018	1325515	Life Insurance - January 2019		0 \$ 1,552.30
5536	COCA-COLA BOTTLING CO	12/27/2018	570589	FHS; Ala Carte Beverages		0 \$ 193.85
	COCA-COLA BOTTLING CO	12/27/2018	570625	FHS; Ala Carte Beverages		0 \$ 216.95
	COCA-COLA BOTTLING CO	12/27/2018	570654	FHS; Ala Carte Beverages		0 \$ 155.20
5537	EARTHGRAINS BAKING CO INC	12/27/2018	52526219848	FHS; Bread for Meal Service		0 \$ 39.00
	EARTHGRAINS BAKING CO INC	12/27/2018	52526219896	FHS; Bread for Meal Service		0 \$ 55.25
	EARTHGRAINS BAKING CO INC	12/27/2018	52526219938	FHS; Ala Carte Beverages		0 \$ 74.10
	EARTHGRAINS BAKING CO INC	12/27/2018	52526219850	FES; Bread for Meal Service		0 \$ 58.89
	EARTHGRAINS BAKING CO INC	12/27/2018	52526219894	FES; Bread for Meal Service		0 \$ 39.00
	EARTHGRAINS BAKING CO INC	12/27/2018	52526219936	FES; Bread for Meal Service		0 \$ 115.70
5538	US FOODSERVICE	12/27/2018	3770092	FES; Milk for Food Service		0 \$ 289.98
	US FOODSERVICE	12/27/2018	3881829	FES; Milk for Food Service		0 \$ 289.98
	US FOODSERVICE	12/27/2018	3953702	FES; Milk for Food Service		0 \$ 231.75
5538	US FOODSERVICE	12/27/2018	4012009	FES; Milk for Food Service		0 \$ 289.98
	US FOODSERVICE	12/27/2018	4012010	FES; Milk for Food Service		0 \$ 38.56
	US FOODSERVICE	12/27/2018	4086582	FES; Milk for Food Service		0 \$ 171.90
	US FOODSERVICE	12/27/2018	4148350	FES; Milk for Food Service		0 \$ 286.62
	US FOODSERVICE	12/27/2018	4148351	FES; Milk for Food Service		0 \$ 38.12
	US FOODSERVICE	12/27/2018	4222672	FES; Milk for Food Service		0 \$ 171.90
	US FOODSERVICE	12/27/2018	3881817	FHS; Milk for Food Service		0 \$ 182.11

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	US FOODSERVICE	12/27/2018	3953698	FHS; Milk for Food Service	0	\$ 133.98
	US FOODSERVICE	12/27/2018	4012008	FHS; Milk for Food Service	0	\$ 182.18
	US FOODSERVICE	12/27/2018	4086581	FHS; Milk for Food Service	0	\$ 113.89
	US FOODSERVICE	12/27/2018	4148349	FHS; Food for Food Service	0	\$ 189.66
	US FOODSERVICE	12/27/2018	4222671	FHS; Food for Food Service	0	\$ 132.36
	US FOODSERVICE	12/27/2018	3770116	FES; Food for Food Service	0	\$ 99.62
	US FOODSERVICE	12/27/2018	5951838	FHS; Food for Food Service	0	\$ (116.14)
	US FOODSERVICE	12/27/2018	3728169	FHS; Supplies for Food Service	0	\$ 211.64
	US FOODSERVICE	12/27/2018	3881808	FHS; Food for Food Service	0	\$ 2,137.11
	US FOODSERVICE	12/27/2018	3953697	FHS; Food for Food Service	0	\$ 1,947.94
	US FOODSERVICE	12/27/2018	4012020	FHS; Food for Food Service	0	\$ 1,266.40
	US FOODSERVICE	12/27/2018	4086576	FHS; Food for Food Service	0	\$ 1,544.50
	US FOODSERVICE	12/27/2018	4148353	FHS; Food for Food Service	0	\$ 1,490.30
	US FOODSERVICE	12/27/2018	4222665	FHS; Food for Food Service	0	\$ 2,200.38
	US FOODSERVICE	12/27/2018	3953700	FES; Food for Meal Service	0	\$ 556.48
	US FOODSERVICE	12/27/2018	3971234	FES; Supplies for Meal Service	0	\$ 80.26
	US FOODSERVICE	12/27/2018	4078420	FES; Supplies for Meal Service	0	\$ 164.91
	US FOODSERVICE	12/27/2018	4086590	FES; Food for Meal Service	0	\$ 975.38
	US FOODSERVICE	12/27/2018	3770106	FES; Food for Meal Service	0	\$ 1,058.41
	US FOODSERVICE	12/27/2018	3881830	FES; Food for Meal Service	0	\$ 2,097.25
	US FOODSERVICE	12/27/2018	4012030	FES; Supplies for Meal Service	0	\$ 1,039.60
	US FOODSERVICE	12/27/2018	4148374	FES; Food for Meal Service	0	\$ 1,876.48
	US FOODSERVICE	12/27/2018	4222682	FES; Food for Meal Service	0	\$ 1,137.64
	US FOODSERVICE	12/27/2018	4279792	FES; Food for Meal Service	0	\$ 1,560.31
	US FOODSERVICE	12/27/2018	4279777	FHS; Food for Meal Service	0	\$ 735.74
	US FOODSERVICE	12/27/2018	4279777	FHS; Food for Meal Service	0	\$ 454.22
	US FOODSERVICE	12/27/2018	4279788	FES; Food for Meal Service	0	\$ 4.74
	US FOODSERVICE	12/27/2018	4350140	FES; Food for Meal Service	0	\$ 576.77
5538	US FOODSERVICE	12/27/2018	4350140	FES; Food for Meal Service	0	\$ 509.61

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	US FOODSERVICE	12/27/2018	4279771	FHS; Milk for Meal Service	0	\$ 123.36
	US FOODSERVICE	12/27/2018	4279772	FES; Milk for Meal Service	0	\$ 286.62
	US FOODSERVICE	12/27/2018	4279789	FES; Food for Meal Service	0	\$ 2.37
5539	HARDWIG WILLIAM P	12/27/2018	12/27/2018	Repairs to Tan Van	0	\$ 1,192.60
5540	ARNOLD APPLIANCE REPAIR	12/28/2018	121918	Service Washing Machine	0	\$ 88.00
5541	EVOLVE U FITNESS & WELLNESS	12/28/2018	45972404	AWD Pals Fitness Classes	5001900008	\$ 50.00
5542	Falls Advanced Chiropractic Cent	12/28/2018	121218	Employee Drug Test TF	0	\$ 25.00
	Falls Advanced Chiropractic Cent	12/28/2018	121718	Employee DOT Tests (TP, CS, TM)	0	\$ 270.00
5543	Folmer, David	12/28/2018	122018	FES restroom partions	8101900000	\$ 3,000.00
5544	Fun Express, LLC	12/28/2018	693833968-01	ECFE Winter Events	5001900045	\$ 67.85
5545	GOPHER SPORT	12/28/2018	9544789	REPLACEMENT DODGE BALLS	3001900089	\$ 850.59
5546	GUARDIAN PEST CONTROL INC	12/28/2018	1954192	Pest Control Service	8101900011	\$ 64.65
5547	HAWKINS INC	12/28/2018	4409782	Pool Chemicals	8101900006	\$ 1,882.64
5548	HILLYARD HUTCHINSON	12/28/2018	603262081	FHS supplies	8101900037	\$ 96.00
	HILLYARD HUTCHINSON	12/28/2018	602253269	Gym surface winter restore	8101900088	\$ 1,346.60
5549	Inland Leasing	12/28/2018	58924545	Bev Vend Machine Rental	1101900003	\$ 439.79
	Inland Leasing	12/28/2018	58924339	Snack Vend Machine Rental	1101900003	\$ 182.13
5550	Marco Technologies LLC	12/28/2018	5853078	Bus Office Copy Per Copy	1101900001	\$ 18.83
	Marco Technologies LLC	12/28/2018	5848667	Guid Office Cost per Copy	7101900000	\$ 14.47
5551	MN GRADUATE SERVICES LTD	12/28/2018	4527450	DIPLOMA FOR J. WENDLER	3001900091	\$ 16.39
5552	MN SCHOOL BOARD ASSN	12/28/2018	21233X4N4F6	Phase 1 School Board Training	0	\$ 175.00
5553	MUSIC IN MOTION	12/28/2018	726081	FHS CHOIR SUPPLIES	2581900001	\$ 340.45
5554	NORTH STAR PUBLISHING	12/28/2018	40124	KAPE Strong Posters	0	\$ 727.52
5555	PEPPER JW & SON INC	12/28/2018	11E24003	Music For High Band	2581900007	\$ 294.99
	PEPPER JW & SON INC	12/28/2018	11E06828	textbooks for 5th grade band	2581900005	\$ 140.85
5556	The Sport Shop	12/28/2018	121218	BOYS AND GIRLS HOCKEY PUCKS	2921900041	\$ 118.00
	The Sport Shop	12/28/2018	121218	BOYS AND GIRLS HOCKEY PUCKS	2921900041	\$ 118.00
	The Sport Shop	12/28/2018	121218H	HOCKEY HELMETS	2921900033	\$ 1,275.20
	The Sport Shop	12/28/2018	12122018	HOCKEY Helmets	2921900034	\$ 1,275.20
	The Sport Shop	12/28/2018	122018	HOCKEY PANTS	2921900034	\$ 1,785.00
	The Sport Shop	12/28/2018	122018	HOCKEY PANTS	2921900034	\$ 425.00
5557	TIMBERPINS	12/28/2018	554692	AWD Pals Bowling	5001900009	\$ 168.18

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5558	UNITED TRUCK BODY	12/28/2018	533109	Bus Repair Labor (Please apply \$159.58Cr)		0 \$ 2,415.23
5559	HAFDAHL, Jim	12/29/2018	B SWIM 12/29/	B SWIM 12/29/18		0 \$ 243.02
5560	Hanson, Margaret	12/31/2018	12/31/2018	Early Retirement Incentive - Margaret Hanson		0 \$ 3,250.27
5561	Carpenter, Barbara	12/31/2018	12/31/2018	Early Retirement Incentive - Barbara Carpenter		0 \$ 944.70
5562	Further	12/31/2018	38881126	Medical FSA: 12/21/2018 - 12/27/2018		0 \$ 931.31
5563	NCPERS Group Life Ins.	12/31/2018	1.64913E+11	PERA Life Insurance - January 2019		0 \$ 144.00
5564	AFT Local #331	1/4/2019	20190104ADDL	Payroll accrual		0 \$ 3,075.79
	AFT Local #331	1/4/2019	20190104ADDL	Payroll accrual		0 \$ 93.66
5565	Falls Education Foundation	1/4/2019	20190104ADFEI	Payroll accrual		0 \$ 25.00
5566	MN Child Support Payment Cent	1/4/2019	20190104ADCS	Payroll accrual		0 \$ 201.01
5567	MN Child Support Payment Cent	1/4/2019	20190104ADcs	Payroll accrual		0 \$ 315.64
5568	MN Child Support Payment Cent	1/4/2019	20190104ADCS	Payroll accrual		0 \$ 70.14
5569	Para Local #4798	1/4/2019	20190104ADDL	Payroll accrual		0 \$ 643.06
	Para Local #4798	1/4/2019	20190104ADDL	Payroll accrual		0 \$ 17.48
5570	Range Credit Bureau, Inc.	1/4/2019	20190104ADGA	Payroll accrual		0 \$ 149.05
5571	United Way of Northeastern MN	1/4/2019	20190104ADUV	Payroll accrual		0 \$ 10.00
5572	Wyoming Child Support	1/4/2019	20190104ADcs	Payroll accrual		0 \$ 115.38
5573	ERICKSON, DONNA	1/2/2019	20190102	Early Retirement Incentive - Donna Erickson		0 \$ 1,908.00
5574	HARVEY, ROSS	1/3/2019	B SWIM 12/29/	B SWIM OFFICIAL 12/29/18		0 \$ 178.74
5575	HODGSON, JON	1/3/2019	G BB 1/3/19	G BB OFFICIAL 1/3/19		0 \$ 120.00
5576	KEHOE, Rick	1/3/2019	G BB 1/3/19	G BB OFFICIAL 1/3/19		0 \$ 120.00
5577	MCCORMACK, Colleen	1/3/2019	B SWIM 12/29/	B SWIM OFFICIAL 12/29/18		0 \$ 68.00
5578	Rousseau, Jeff	1/3/2019	G HOCKEY 1/3/	G HOCKEY OFFICIAL 1/3/19		0 \$ 65.00
5579	SHAFER, DEVON	1/3/2019	G BB 1/3/19	G BB OFFICIAL 1/3/19		0 \$ 298.76
5580	Shikowsky, Chad	1/3/2019	G HOCKEY 1/3/	G HOCKEY OFFICIAL 1/3/19		0 \$ 65.00
5581	AUTO VALUE PARTS INC	1/7/2019	138031364	Door Handle		0 \$ 7.99
5582	Bond Trust Services Corp.	1/7/2019	45550	Alt Facilities Bond Prin & Interest		0 \$ 130,000.00

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	Bond Trust Services Corp.	1/7/2019	45550	Alt Facilities Bond Prin & Interest	0	\$ 16,706.25
	Bond Trust Services Corp.	1/7/2019	45551	General School Bond Prin & Interest	0	\$ 90,000.00
	Bond Trust Services Corp.	1/7/2019	45551	General School Bond Prin & Interest	0	\$ 34,925.00
5583	BSN SPORTS	1/7/2019	902860295	Football Pads (Pd by Boosters)	0	\$ 685.80
	BSN SPORTS	1/7/2019	903312550	Football Helmets (Pd by Boosters)	0	\$ 5,266.40
5584	FRONTIER	1/7/2019	121618	Monthly Telephone Service	8101900007	\$ 34.43
	FRONTIER	1/7/2019	121618	Monthly Telephone Service	8101900007	\$ 842.54
	FRONTIER	1/7/2019	121618	Monthly Telephone Service	8101900007	\$ 11.75
	FRONTIER	1/7/2019	121618	Monthly Telephone Service	8101900007	\$ 34.43
5585	MN ENERGY RESOURCES CORP	1/7/2019	122018	Natural Gas Services	8101900010	\$ 983.35
	MN ENERGY RESOURCES CORP	1/7/2019	122018	Natural Gas Services	8101900010	\$ 25.31
5586	MR FAITH SOUND & LIGHT INC	1/7/2019	122018	Mr. Faith DJ service	5001900034	\$ 300.00
5587	NORTHERN LUMBER CO	1/7/2019	729133	WOODS SUPPLIES	2551900006	\$ 63.38
5588	SCHOLASTIC EQUIPMENT COMP,	1/7/2019	12565	FEF for Marci Nemec	1301900065	\$ 407.76
	SCHOLASTIC EQUIPMENT COMP,	1/7/2019	12566	FEF for Nicci Wood	1301900066	\$ 365.52
5589	WATER DEPT	1/7/2019	121918	Water Usage	8101900009	\$ 2,256.53
	WATER DEPT	1/7/2019	121918	Water Usage	8101900009	\$ 1,953.43
	WATER DEPT	1/7/2019	121918	Water Usage	8101900009	\$ 2,256.53
	WATER DEPT	1/7/2019	121918	Water Usage	8101900009	\$ 49.43
5590	Gibbons, Dennis	1/5/2019	B HOCKEY 1/5/19	B HOCKEY OFFICIAL 1/5/19	0	\$ 92.00
5591	LaValle, Terrance	1/5/2019	B HOCKEY 1/5/19	B HOCKEY OFFICIAL 1/5/19	0	\$ 279.62
5592	Lavalle, Tyler	1/5/2019	B HOCKEY 1/5/19	B HOCKEY OFFICIAL 1/5/19	0	\$ 130.00
5593	Kuffenkam, Margaret	1/7/2019	1/7/2019	Early Retirement Incentive - Margaret Kuffenkam	0	\$ 2,236.40
5594	GREENDAHL, PAT	1/7/2019	B BB 1/7/19	B BB OFFICIAL 1/17/19	0	\$ 260.82
5595	Ringle, Theodore	1/7/2019	B BB 1/7/19	B BB OFFICIAL 1/7/19	0	\$ 137.00
5596	Gjertson, John	1/7/2019	1/7/2019	Early Retirement Incentive - John Gjertson	0	\$ 284.20

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5597	Blais, TRAVIS	1/8/2019	G HOCKEY	G HOCKEY OFFICIAL 1/8/19		0 \$ 65.00
5598	Mankus, Linda	1/8/2019	1072019	refund for one vendor booth		0 \$ 25.00
5599	Rousseau, Jeff	1/8/2019	G HOCKEY 1/8/	G HOCKEY OFFICIAL 1/8/19		0 \$ 157.00
5600	Shikowsky, Chad	1/8/2019	G HOCKEY 1/8/	G HOCKEY OFFICIAL 1/8/19		0 \$ 157.00
5601	FLINN	1/11/2019	2288046	CASARETO SCIENCE EQUIPMENT	3001900065	\$ 41.85
5602	FRIENDS GARBAGE SERVICE, LLC	1/11/2019	9135130	Garbage Pickups	8101900016	\$ 1,619.28
5603	GENERAL HEATING & MECHANIC	1/11/2019	14606	FHS; Tested & Adjusted Burners		0 \$ 210.00
	GENERAL HEATING & MECHANIC	1/11/2019	14607	Pool; Tested & Adjusted Burners		0 \$ 678.00
5604	GRAINGER WW INC	1/11/2019	9039248654	Infrared Thermometer	8101900091	\$ 96.59
	GRAINGER WW INC	1/11/2019	9032579378	Hand pump repair parts	2551900023	\$ 60.72
5605	KAURALA, Paul	1/11/2019	122618	Zamboni Blade Sharpening		0 \$ 140.00
5606	KOOCHICHING COUNTY TREASURY	1/11/2019	2018	Tax Notices		0 \$ 1,815.66
5607	MIDCONTINENT COMMUNICATIONS	1/11/2019	122718	ALC Phone & Data	3001900010	\$ 166.97
5608	MN ENERGY RESOURCES CORP	1/11/2019	10319	Natural Gas Services	8101900010	\$ 5,670.78
	MN ENERGY RESOURCES CORP	1/11/2019	10319	Natural Gas Services	8101900010	\$ 5,823.66
	MN ENERGY RESOURCES CORP	1/11/2019	10319	Natural Gas Services	8101900010	\$ 6,160.06
	MN ENERGY RESOURCES CORP	1/11/2019	10319	Natural Gas Services	8101900010	\$ 2,053.35
	MN ENERGY RESOURCES CORP	1/11/2019	10419	FES;Natural Gas Services	8101900010	\$ 383.42
5609	MN TELECOMMUNICATIONS	1/11/2019	5064	Monthly Broadband Services	6051900006	\$ 1,512.50
5610	PERMA BOUND	1/11/2019	1806348	FEF DONATION	3001900041	\$ 593.15
5610	PERMA BOUND	1/11/2019	1804134	FHS LIBRARY BOOKS	3001900085	\$ 211.37
5611	ROCHESTER TELECOM SYSTEMS	1/11/2019	122218	Long Distance Phone Calls	8101900013	\$ 68.54
	ROCHESTER TELECOM SYSTEMS	1/11/2019	122218	Long Distance Phone Calls	8101900013	\$ 68.53
5612	SCHOOL SPECIALTY	1/11/2019	3.08103E+11	Supplies for FES	1301900113	\$ 748.88
5613	SUPER ONE	1/11/2019	1231818	Food for Meal Service		0 \$ 80.36
	SUPER ONE	1/11/2019	112818	Food for Meal Service		0 \$ 5.96
	SUPER ONE	1/11/2019	120318	Food for Meal Service		0 \$ 18.59
	SUPER ONE	1/11/2019	120718	Food for Meal Service		0 \$ 17.94
	SUPER ONE	1/11/2019	121718	Food for Meal Service		0 \$ 15.56
	SUPER ONE	1/11/2019	121918	PALS; Food for Activity (Cr \$1.55 Tax)		0 \$ 96.19

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5614	THYSSENKRUPP ELEVATOR	1/11/2019	3004361151	Elevator Oil & Grease		0 \$ 201.40
5615	TIERNEY BROTHERS INC	1/11/2019	78619	Projector Lamp	6051900055	\$ 291.06
5616	TIMBERPINS	1/11/2019	554694	SPED Bowling		0 \$ 184.00
5617	UP NORTH BUILDERS INC	1/11/2019	4387	Lane line installation	8101900090	\$ 3,823.00
	UP NORTH BUILDERS INC	1/11/2019	4326	Scissorlift Rental		0 \$ 160.31
5618	Clement, David Brian	1/10/2019	1/10/2019	Girls' Basketball vs. Eveleth-Gilbert Referee A B		0 \$ 120.00
5619	GLUMACK, BABE	1/10/2019	1/10/2019	Girls' Basketball vs. Eveleth-Gilbert Salary & Mileage		0 \$ 230.74
5620	ISD #361-- Student Activity	1/10/2019	2019 PROM	2019 POST-PROM ENTERTAINMENT		0 \$ 1,916.87
	ISD #361-- Student Activity	1/11/2019	2019 PROM	2019 POST-PROM ENTERTAINMENT		0 \$ (1,916.87)
5621	Parenteau, Jordon	1/10/2019	1/10/2019	Girls' Basketball vs. Eveleth-Gilbert Referee A B		0 \$ 120.00
5622	Magic Bounce Party Rentals	1/11/2019	2019 PROM	2019 POST-PROM ENTERTAINMENT		0 \$ 1,916.87
5623	Erickson, Rod	1/14/2019	B BB 1/15/19	B BB OFFICIAL 1/15/19		0 \$ 120.00
5624	LAINE, Bob	1/14/2019	B BB 1/15/19	B BB OFFICIAL 1/15/19		0 \$ 184.53
5625	POSTMASTER	1/14/2019	1/7/2019	Postage for mailing W-2s		0 \$ 150.00
5626	YODER, KYLE	1/14/2019	B BB 1/15/19	B BB OFFICIAL 1/15/19		0 \$ 120.00
5627	Further	1/15/2019	38892057	Medical FSA: 01/07/2019 - 1/14/2019		0 \$ 225.50
	Further	1/15/2019	38886009	Medical FSA: 12/31/2018 - 1/7/2019		0 \$ 1,099.60
5628	Annie's Frozen Yogurt	1/23/2019	22975	Frozen Yogurt	7701900005	\$ 100.00
	Annie's Frozen Yogurt	1/23/2019	23001	Supplies for Yogurt Machine		0 \$ 45.00
5629	ARROWHEAD LIBRARY SYSTEM	1/23/2019	7060	Library Catalog System	6201900000	\$ 625.00
5630	BEMIDJI WELDERS SUPPLY	1/23/2019	10002803	Metal Supplies	2551900024	\$ 215.51
5631	CITIZENS FOR BACKUS	1/23/2019	3931	BACKUS RENTAL	2581900006	\$ 350.00
	CITIZENS FOR BACKUS	1/23/2019	10119	ALC Lease Agreement	3001900020	\$ 619.91
5632	CliftonLarsonAllen LLP	1/23/2019	1973411	Audit Services	1101900016	\$ 1,000.00
5633	FORESTLAND SALES AND SERVICE	1/23/2019	33887	Plow Truck Parts		0 \$ 34.44
5634	INTERQUEST DETECTION CANINE	1/23/2019	Dec-18	Canine Detection Services	3001900045	\$ 315.00
5635	Jamf	1/23/2019	79773	Supplies	6051900054	\$ 744.00

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5636	KGHS-AM	1/23/2019	123118	School Matters	101900000	\$ 198.00
5637	Marco Technologies LLC	1/23/2019	375288537	FHS; B & W Copy Machine 754E	3001900015	\$ 2,916.98
	Marco Technologies LLC	1/23/2019	375288560	FES; Color Copy Machine C458	1301900001	\$ 225.20
5638	MEDTOX LABORATORIES	1/23/2019	1.22019E+11	Employee Drug Testing	0	\$ 19.41
5639	MN DEPT OF PUBLIC SAFETY	1/23/2019	3601000092181	FHS EPCRA Hazardous Materials Fee	0	\$ 25.00
	MN DEPT OF PUBLIC SAFETY	1/23/2019	3601000092181	Bus Garage; EPCRA Hazardous Materials Fee	0	\$ 25.00
5640	MN TELECOMMUNICATIONS	1/23/2019	5133	Monthly Broadband Services	6051900006	\$ 1,512.50
5641	NORTHEAST SERVICE UNIT	1/23/2019	499	FY19 ALI Memberhsip Dues	0	\$ 3,564.00
5642	Northern Office Outfitters	1/23/2019	6842	Comm Ed; Printer Toner	0	\$ 129.99
	Northern Office Outfitters	1/23/2019	6900	FHS Library Toner	0	\$ 200.00
	Northern Office Outfitters	1/23/2019	6864	SPED Printer Toner	0	\$ 150.00
	Northern Office Outfitters	1/23/2019	6751	FHS Printer Toner	0	\$ 149.99
5643	NORTHLAND LEARNING CENTER	1/23/2019	4429	Co-op Coordintors Salary & Benefits	0	\$ 3,144.03
	NORTHLAND LEARNING CENTER	1/23/2019	4429	Co-op Coordintors Salary & Benefits	0	\$ 528.07
	NORTHLAND LEARNING CENTER	1/23/2019	4429	Co-op Coordintors Salary & Benefits	0	\$ 3,568.03
	NORTHLAND LEARNING CENTER	1/23/2019	4429	Co-op Coordintors Salary & Benefits	0	\$ 1,321.48
	NORTHLAND LEARNING CENTER	1/23/2019	4469	ALC Teacher Salary & Benefits	0	\$ 30,316.50
	NORTHLAND LEARNING CENTER	1/23/2019	4469	ALC Teacher Salary & Benefits	0	\$ 10,250.81
	NORTHLAND LEARNING CENTER	1/23/2019	4480	ESY Services Salary & Benefits	0	\$ 215.40
	NORTHLAND LEARNING CENTER	1/23/2019	4480	ESY Services Salary & Benefits	0	\$ 35.00
	NORTHLAND LEARNING CENTER	1/23/2019	4480	ESY Services Salary & Benefits	0	\$ 1,421.64
	NORTHLAND LEARNING CENTER	1/23/2019	4480	ESY Services Salary & Benefits	0	\$ 231.02
	NORTHLAND LEARNING CENTER	1/23/2019	4403	Psychologist Services	0	\$ 27,008.05

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	NORTHLAND LEARNING CENTER	1/23/2019	4403	Psychologist Services	0	\$ 9,144.29
	NORTHLAND LEARNING CENTER	1/23/2019	4420	ECSE Teacher Salary	0	\$ 30,316.50
	NORTHLAND LEARNING CENTER	1/23/2019	4420	ECSE Teacher Benefits	0	\$ 4,891.99
5644	RAINY LAKE MEDICAL CENTER	1/23/2019	3303	PT/OT & Speech Therapies Services	3001900024	\$ 14,913.33
5645	Robinhood Corporation	1/23/2019	2632	Pool Lift	8101900085	\$ 9,108.12
5646	THE JOURNAL	1/23/2019	121318CE	Comm Ed; Advertising	5001900007	\$ 294.26
	THE JOURNAL	1/23/2019	123118	District Newspaper Advertising	1101900009	\$ 464.92
5647	The Sport Shop	1/23/2019	120418	GIRLS HOCKEY SOCKS	2921900037	\$ 550.00
5648	Thompson, Sara	1/23/2019	10419	P & I Grant Marketing Consultant	7901900002	\$ 1,195.00
5649	TW Maintenance	1/23/2019	155	Arena tower fan bearing and bracket	8101900097	\$ 252.00
181900052	Adee, Kelli	12/28/2018	113018	Nov Mileage Reimbursement	0	\$ 9.81
181900053	Anderson, Charles	12/28/2018	122118	Dec Mileage Reimbursement	0	\$ 8.18
181900054	Awe, William	12/28/2018	120618	PDT Meal Reimbursement	0	\$ 71.87
181900055	Blesi, Michael	12/28/2018	123018	6 Month Cell Phone Reimbursement	0	\$ 450.00
181900056	Boe, Angel	12/28/2018	112918	Nov Mileage Reimbursement to Public Library	0	\$ 20.98
181900057	Christianson, Rosa	12/28/2018	121918	Dec Mileage Reimbursement	0	\$ 3.54
181900058	Glowack, Marc	12/28/2018	123018	6 Month Cell Phone Reimbursement	0	\$ 450.00
181900059	Holt, Thomas	12/28/2018	123018	6 Month Cell Phone Reimbursement	0	\$ 450.00
181900060	Olson-Line, Karla	12/28/2018	111518	PDT PBIS Meal Reimbursement	0	\$ 30.09
181900061	Peterson, Paul	12/28/2018	120318	PDT Lunch Reimbursement	0	\$ 13.63
181900062	Slatinski, BethAnne	12/28/2018	121918	6 Months Cell Phone Reimbursement	0	\$ 360.00
181900063	VOYAGEUR CHARTER COACH	12/28/2018	2713	Girls Swim Meet Bus	0	\$ 1,249.05
	VOYAGEUR CHARTER COACH	12/28/2018	2712	Girls Swim Meet Bus	0	\$ 1,249.05
	VOYAGEUR CHARTER COACH	12/28/2018	2743	Girls Hockey Bus	0	\$ 2,982.85

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181900064	Wilson, June	12/28/2018	122118	Dec Mileage Reimbursement to Bus Garage	0	\$ 13.08
181900065	Besch, Tina	1/23/2019	123118	4th Qtr Mileage Reimbursement	0	\$ 105.95
181900066	Boe, Angel	1/23/2019	122018	Dec Mileage Reimbursement	0	\$ 17.17
181900067	Cipriano, Ariana	1/23/2019	122118	Mileage Reimbursment to St Thomas Sept-Dec	0	\$ 58.37
181900068	Everson, Timothy	1/23/2019	123118	Cell Phone Reimbursment	0	\$ 450.00
181900069	Humbert, Laurie	1/23/2019	102619	Mileage Reimbursement	0	\$ 6.54
181900070	Staples, Sarah	1/23/2019	122118	Donuts for Staff Breakfast	0	\$ 29.81
181900071	Thoresen, Shawna	1/23/2019	122018	Mileage Reimbursement	0	\$ 3.82
181900072	Tompkins, Kathleen	1/23/2019	122618	Choir; Battery Operated Candles	0	\$ 73.37
201800596	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 173.08
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 486.95
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 2,473.80
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 50.66
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 2,488.41
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 0.93
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 430.78
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 246.16
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 228.47
201800596	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 0.52
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 3,691.59
	Educator Benefit Consultants, LL	12/21/2018	20181221ADTS	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTS	Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTS	Payroll accrual	0	\$ 353.75
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTSE	Payroll accrual	0	\$ 1,471.17
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTSE	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTSF	Payroll accrual	0	\$ 727.10
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTSF	Payroll accrual	0	\$ 0.93
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTSK	Payroll accrual	0	\$ 111.55

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Check No	Vendor	Check Date	Invoice No	Invoice	PO Number	Amount
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTS	Payroll accrual	0	\$ 212.68
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTS	Payroll accrual	0	\$ 0.52
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTS	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTS	Payroll accrual	0	\$ 1,445.93
	Educator Benefit Consultants, LL	12/21/2018	20181221AFTS	Payroll accrual	0	\$ 46.16
201800597	ING	12/21/2018	20181221ADG	Payroll accrual	0	\$ 8.71
	ING	12/21/2018	20181221ADG	Payroll accrual	0	\$ 22.87
	ING	12/21/2018	20181221AFDE	Payroll accrual	0	\$ 8.71
	ING	12/21/2018	20181221AFDE	Payroll accrual	0	\$ 22.87
	ING	12/21/2018	20181221AFHC	Payroll accrual	0	\$ 2,901.93
	ING	12/21/2018	20181221AFHC	Payroll accrual	0	\$ 6.92
201800598	Internal Revenue Service	12/21/2018	20181221ADFIC	Payroll accrual	0	\$ 18,383.59
	Internal Revenue Service	12/21/2018	20181221ADFIC	Payroll accrual	0	\$ 608.42
	Internal Revenue Service	12/21/2018	20181221ADFIC	Payroll accrual	0	\$ 727.04
	Internal Revenue Service	12/21/2018	20181221ADFT	Payroll accrual	0	\$ 350.00
	Internal Revenue Service	12/21/2018	20181221ADFT	Payroll accrual	0	\$ 10.00
	Internal Revenue Service	12/21/2018	20181221ADFT	Payroll accrual	0	\$ 173.59
	Internal Revenue Service	12/21/2018	20181221ADFT	Payroll accrual	0	\$ 4.93
	Internal Revenue Service	12/21/2018	20181221ADFT	Payroll accrual	0	\$ 23,299.56
	Internal Revenue Service	12/21/2018	20181221ADFT	Payroll accrual	0	\$ 657.16
	Internal Revenue Service	12/21/2018	20181221ADFT	Payroll accrual	0	\$ 632.87
	Internal Revenue Service	12/21/2018	20181221ADMI	Payroll accrual	0	\$ 4,299.42
	Internal Revenue Service	12/21/2018	20181221ADMI	Payroll accrual	0	\$ 142.28
	Internal Revenue Service	12/21/2018	20181221ADMI	Payroll accrual	0	\$ 170.04
	Internal Revenue Service	12/21/2018	20181221AFFIC	Payroll accrual	0	\$ 18,383.59
	Internal Revenue Service	12/21/2018	20181221AFFIC	Payroll accrual	0	\$ 608.42
201800598	Internal Revenue Service	12/21/2018	20181221AFFIC	Payroll accrual	0	\$ 727.04
	Internal Revenue Service	12/21/2018	20181221AFME	Payroll accrual	0	\$ 4,299.42
	Internal Revenue Service	12/21/2018	20181221AFME	Payroll accrual	0	\$ 142.28
	Internal Revenue Service	12/21/2018	20181221AFME	Payroll accrual	0	\$ 170.04
201800599	MINNESOTA REVENUE	12/21/2018	20181221ADSIT	Payroll accrual	0	\$ 95.00
	MINNESOTA REVENUE	12/21/2018	20181221ADSIT	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	12/21/2018	20181221ADSIT	Payroll accrual	0	\$ 20.00

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	MINNESOTA REVENUE	12/21/2018	20181221	ADSIT Payroll accrual	0	\$ 11,819.76
	MINNESOTA REVENUE	12/21/2018	20181221	ADSIT Payroll accrual	0	\$ 352.84
	MINNESOTA REVENUE	12/21/2018	20181221	ADSIT Payroll accrual	0	\$ 360.72
	MINNESOTA REVENUE	12/21/2018	20181221	ADSIT Payroll accrual	0	\$ 163.69
	MINNESOTA REVENUE	12/21/2018	20181221	ADSIT Payroll accrual	0	\$ 1.63
201800600	MN Teachers Retirement Associ	12/21/2018	20181221	ADTR Payroll accrual	0	\$ 13,894.19
	MN Teachers Retirement Associ	12/21/2018	20181221	ADTR Payroll accrual	0	\$ 499.12
	MN Teachers Retirement Associ	12/21/2018	20181221	ADTR Payroll accrual	0	\$ 47.78
	MN Teachers Retirement Associ	12/21/2018	20181221	AFTR/ Payroll accrual	0	\$ 14,283.27
	MN Teachers Retirement Associ	12/21/2018	20181221	AFTR/ Payroll accrual	0	\$ 513.11
	MN Teachers Retirement Associ	12/21/2018	20181221	AFTR/ Payroll accrual	0	\$ 49.11
201800601	Public Employees Retirement As	12/21/2018	20181221	ADPE Payroll accrual	0	\$ 6,377.31
	Public Employees Retirement As	12/21/2018	20181221	ADPE Payroll accrual	0	\$ 183.23
	Public Employees Retirement As	12/21/2018	20181221	ADPE Payroll accrual	0	\$ 701.83
	Public Employees Retirement As	12/21/2018	20181221	AFPEf Payroll accrual	0	\$ 7,358.41
	Public Employees Retirement As	12/21/2018	20181221	AFPEf Payroll accrual	0	\$ 211.44
	Public Employees Retirement As	12/21/2018	20181221	AFPEf Payroll accrual	0	\$ 809.79
201800602	Public Employees Retirement-DC	12/21/2018	20181221	ADDC Payroll accrual	0	\$ 24.60
	Public Employees Retirement-DC	12/21/2018	20181221	AFDC Payroll accrual	0	\$ 24.60
201800603	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 173.08
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 486.95
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 2,448.36
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 76.10
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 2,488.42
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 0.92
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 430.78
201800603	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 228.99
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 3,691.59
	Educator Benefit Consultants, LL	1/4/2019	20190104	ADTS/ Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LL	1/4/2019	20190104	AFTS/ Payroll accrual	0	\$ 176.94

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	Educator Benefit Consultants, LL	1/4/2019	20190104AFTS/	Payroll accrual	0	\$ 353.75
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTSE	Payroll accrual	0	\$ 1,471.17
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTSE	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTSF	Payroll accrual	0	\$ 727.11
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTSF	Payroll accrual	0	\$ 0.92
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTSC	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTSM	Payroll accrual	0	\$ 213.20
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTSE	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTS\	Payroll accrual	0	\$ 1,445.93
	Educator Benefit Consultants, LL	1/4/2019	20190104AFTS\	Payroll accrual	0	\$ 46.16
201800604	ING	1/4/2019	20190104ADG--	Payroll accrual	0	\$ 8.71
	ING	1/4/2019	20190104ADG--	Payroll accrual	0	\$ 22.87
	ING	1/4/2019	20190104AFDEI	Payroll accrual	0	\$ 8.71
	ING	1/4/2019	20190104AFDEI	Payroll accrual	0	\$ 22.87
	ING	1/4/2019	20190104AFHC	Payroll accrual	0	\$ 2,901.93
	ING	1/4/2019	20190104AFHC	Payroll accrual	0	\$ 6.92
201800605	Internal Revenue Service	1/4/2019	20190104ADFIC	Payroll accrual	0	\$ 17,139.70
	Internal Revenue Service	1/4/2019	20190104ADFIC	Payroll accrual	0	\$ 594.15
	Internal Revenue Service	1/4/2019	20190104ADFIC	Payroll accrual	0	\$ 755.96
	Internal Revenue Service	1/4/2019	20190104ADFT,	Payroll accrual	0	\$ 350.00
	Internal Revenue Service	1/4/2019	20190104ADFT,	Payroll accrual	0	\$ 10.00
	Internal Revenue Service	1/4/2019	20190104ADFTI	Payroll accrual	0	\$ 173.34
	Internal Revenue Service	1/4/2019	20190104ADFTI	Payroll accrual	0	\$ 4.88
	Internal Revenue Service	1/4/2019	20190104ADFT,	Payroll accrual	0	\$ 22,113.87
	Internal Revenue Service	1/4/2019	20190104ADFT,	Payroll accrual	0	\$ 657.94
	Internal Revenue Service	1/4/2019	20190104ADFT,	Payroll accrual	0	\$ 637.82
	Internal Revenue Service	1/4/2019	20190104ADMI	Payroll accrual	0	\$ 4,008.50
	Internal Revenue Service	1/4/2019	20190104ADMI	Payroll accrual	0	\$ 138.95
	Internal Revenue Service	1/4/2019	20190104ADMI	Payroll accrual	0	\$ 176.80
	Internal Revenue Service	1/4/2019	20190104AFFIC	Payroll accrual	0	\$ 17,139.70
	Internal Revenue Service	1/4/2019	20190104AFFIC	Payroll accrual	0	\$ 594.15
201800605	Internal Revenue Service	1/4/2019	20190104AFFIC	Payroll accrual	0	\$ 755.96
	Internal Revenue Service	1/4/2019	20190104AFME	Payroll accrual	0	\$ 4,008.50

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Check No	Vendor	Check Date	Invoice No	Invoice	PO Number	Amount
	Internal Revenue Service	1/4/2019	20190104AFMC	Payroll accrual	0	\$ 138.95
	Internal Revenue Service	1/4/2019	20190104AFMC	Payroll accrual	0	\$ 176.80
201800606	MINNESOTA REVENUE	1/4/2019	20190104ADSIT	Payroll accrual	0	\$ 95.00
	MINNESOTA REVENUE	1/4/2019	20190104ADSIT	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	1/4/2019	20190104ADSIT	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	1/4/2019	20190104ADSIT	Payroll accrual	0	\$ 11,154.70
	MINNESOTA REVENUE	1/4/2019	20190104ADSIT	Payroll accrual	0	\$ 354.33
	MINNESOTA REVENUE	1/4/2019	20190104ADSIT	Payroll accrual	0	\$ 365.43
	MINNESOTA REVENUE	1/4/2019	20190104ADSIT	Payroll accrual	0	\$ 165.03
	MINNESOTA REVENUE	1/4/2019	20190104ADSIT	Payroll accrual	0	\$ 1.63
201800607	MN Teachers Retirement Associa	1/4/2019	20190104ADTR	Payroll accrual	0	\$ 13,690.92
	MN Teachers Retirement Associa	1/4/2019	20190104ADTR	Payroll accrual	0	\$ 507.39
	MN Teachers Retirement Associa	1/4/2019	20190104ADTR	Payroll accrual	0	\$ 62.40
	MN Teachers Retirement Associa	1/4/2019	20190104AFTR/	Payroll accrual	0	\$ 14,074.34
	MN Teachers Retirement Associa	1/4/2019	20190104AFTR/	Payroll accrual	0	\$ 521.59
	MN Teachers Retirement Associa	1/4/2019	20190104AFTR/	Payroll accrual	0	\$ 64.15
201800608	Public Employees Retirement As:	1/4/2019	20190104ADPE	Payroll accrual	0	\$ 6,314.46
	Public Employees Retirement As:	1/4/2019	20190104ADPE	Payroll accrual	0	\$ 186.10
	Public Employees Retirement As:	1/4/2019	20190104ADPE	Payroll accrual	0	\$ 712.20
	Public Employees Retirement As:	1/4/2019	20190104AFPEF	Payroll accrual	0	\$ 7,285.97
	Public Employees Retirement As:	1/4/2019	20190104AFPEF	Payroll accrual	0	\$ 214.71
	Public Employees Retirement As:	1/4/2019	20190104AFPEF	Payroll accrual	0	\$ 821.80
201800609	Public Employees Retirement-DC	1/4/2019	20190104ADDC	Payroll accrual	0	\$ 24.60
	Public Employees Retirement-DC	1/4/2019	20190104AFDC	Payroll accrual	0	\$ 24.60
				BMO Credit Card (See attached report)		\$ 26,284.79
Total						\$ 979,534.50

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX8327	12/21/2018	3510	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	10.49	
	2	PRIZE PIZZAS			3001900030	Tim's00000	01/03/2019	10.49				
	12/21/2018	3511	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	10.49	
	2	PRIZE PIZZAS			3001900030	Tim's00001	01/03/2019	10.49				
	12/14/2018	3508	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	9.99	
	2	PRIZE PIZZAS			3001900030	Tim's00002	01/03/2019	9.99				
	12/14/2018	3509	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	9.99	
	2	PRIZE PIZZAS			3001900030	Tim's00003	01/03/2019	9.99				
	12/13/2018	3507	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	9.99	
	2	PRIZE PIZZAS			3001900030	Tim's00004	01/03/2019	9.99				
	12/12/2018	3506	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	9.99	
	2	PRIZE PIZZAS			3001900030	Tim's00005	01/03/2019	9.99				
	12/07/2018	3504	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	9.99	
	2	PRIZE PIZZAS			3001900030	Tim's00006	01/03/2019	9.99				
	12/07/2018	3505	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	9.99	
	2	PRIZE PIZZAS			3001900030	Tim's00007	01/03/2019	9.99				
	12/03/2018	3515	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	9.99	
	2	PRIZE PIZZAS			3001900030	Tim's00008	01/03/2019	9.99				
	11/30/2018	3513	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	7.00	
	2	PRIZE PIZZAS			3001900030	Tim's00009	01/03/2019	7.00				
	11/30/2018	3514	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	16.99	
	2	PRIZE PIZZAS			3001900030	Tim's00010	01/03/2019	16.99				
	11/28/2018	3512	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	16.99	
	2	PRIZE PIZZAS			3001900030	Tim's00011	01/03/2019	16.99				
					12 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>							131.89
XXXXXXXXXXXX8335	12/21/2018	3522	SteelEug000	Steele Eugene L	Speedway 04602, Hermantown, MN,		01/02/2019		Invoiced	A	40.00	
	1	Fuel for bus #546 (OTR Girls hockey)				Gene's00000	01/03/2019	40.00				
	12/20/2018	3521	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	01/02/2019		Invoiced	A	20.34	
	2	Transportation			8101900032	Gene's00001	01/03/2019	20.34				
	12/14/2018	3518	SteelEug000	Steele Eugene L	Fleetpride 560, Bemidji, MN, 56	FLEETPRI000	01/02/2019		Invoiced	A	90.46	
	1	Air valve for plow truck				Gene's00002	01/03/2019	90.46				
	12/14/2018	3519	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	01/02/2019		Invoiced	A	44.18	
	2	Transportaion			8101900034	Gene's00003	01/03/2019	44.18				
	12/14/2018	3520	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	01/02/2019		Invoiced	A	16.14	
	2	Transportation			8101900032	Gene's00004	01/03/2019	16.14				
	12/13/2018	3516	SteelEug000	Steele Eugene L	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	01/02/2019		Invoiced	A	309.12	
	1	Misc. Bus parts				Gene's00005	01/03/2019	309.12				

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8335	continued...										
	12/13/2018	3517	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	01/02/2019		Invoiced	A	38.99
	2	Transportation			8101900032	Gene's00006	01/03/2019	38.99			
	11/30/2018	3523	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	01/02/2019		Invoiced	A	13.50
	1	Elbow for plow truck				Gene's00007	01/03/2019	13.50			
	11/30/2018	3524	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	01/02/2019		Invoiced	A	17.08
	1	Misc. parts for bus				Gene's00007	01/03/2019	17.08			
	9 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>										589.81
XXXXXXXXXXXX6620	12/21/2018	3556	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	28.95
	2	FHS			8101900031	Tom's C/C00000	01/03/2019	28.95			
	12/21/2018	3557	HOLT THO000	Holt Thomas T	Oreilly Auto #3901, Internation	O'REILLY000	01/02/2019		Invoiced	A	61.89
	2	FHS			8101900034	Tom's C/C00001	01/03/2019	61.89			
	12/18/2018	3550	HOLT THO000	Holt Thomas T	Dirty Martini Lounge, Fort Mill		01/02/2019		Invoiced	A	43.00
	1					Tom's C/C00002	01/03/2019	43.00			
	12/18/2018	3551	HOLT THO000	Holt Thomas T	Pier 1 Imports00003525, Charlot		01/02/2019		Invoiced	A	306.16
	1					Tom's C/C00002	01/03/2019	306.16			
	12/18/2018	3552	HOLT THO000	Holt Thomas T	Dirty Martini Lounge, Fort Mill		01/02/2019		Invoiced	A	35.00
	1					Tom's C/C00002	01/03/2019	35.00			
	12/18/2018	3553	HOLT THO000	Holt Thomas T	Dirty Martini Lounge, Fort Mill		01/02/2019		Invoiced	A	35.00
	1					Tom's C/C00002	01/03/2019	35.00			
	12/18/2018	3555	HOLT THO000	Holt Thomas T	Wal-Mart #1464, Charlotte, NC,	WALMART.000	01/02/2019		Invoiced	A	122.55
	1					Tom's C/C00003	01/03/2019	122.55			
	12/17/2018	3548	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	26.98
	2	FHS			8101900031	Tom's C/C00004	01/03/2019	26.98			
	12/17/2018	3549	HOLT THO000	Holt Thomas T	Cvs/Pharmacy #07941, Charlotte,		01/02/2019		Invoiced	A	116.32
	1					Tom's C/C00002	01/03/2019	116.32			
	12/17/2018	3554	HOLT THO000	Holt Thomas T	Wendy S 0062, Charlotte, NC, 28		01/02/2019		Invoiced	A	15.57
	1					Tom's C/C00002	01/03/2019	15.57			
	12/13/2018	3547	HOLT THO000	Holt Thomas T	Little Falls Machine, 320-632-9		01/02/2019		Invoiced	A	454.28
	2	Snow plow lift cylinder			7601900019	Tom's C/C00005	01/03/2019	450.00			
	3	Shipping				Tom's C/C00002	01/03/2019	4.28			
	12/07/2018	3546	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/02/2019		Invoiced	A	119.64
	2	SP 106205 DMQ CLEANER 5GADISINFECTANT CLEANER			8101900087	Tom's C/C00006	01/03/2019	119.64			
	12/06/2018	3545	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	277.00
	2	FES			8101900031	Tom's C/C00007	01/03/2019	277.00			
	12/05/2018	3544	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/02/2019		Invoiced	A	142.85
	2	TOL 260106 SOAKIT ABSORBENT50X1LB FLUIDS ABSOR			8101900079	Tom's C/C00008	01/03/2019	142.85			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX6620	continued...										
	12/04/2018	3543	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/02/2019		Invoiced	A	170.56
	2	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8101900084	Tom's C/C00009	01/03/2019	170.56			
	11/30/2018	3560	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	4.87
	2	FHS			8101900031	Tom's C/C00010	01/03/2019	4.87			
	11/30/2018	3561	HOLT	THO000 Holt Thomas T	Borderboxes, Intl Falls, MN, 56	BORDERBO000	01/02/2019		Invoiced	A	34.95
	1	Door stickers				Tom's C/C00011	01/03/2019	34.95			
	11/30/2018	3562	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/02/2019		Invoiced	A	328.70
	2	SPEC SLRS385815K BLACK 100CA38X58 1.5M ROLL CA			8101900079	Tom's C/C00012	01/03/2019	73.34			
	4	SPEC SLRS404615K BLACK 150CA40X46 1.5M ROLL CA			8101900079	Tom's C/C00012	01/03/2019	84.80			
	5	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8101900079	Tom's C/C00012	01/03/2019	170.56			
	11/30/2018	3563	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/02/2019		Invoiced	A	262.72
	3	CP HR171806N NATURAL 2000CA17X18 6M ROLL CAN L			8101900078	Tom's C/C00013	01/03/2019	102.12			
	4	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8101900078	Tom's C/C00013	01/03/2019	85.28			
	5	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8101900078	Tom's C/C00013	01/03/2019	75.32			
	11/30/2018	3564	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/02/2019		Invoiced	A	177.21
	2	HS GL-V103FX GLOVE VINYL XLARGE10X100 POWDER F			8101900080	Tom's C/C00014	01/03/2019	39.60			
	3	SPEC SLRS385815K BLACK 100CA38X58 1.5M ROLL CA			8101900080	Tom's C/C00014	01/03/2019	36.67			
	4	GP 26480 SOFPULL TOWEL 6X1000BROWN HARDWOUND R			8101900080	Tom's C/C00014	01/03/2019	38.70			
	5	GJ 9128-12 GOJO SOAP 12X800MLPINK & KLEAN HAND			8101900080	Tom's C/C00014	01/03/2019	46.98			
	6	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8101900080	Tom's C/C00014	01/03/2019	15.26			
	11/29/2018	3559	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	30.65
	2	FHS			8101900031	Tom's C/C00015	01/03/2019	30.65			
	11/28/2018	3558	HOLT	THO000 Holt Thomas T	Smallwood Lock Supply, 91337156	SMALLWOO000	01/02/2019		Invoiced	A	591.47
	1	Combination Locks for lockers at FHS				Tom's C/C00016	01/03/2019	591.47			
	22 transaction(s) for XXXXXXXXXXXX6620. Total Amount ==>										3,386.32
XXXXXXXXXXXX7362	12/27/2018	3537			Cts*frontier Onlinepay, 800-921	FRONTIER000	01/02/2019		Invoiced	A	178.94
	2	Arena Phone Service			8101900007	Stacy's C/C00000	01/03/2019	178.94			
	12/27/2018	3538			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	01/02/2019		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7601900007	Stacy's C/C00001	01/03/2019	85.00			
	12/27/2018	3539			Amzn Mktp Us*m21x51k01, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	43.68
	2	Blue Wave Aquafirst & Aquabot Pool Cleaner Rep			3001900092	Stacy's C/C00002	01/03/2019	30.72			
	3	U.S. Pool Supply Professional Swimming Pool Le			3001900092	Stacy's C/C00002	01/03/2019	12.96			
	12/19/2018	3532			Amzn Mktp Us*m246d3040, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	11.49
	3	Abstract Vinyl Mattress Protector Corner Fitte			3001900087	Stacy's C/C00003	01/03/2019	11.49			
	12/19/2018	3533			Amzn Mktp Us*m27za80r1, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	129.99
	2	All In one Rollaway Guest Bed Heavy Duty Steel			3001900087	Stacy's C/C00004	01/03/2019	129.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7362		continued...									
	12/19/2018	3534			Amzn Mktp Us*m28yu0em0, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	129.99
	2	All In one Rollaway Guest Bed Heavy Duty Steel			3001900087 Stacy's C/C00005	01/03/2019		129.99			
	12/19/2018	3535			Amzn Mktp Us*m253u7081, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	11.49
	2	Abstract Vinyl Mattress Protector Corner Fitte			3001900087 Stacy's C/C00006	01/03/2019		11.49			
	12/19/2018	3536			Amazon.Com*m25a02482, Amzn.Com/	AMAZON B000	01/02/2019		Invoiced	A	206.35
	2	Saxon Phonics & Spelling K: Workbook Materials			1101900020 Stacy's C/C00007	01/03/2019		206.35			
	12/14/2018	3530			Amzn Mktp Us*m277d5cj0, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	21.97
	2	Student Workbook Part 2 Level K (SAXON Phonics			1101900020 Stacy's C/C00008	01/03/2019		21.97			
	12/14/2018	3531			Amzn Mktp Us*m02r89ub2, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	68.91
	2	BINO Woven Plastic Storage Basket, X-Large (Wh			7701900010 Stacy's C/C00009	01/03/2019		39.98			
	3	Clear Plastic Hanging File Organizer with Hand			7701900010 Stacy's C/C00009	01/03/2019		19.99			
	4	Shipping - Cost of shipping, not including shi			7701900010 Stacy's C/C00009	01/03/2019		8.94			
	12/13/2018	3529			Usps.Com Postal Store, 800-275-	POSTMAST000	01/02/2019		Invoiced	A	3,588.15
	2	Regular Envelopes			1101900021 Stacy's C/C00010	01/03/2019		1,779.30			
	3	Window Envelopes			1101900021 Stacy's C/C00010	01/03/2019		1,792.80			
	4	Shipping			1101900021 Stacy's C/C00010	01/03/2019		16.05			
	12/12/2018	3528			Thyssenkrupp Elevator, 67820210	THYSSENK000	01/02/2019		Invoiced	A	1,245.31
	1	Elevator Inspection			Stacy's C/C00011	01/03/2019		1,245.31			
	12/11/2018	3527			Ferrellgas L P, 800-8747699, MO	FERRELLG000	01/02/2019		Invoiced	A	76.24
	1	Arena Propane November			Stacy's C/C00012	01/03/2019		76.24			
	12/07/2018	3526			Singapore Math, Inc, 5035578100		01/02/2019		Invoiced	A	79.86
	1	Nonpublic School Textbooks			Stacy's C/C00013	01/03/2019		79.86			
	12/03/2018	3525			Innovative Office Solu, 9528089	INNOVATI000	01/02/2019		Invoiced	A	353.82
	17	PENCIL,#2,UNIVERSAL			1301900099 Stacy's C/C00014	01/03/2019		6.50			
	18	SHARPENER,ELC,MTY,MTE,MGN			1301900099 Stacy's C/C00014	01/03/2019		37.16			
	19	TAPE,MASKNG,2"X60YD,24/CT			1301900099 Stacy's C/C00014	01/03/2019		97.86			
	20	GLUE,STIC,18PK,VALU,PP			1301900099 Stacy's C/C00014	01/03/2019		25.71			
	21	TAPE,MLNG,2"X800",6/PK,CR			1301900099 Stacy's C/C00014	01/03/2019		41.91			
	22	MARKER,EXPO 2,CHISEL,BK			1301900099 Stacy's C/C00014	01/03/2019		51.60			
	23	CARD,INDEX,PLAIN,3X5,WE			1301900099 Stacy's C/C00014	01/03/2019		8.04			
	24	CARD,INDEX,RULED,3X5,WE			1301900099 Stacy's C/C00014	01/03/2019		8.04			
	25	PAPER,CNST,9X12,50PK,BK			1301900099 Stacy's C/C00014	01/03/2019		12.12			
	26	PAPER,CONST,12X18,50PK,BK			1301900099 Stacy's C/C00014	01/03/2019		9.44			
	27	PAPER,CONST9X12,50/PK,HYR			1301900099 Stacy's C/C00014	01/03/2019		16.68			
	28	PAPER,CNST,9X12,50PK,EVG			1301900099 Stacy's C/C00014	01/03/2019		12.60			
	29	PAPER,CNST,12X18,50PK,BRG			1301900099 Stacy's C/C00014	01/03/2019		12.96			
	30	PAPER,CNST,9X12,50PK,LGN			1301900099 Stacy's C/C00014	01/03/2019		6.60			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX7362	continued...											
	31	PAPER,CNST,9X12,50PK,DGN			1301900099	Stacy's C/C00014	01/03/2019	6.60				
	11/30/2018	3540			Innovative Office Solu, 9528089	INNOVATI000	01/02/2019		Invoiced	A	408.77	
	15	MARKER,EXPO 2,CHISEL,BE			1301900096	Stacy's C/C00015	01/03/2019	51.60				
	16	MARKER,EXPO 2,CHISEL,GN			1301900096	Stacy's C/C00015	01/03/2019	51.60				
	17	MARKER,SHARPIE,FINE PT,BK			1301900096	Stacy's C/C00015	01/03/2019	38.48				
	18	SHARPENER,PNCL,ELEC,HD,BK			1301900096	Stacy's C/C00015	01/03/2019	47.18				
	19	SHARPENER,PNCL,MLSV			1301900096	Stacy's C/C00015	01/03/2019	10.44				
	20	INDEX,BNDR,LTR5TAB,6ST/PK			1301900096	Stacy's C/C00015	01/03/2019	47.52				
	21	INDEX,DIV,5TB,PCKTS,AST			1301900096	Stacy's C/C00015	01/03/2019	20.46				
	22	DUSTER,AIR 152A 2PK			1301900096	Stacy's C/C00015	01/03/2019	63.56				
	23	SPONGE,MED,YELLOW,24/2PK			1301900096	Stacy's C/C00015	01/03/2019	24.40				
	24	CHALK,ALPHA12/PK,WE			1301900096	Stacy's C/C00015	01/03/2019	15.10				
	25	BIN,CUBBY,6/PK,AST			1301900096	Stacy's C/C00015	01/03/2019	38.43				
	11/30/2018	3541			Innovative Office Solu, 9528089	INNOVATI000	01/02/2019		Invoiced	A	409.80	
	12	WIPES,NATURAL,GGN			1301900089	Stacy's C/C00016	01/03/2019	200.52				
	13	CLEANER,WHITE BOARD,8OZ			1301900089	Stacy's C/C00016	01/03/2019	28.68				
	14	ENVELOPE,CAT,9X12,28#BRKR			1301900089	Stacy's C/C00016	01/03/2019	37.28				
	15	RING,BOOK,1 IN,100/BX			1301900089	Stacy's C/C00016	01/03/2019	17.00				
	16	RING,BOOK,3/4",100/BX			1301900089	Stacy's C/C00016	01/03/2019	21.40				
	17	PADS,SS,NOTES,3"X3",MIAMI			1301900089	Stacy's C/C00016	01/03/2019	60.60				
	18	ENVELOPE,CAT10X13,BRKR28#			1301900089	Stacy's C/C00016	01/03/2019	43.40				
	19	LEAD,PENCIL,.5MM,HB,12/PK			1301900089	Stacy's C/C00016	01/03/2019	0.92				
	11/30/2018	3542			Amzn Mktp Us*m03mi4102, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	153.79	
	4	80/20 Inc., 1010-S, 10 Series, 1" x 1" Smooth			2921900038	Stacy's C/C00017	01/03/2019	120.75				
	5	Shipping - Cost of shipping, not including shi			2921900038	Stacy's C/C00017	01/03/2019	33.04				
					18 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>							7,203.55
XXXXXXXXXXXX7116	12/21/2018	3582	MITCHDEB000	Mitchell Deborah A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	118.02	
		1			Debbie's00000		01/03/2019	118.02				
	12/21/2018	3583	MITCHDEB000	Mitchell Deborah A	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/02/2019		Invoiced	A	70.00	
		1			Debbie's00001		01/03/2019	70.00				
	12/19/2018	3580	MITCHDEB000	Mitchell Deborah A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	10.87	
		2		GROCERIES FOR HEIDI THOMPSON'S ROOM HOLIDAY ME	3001900096	Debbie's00002	01/03/2019	10.87				
	12/19/2018	3581	MITCHDEB000	Mitchell Deborah A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	48.43	
		2		GROCERIES FOR HEIDI THOMPSON'S ROOM HOLIDAY ME	3001900096	Debbie's00003	01/03/2019	48.43				
	12/13/2018	3577	MITCHDEB000	Mitchell Deborah A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	17.72	
		2		GROCERIES FOR FUNCTIONAL FOODS CLASS FOR FIRST	3001900026	Debbie's00004	01/03/2019	17.72				

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7116	continued...										
	12/13/2018	3578	MITCHDEB000	Mitchell Deborah A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	6.66
	2	GROCERIES FOR FUNCTIONAL FOODS CLASS FOR FIRST			3001900026	Debbie's00005	01/03/2019	6.66			
	12/13/2018	3579	MITCHDEB000	Mitchell Deborah A	7380 Dominos Pizza, 218-324-036	DOMINO'S000	01/02/2019		Invoiced	A	70.00
	2	Pizzas			3001900088	Debbie's00006	01/03/2019	70.00			
	12/12/2018	3576	MITCHDEB000	Mitchell Deborah A	Amzn Mktp Us*m052glim0, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	422.12
	2	Urbestc Weighted Blanket for Kids 48''x72'', 1			3001900086	Debbie's00007	01/03/2019	130.00			
	4	Safco Products Zenergy Ball Chair , Black, Low			3001900086	Debbie's00007	01/03/2019	201.86			
	5	Premium Quality Therapy Putty (4 Pack, 3-oz Ea			3001900086	Debbie's00007	01/03/2019	27.98			
	6	H-Partner Relieves Stress and Increase Focus B			3001900086	Debbie's00007	01/03/2019	18.10			
	8	The Ultimate Sensory Fidget Toys Kit for Kids			3001900086	Debbie's00007	01/03/2019	23.99			
	10	Abilitations Yuck-E-Balls, Assorted Colors, Se			3001900086	Debbie's00007	01/03/2019	20.19			
	12/10/2018	3575	MITCHDEB000	Mitchell Deborah A	Doubletree Bloomington, Bloomin		01/02/2019		Invoiced	A	288.60
	1					Debbie's00008	01/03/2019	288.60			
	12/07/2018	3574	MITCHDEB000	Mitchell Deborah A	Amzn Mktp Us*m02a54qa2, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	1,149.71
	2	Learnture Structure Series School Chair, 18"			3001900086	Debbie's00009	01/03/2019	569.79			
	3	Safco Products Zenergy Ball Chair , Black, Low			3001900086	Debbie's00009	01/03/2019	403.72			
	4	ONIVA - a Picnic Time Brand Oniva Portable Rec			3001900086	Debbie's00009	01/03/2019	176.20			
	12/06/2018	3572	MITCHDEB000	Mitchell Deborah A	Innovative Office Solu, 9528089	INNOVATI000	01/02/2019		Invoiced	A	429.79
	2	PAPER,XERO,WHT,8.5X11,20#			3001900082	Debbie's00010	01/03/2019	393.80			
	3	BATTERY,IDST,C,12EA=1BX			3001900082	Debbie's00010	01/03/2019	22.14			
	4	REFILL,F/K1-00,DAILY CAL			3001900082	Debbie's00010	01/03/2019	13.85			
	12/06/2018	3573	MITCHDEB000	Mitchell Deborah A	Hockeygiant, 8006335999, MA, 02	HOCKEY G000	01/02/2019		Invoiced	A	608.69
	2	SHER-WOOD USA HOCKEY LEARN TO PLAY 550 WOOD ST			2401900001	Debbie's00011	01/03/2019	519.74			
	3	SHER-WOOD USA HOCKEY LEARN TO PLAY 550 WOOD ST			2401900001	Debbie's00011	01/03/2019	79.96			
	4	SHIPPING			2401900001	Debbie's00011	01/03/2019	8.99			
	12/05/2018	3571	MITCHDEB000	Mitchell Deborah A	Amazon.Com*m00u91qh1, Amzn.Com/	AMAZON B000	01/02/2019		Invoiced	A	29.66
	2	HP Red Reduced Height Original Ink Cartridge (2201900016	Debbie's00012	01/03/2019	29.66			
	12/04/2018	3570	MITCHDEB000	Mitchell Deborah A	Amazon.Com*m04gb6bb1, Amzn.Com/	AMAZON B000	01/02/2019		Invoiced	A	770.97
	2	Flash Furniture 60'' Flower Grey Thermal Lamin			3001900086	Debbie's00013	01/03/2019	770.97			
	11/30/2018	3585	MITCHDEB000	Mitchell Deborah A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	31.77
	2	PBIS PRIZES/MISC			3001900038	Debbie's00014	01/03/2019	31.77			
	11/29/2018	3584	MITCHDEB000	Mitchell Deborah A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	9.00
	2	GROCERIES FOR FUNCTIONAL FOODS CLASS FOR FIRST			3001900026	Debbie's00015	01/03/2019	9.00			
16 transaction(s) for XXXXXXXXXXXX7116. Total Amount ==>>											4,082.01
XXXXXXXXXXXX7124	12/21/2018	3593	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	3.99
	2	3.5mm to RCA Stereo Adapter			6051900061	Mike's C/C00000	01/03/2019	3.99			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7124	continued...										
	12/19/2018	3592	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	01/02/2019		Invoiced	A	40.00
	1	Charging Cords				Mike's C/C00001	01/03/2019	40.00			
	12/14/2018	3590	BLESIMIC000	Blesi Michael E	Amzn Mktp Us*m26wbl0f0, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	37.95
	2	Numark 10V 500mA Replacement Power Supply E-PT			6051900053	Mike's C/C00002	01/03/2019	37.95			
	12/14/2018	3591	BLESIMIC000	Blesi Michael E	Kmart 9689, International, MN,	KMART 000	01/02/2019		Invoiced	A	34.99
	2	DVD Player			6051900060	Mike's C/C00003	01/03/2019	34.99			
	12/11/2018	3589	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	01/02/2019		Invoiced	A	386.00
	2	1ft. Cat. 6 Network Patch Cable			6051900064	Mike's C/C00004	01/03/2019	330.00			
	3	TP-Link 8 Port Gigabit Desktop Network Switch			6051900064	Mike's C/C00004	01/03/2019	33.00			
	4	TP-Link 5 port Gigabit Desktop Network Switch			6051900064	Mike's C/C00004	01/03/2019	23.00			
	12/07/2018	3588	BLESIMIC000	Blesi Michael E	Amzn Mktp Us*m09e03s31, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	12.21
	2	DBTLAP New laptop Built In speaker for DELL La			6051900048	Mike's C/C00005	01/03/2019	12.21			
	12/06/2018	3587	BLESIMIC000	Blesi Michael E	Soundnorth., International, MN,	SOUND NO000	01/02/2019		Invoiced	A	64.98
	2	Audio Cables and Barrel Connectors			6051900036	Mike's C/C00006	01/03/2019	24.99			
	4	Microphone with on/off switch			6051900036	Mike's C/C00006	01/03/2019	39.99			
	12/04/2018	3586	BLESIMIC000	Blesi Michael E	A N D Technologies Inc, 4157019	AND TECH000	01/02/2019		Invoiced	A	675.00
	2	PCounter Update/Renewal			6051900065	Mike's C/C00007	01/03/2019	675.00			
	11/30/2018	3594	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	01/02/2019		Invoiced	A	157.00
	2	35' HDMI Cable			6051900051	Mike's C/C00008	01/03/2019	132.00			
	3	USB Bluetooth Adapter			6051900051	Mike's C/C00008	01/03/2019	25.00			
	11/30/2018	3595	BLESIMIC000	Blesi Michael E	Dri*cisco Systems, Orderfind.Co		01/02/2019		Invoiced	A	14.95
	2	Webex, 1 Conference Subscription			6051900066	Mike's C/C00009	01/03/2019	14.95			
	11/30/2018	3596	BLESIMIC000	Blesi Michael E	Borderboxes, Intl Falls, MN, 56	BORDERBO000	01/02/2019		Invoiced	A	17.50
	2	Shipping for time clock repair			6051900062	Mike's C/C00010	01/03/2019	17.50			
					11 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>						1,444.57
XXXXXXXXXXXX7132	12/21/2018	3598	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	01/02/2019		Invoiced	A	13.90
	2	Transportation			8101900032	Jeremy's00000	01/03/2019	13.90			
	12/06/2018	3597	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	01/02/2019		Invoiced	A	14.44
	2	Transportaion			8101900034	Jeremy's00001	01/03/2019	14.44			
	11/30/2018	3599	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	01/02/2019		Invoiced	A	11.99
	2	Transportaion			8101900034	Jeremy's00002	01/03/2019	11.99			
	11/30/2018	3600	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	01/02/2019		Invoiced	A	13.99
	2	Transportaion			8101900034	Jeremy's00003	01/03/2019	13.99			
					4 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>						54.32

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX5747	12/07/2018	3503	GROVEKEV000	Grover Kevin K	McDonald S F16383, Cook, MN, 55	MCDONALD004	01/02/2019		Invoiced	A	7.49
	1				Kevin's00000	01/03/2019	7.49				
XXXXXXXXXXXX7648	12/21/2018	3613	SLATIBET000	Slatinski BethAnne K	Subway 00112250, Intl Falls, MN	SUBWAY 000	01/02/2019		Invoiced	A	40.00
	2	Volunteer Recognition			7901900027 Beth's00000	01/03/2019	40.00				
	12/21/2018	3614	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/02/2019		Invoiced	A	11.00
	2	Coalition Directed Activites			7901900016 Beth's00001	01/03/2019	11.00				
	12/21/2018	3615	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256		01/02/2019		Invoiced	A	864.68
	2	PCN (Popcorn bags)			7901900028 Beth's00002	01/03/2019	864.68				
	12/18/2018	3612	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/02/2019		Invoiced	A	8.00
	2	Youth Group Environmental Activities			7901900026 Beth's00003	01/03/2019	8.00				
	12/14/2018	3610	SLATIBET000	Slatinski BethAnne K	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	74.54
	2	Youth Group Refreshments			7901900025 Beth's00004	01/03/2019	74.54				
	12/14/2018	3611	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Interna	BATTALIO000	01/02/2019		Invoiced	A	56.25
	2	Coalition Directed Activities			7901900016 Beth's00005	01/03/2019	56.25				
	12/12/2018	3609	SLATIBET000	Slatinski BethAnne K	Kmart 9689, International, MN,	KMART 000	01/02/2019		Invoiced	A	49.03
	2	Youth Group Environmental Activities			7901900026 Beth's00006	01/03/2019	49.03				
	12/11/2018	3608	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Interna	BATTALIO000	01/02/2019		Invoiced	A	60.60
	2	Volunteer Recognition			7901900027 Beth's00007	01/03/2019	60.60				
	12/10/2018	3606	SLATIBET000	Slatinski BethAnne K	Kmart 9689, International, MN,	KMART 000	01/02/2019		Invoiced	A	58.85
	3	Youth Group Refreshments			7901900025 Beth's00008	01/03/2019	58.85				
	12/07/2018	3605	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/02/2019		Invoiced	A	11.00
	2	Youth Group Refreshments			7901900025 Beth's00009	01/03/2019	11.00				
	12/07/2018	3607	SLATIBET000	Slatinski BethAnne K	Walmart.Com, 800-966-6546, AR,	WALMART.000	01/02/2019		Invoiced	A	158.00
	1				Beth's00010	01/03/2019	158.00				
	12/06/2018	3603	SLATIBET000	Slatinski BethAnne K	Radisson Duluth, Duluth, MN, 55	RADISSON000	01/02/2019		Invoiced	A	128.26
	1				Beth's00011	01/03/2019	128.26				
	12/06/2018	3604	SLATIBET000	Slatinski BethAnne K	Starbucks Store 09711, Duluth,		01/02/2019		Invoiced	A	10.95
	1				Beth's00012	01/03/2019	10.95				
	12/04/2018	3602	SLATIBET000	Slatinski BethAnne K	Cloud 9 Asian Bistro, Duluth, M		01/02/2019		Invoiced	A	23.75
	1				Beth's00012	01/03/2019	23.75				
	12/03/2018	3601	SLATIBET000	Slatinski BethAnne K	Walmart.Com, 800-966-6546, AR,	WALMART.000	01/02/2019		Invoiced	A	985.76
	1				Beth's00010	01/03/2019	985.76				
	11/30/2018	3617	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/02/2019		Invoiced	A	18.00
	2	Office Supplies			7901900007 Beth's00013	01/03/2019	18.00				
	11/30/2018	3618	SLATIBET000	Slatinski BethAnne K	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/02/2019		Invoiced	A	100.00
	2	Stamps			7901900024 Beth's00014	01/03/2019	100.00				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	11/29/2018	3616	SLATIBET000	Slatinski BethAnne K	Kmart 9689, International, MN,	KMART 000	01/02/2019		Invoiced	A	92.96
	2	Youth Group Refreshments			7901900025	Beth's00015	01/03/2019	92.96			
											18 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>> 2,751.63
XXXXXXXXXXXX2314	12/21/2018	3629	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	26.74
	1	Cleaning supplies				Karla's00000	01/03/2019	26.74			
	12/21/2018	3630	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	26.09
	1	Food for instruction				Karla's00000	01/03/2019	26.09			
	12/21/2018	3631	OLSONKAR000	Olson-Line Karla A	Battalion Distributing, Interna	BATTALIO000	01/02/2019		Invoiced	A	31.00
	1	Popcorn for PBIS				Karla's00001	01/03/2019	31.00			
	12/20/2018	3628	OLSONKAR000	Olson-Line Karla A	S & H Uniforms, White Plains, N	S & H BU000	01/02/2019		Invoiced	A	204.84
	1	Uniforms				Karla's00002	01/03/2019	204.84			
	12/18/2018	3627	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	184.03
	1	Food for instruction				Karla's00000	01/03/2019	184.03			
	12/14/2018	3625	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	26.38
	1	Food for instruction				Karla's00000	01/03/2019	26.38			
	12/14/2018	3626	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	55.49
	1	Food for instruction				Karla's00000	01/03/2019	55.49			
	12/12/2018	3624	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	14.05
	1	Food for instruction				Karla's00000	01/03/2019	14.05			
	12/10/2018	3623	OLSONKAR000	Olson-Line Karla A	Wm Supercenter #2937, Hibbing,	WALMART.000	01/02/2019		Invoiced	A	10.00
	1	Candy Canes for PBIS				Karla's00003	01/03/2019	10.00			
	12/07/2018	3622	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	21.83
	1	Food for instruction				Karla's00000	01/03/2019	21.83			
	12/06/2018	3621	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	12.49
	1	Food for instruction				Karla's00000	01/03/2019	12.49			
	12/04/2018	3619	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	86.73
	1	Food for instruction				Karla's00000	01/03/2019	86.73			
	12/04/2018	3620	OLSONKAR000	Olson-Line Karla A	Battalion Distributing, Interna	BATTALIO000	01/02/2019		Invoiced	A	31.00
	1	Popcorn for PBIS				Karla's00001	01/03/2019	31.00			
	11/30/2018	3633	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	21.43
	1	Cleaning supplies				Karla's00000	01/03/2019	21.43			
	11/30/2018	3634	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	73.20
	1	Food for instruction				Karla's00000	01/03/2019	73.20			
	11/28/2018	3632	OLSONKAR000	Olson-Line Karla A	Up North Quilt Shop, Intl Falls	UP NORTH001	01/02/2019		Invoiced	A	255.14
	1	FEF Instructional materials for class				Karla's00004	01/03/2019	255.14			
											16 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>> 1,080.44

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2322	12/17/2018	3635	MITCHDEB000	Mitchell Deborah A	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	55.55
	2	WOODS CLASSROOM SUPPLIES			2551900007	George's00000	01/03/2019	55.55			
XXXXXXXXXXXX2348	12/24/2018	3644	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	15.96
	1					Rachel's00000	01/03/2019	15.96			
	12/19/2018	3643	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	17.04
	2					Rachel's00000	01/03/2019	17.04			
	12/12/2018	3641	AMDAHRAC000	Amdahl Rachel J	Hometown Hobby & Craft, Interna	HOMETOWN000	01/02/2019		Invoiced	A	254.68
	2					Rachel's00001	01/03/2019	254.68			
	12/12/2018	3642	AMDAHRAC000	Amdahl Rachel J	Battalion Distributing, Interna	BATTALIO000	01/02/2019		Invoiced	A	176.40
	1					Rachel's00002	01/03/2019	176.40			
	12/10/2018	3640	AMDAHRAC000	Amdahl Rachel J	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/02/2019		Invoiced	A	20.00
	1					Rachel's00003	01/03/2019	20.00			
	12/05/2018	3637	AMDAHRAC000	Amdahl Rachel J	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	85.24
	2					Rachel's00004	01/03/2019	85.24			
	12/05/2018	3638	AMDAHRAC000	Amdahl Rachel J	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	-44.32
	2					Rachel's00004	01/03/2019	-44.32			
	12/05/2018	3639	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	9.97
	2					Rachel's00000	01/03/2019	9.97			
	12/03/2018	3636	AMDAHRAC000	Amdahl Rachel J	Amzn Mktp Us*m070u9gl2, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	40.95
	2					Rachel's00005	01/03/2019	40.95			
	11/30/2018	3646	AMDAHRAC000	Amdahl Rachel J	Hometown Hobby & Craft, Interna	HOMETOWN000	01/02/2019		Invoiced	A	19.99
	2					Rachel's00001	01/03/2019	19.99			
	11/30/2018	3647	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	43.30
	1					Rachel's00000	01/03/2019	43.30			
	11/29/2018	3645	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	15.86
	2					Rachel's00000	01/03/2019	15.86			
											12 transaction(s) for XXXXXXXXXXXX2348. Total Amount =====>
											655.07
XXXXXXXXXXXX2355	12/13/2018	3648	JORGELOR000	Jorgenson Lori Rae	Holiday Inn & Suites M, Lakevil	HOLIDAY 001	01/02/2019		Invoiced	A	-197.12
	1					Lori J's00000	01/03/2019	-197.12			
	12/13/2018	3649	JORGELOR000	Jorgenson Lori Rae	Holiday Inn & Suites M, Lakevil	HOLIDAY 001	01/02/2019		Invoiced	A	-197.12
	1					Lori J's00000	01/03/2019	-197.12			
	11/30/2018	3652	JORGELOR000	Jorgenson Lori Rae	Automationdirect.Com, 770889758		01/02/2019		Invoiced	A	76.50
	1					Lori J's00001	01/03/2019	76.50			
	11/30/2018	3653	JORGELOR000	Jorgenson Lori Rae	Crown Awards Inc, 8002271557, N	CROWN AW000	01/02/2019		Invoiced	A	112.28
	1					Lori J's00002	01/03/2019	112.28			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2355	continued...										
	11/29/2018	3650	JORGELOR000	Jorgenson Lori Rae	World Class Awards, 214-572-066	World CL000	01/02/2019		Invoiced	A	347.70
	1					Lori J's00003	01/03/2019	347.70			
	11/29/2018	3651	JORGELOR000	Jorgenson Lori Rae	Trophy Depot Inc, 5164888632, N		01/02/2019		Invoiced	A	92.95
	1					Lori J's00001	01/03/2019	92.95			
	6 transaction(s) for XXXXXXXXXXXXX2355. Total Amount ==>										235.19
XXXXXXXXXXXX3600	12/27/2018	3499	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m29vs12pl, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	27.99
	2	Complete Kitten Care			1301900107	Laurie H's C/C00000	01/03/2019	27.99			
	12/21/2018	3494	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m232p8bc1, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	132.00
	2	ZYQY x-wlang 3-in-1 Alerts 1013 with Vibration			1301900111	Laurie H's C/C00001	01/03/2019	132.00			
	12/21/2018	3495	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m25ai8h00, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	322.02
	4	Skil-Care Crash Pad - Jumbo Foam Mat For Kids			1301900110	Laurie H's C/C00002	01/03/2019	322.02			
	12/21/2018	3496	HUMBELAU002	Humbert Laurie A	Amazon.Com*m23qe9by0, Amzn.Com/	AMAZON B000	01/02/2019		Invoiced	A	449.97
	1					Laurie H's C/C00003	01/03/2019	449.97			
	12/21/2018	3497	HUMBELAU002	Humbert Laurie A	Amazon.Com*m28az5ey2, Amzn.Com/	AMAZON B000	01/02/2019		Invoiced	A	1,140.26
	2	Organizing for Learning: Classroom Techniques			1301900106	Laurie H's C/C00004	01/03/2019	1,140.26			
	12/21/2018	3498	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m27wf4pr2, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	16.49
	2	The Neverending Story			1301900107	Laurie H's C/C00005	01/03/2019	18.39			
	3					Laurie H's C/C00003	01/03/2019	-1.90			
	12/20/2018	3491	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m29dc95pl, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	12.10
	2	Brady Brady And the Great Exchange			1301900107	Laurie H's C/C00006	01/03/2019	12.10			
	12/20/2018	3492	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m20p16b51, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	58.00
	2	Product Club Multi-Alert Digital Color Timer D			1301900111	Laurie H's C/C00007	01/03/2019	58.00			
	12/20/2018	3493	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m205m9ea2, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	269.26
	2	Harry Potter - The Ultimate Book of Facts			1301900107	Laurie H's C/C00008	01/03/2019	8.77			
	5	Warriors: The New Prophecy Box Set: Volumes 1			1301900107	Laurie H's C/C00008	01/03/2019	40.49			
	6	Rudolph the Red-Nosed Reindeer			1301900107	Laurie H's C/C00008	01/03/2019	12.59			
	7	Dory Fantasmagory: The Real True Friend			1301900107	Laurie H's C/C00008	01/03/2019	8.38			
	9	Little Minnesota in World War II: The Stories			1301900107	Laurie H's C/C00008	01/03/2019	13.95			
	13	Beautiful Oops!			1301900107	Laurie H's C/C00008	01/03/2019	13.51			
	15	The Neverending Story			1301900107	Laurie H's C/C00008	01/03/2019	18.39			
	17	The Magic of Friendship Snow			1301900107	Laurie H's C/C00008	01/03/2019	8.91			
	18	Dory Fantasmagory			1301900107	Laurie H's C/C00008	01/03/2019	13.89			
	19	Puppies: 101 Amazing Puppy Fun Facts and Trivi			1301900107	Laurie H's C/C00008	01/03/2019	12.99			
	21	The Unofficial Harry Potter Spellbook: Wizard			1301900107	Laurie H's C/C00008	01/03/2019	10.54			
	22	Frosty the Snowman Big Golden Book (Frosty the			1301900107	Laurie H's C/C00008	01/03/2019	9.30			
	23	Brady Brady And the Runaway Goalie			1301900107	Laurie H's C/C00008	01/03/2019	25.90			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	24	Complete Kitten Care			1301900107	Laurie H's C/C00008	01/03/2019	27.99			
	25	One Frosty Christmas (The Holiday Series)			1301900107	Laurie H's C/C00008	01/03/2019	11.95			
	26	Fifty Nifty Facts about Cats (Volume 1)			1301900107	Laurie H's C/C00008	01/03/2019	9.99			
	27	Warriors: Into the Wild			1301900107	Laurie H's C/C00008	01/03/2019	10.98			
	29	Shipping - Cost of shipping, not including shi			1301900107	Laurie H's C/C00008	01/03/2019	10.74			
	12/19/2018	3488	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m24xgle00, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	29.89
	2	Complete Kitten Care			1301900107	Laurie H's C/C00009	01/03/2019	27.99			
	3					Laurie H's C/C00003	01/03/2019	1.90			
	12/19/2018	3489	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m23l81061, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	13.77
	3	Fiona the Hippo			1301900107	Laurie H's C/C00010	01/03/2019	16.49			
	4					Laurie H's C/C00003	01/03/2019	-2.72			
	12/19/2018	3490	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m29gx71bl, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	22.18
	2	99: Stories of the Game			1301900107	Laurie H's C/C00011	01/03/2019	17.95			
	3					Laurie H's C/C00003	01/03/2019	4.23			
	12/14/2018	3487	HUMBELAU002	Humbert Laurie A	Int*in *early Learning, 612-466	EARLY LE000	01/02/2019		Invoiced	A	210.00
	2	myIGDI's for 30 students			1301900108	Laurie H's C/C00012	01/03/2019	210.00			
	12/13/2018	3486	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	193.17
	2	Supplies to make their Gingerbread Houses			1301900101	Laurie H's C/C00013	01/03/2019	193.17			
	12/12/2018	3485	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*m06zq2yx1, Amzn.Co	AMAZON B000	01/02/2019		Invoiced	A	35.69
	2	LEEVAN Round Rug, Art Deco Non-Slip Backing Ma			1301900105	Laurie H's C/C00014	01/03/2019	35.69			
	12/11/2018	3484	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	01/02/2019		Invoiced	A	119.72
	2	December Supplies for ECFE			1301900098	Laurie H's C/C00015	01/03/2019	119.72			
	12/06/2018	3482	HUMBELAU002	Humbert Laurie A	Walmart.Com, 800-966-6546, AR,	WALMART.000	01/02/2019		Invoiced	A	15.48
	1					Laurie H's C/C00016	01/03/2019	15.48			
	12/06/2018	3483	HUMBELAU002	Humbert Laurie A	Walmart.Com, 800-966-6546, AR,	WALMART.000	01/02/2019		Invoiced	A	-3.20
	1					Laurie H's C/C00016	01/03/2019	-3.20			
	11/30/2018	3500	HUMBELAU002	Humbert Laurie A	Crowne Plaza Mpls-West, Plymouth		01/02/2019		Invoiced	A	138.71
	3	2 rooms at the Crown Plaza of Mpls			1301900103	Laurie H's C/C00017	01/03/2019	138.71			
	11/30/2018	3501	HUMBELAU002	Humbert Laurie A	Crowne Plaza Mpls-West, Plymouth		01/02/2019		Invoiced	A	138.71
	2	2 rooms at the Crown Plaza of Mpls			1301900103	Laurie H's C/C00018	01/03/2019	138.71			
	11/30/2018	3502	HUMBELAU002	Humbert Laurie A	Sp * Teach And Sing, I, 9093312		01/02/2019		Invoiced	A	85.50
	1	FEF for K LaVigne				Laurie H's C/C00019	01/03/2019	85.50			
											21 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>>>
											3,427.71
XXXXXXXXXXXX7373	11/30/2018	3658	MITCHDEB000	Mitchell Deborah A	Wpy*national Council, 855-46937		01/02/2019		Invoiced	A	400.00
	1				FHS Travel00000		01/03/2019	400.00			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7373	continued...										
	11/30/2018	3659	MITCHDEB000	Mitchell Deborah A	Delta, Delta.Com, CA, 30354-198		01/02/2019		Invoiced	A	383.40
	1					FHS Travel00000	01/03/2019	383.40			
						2 transaction(s) for XXXXXXXXXXXXX7373. Total Amount ==>					783.40
XXXXXXXXXXXX7423	12/14/2018	3566	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	34.06
	2	FHS			8101900031	Custodian's00000	01/03/2019	34.06			
	12/10/2018	3565	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	139.97
	2	FHS			8101900031	Custodian's00001	01/03/2019	139.97			
	12/03/2018	3568	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	10.35
	2	FHS			8101900031	Custodian's00002	01/03/2019	10.35			
	12/03/2018	3569	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	29.15
	2	FHS			8101900031	Custodian's00003	01/03/2019	29.15			
	11/30/2018	3567	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/02/2019		Invoiced	A	144.41
	2	FHS			8101900031	Custodian's00004	01/03/2019	144.41			
						5 transaction(s) for XXXXXXXXXXXXX7423. Total Amount ==>					357.94
XXXXXXXXXXXX8363	12/21/2018	3656	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	7.85
	1	Food for Meal Service				FHS Cafe00000	01/03/2019	7.85			
	12/12/2018	3655	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	4.98
	1	Food for Meal Service				FHS Cafe00000	01/03/2019	4.98			
	12/07/2018	3654	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	12.97
	1	Food for Meal Service				FHS Cafe00000	01/03/2019	12.97			
	11/28/2018	3657	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	01/02/2019		Invoiced	A	12.10
	1	Food for Meal Service				FHS Cafe00000	01/03/2019	12.10			
						4 transaction(s) for XXXXXXXXXXXXX8363. Total Amount ==>					37.90
						178 transaction(s). Total Amount ==>					26,284.79

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

Jennifer Erickson
344 County Road 24
Int'l Falls, MN 56649
kjerrickson@midco.net
324-0221

ISD #361 : Falls High School
1515 11th Street
Int'l Falls, MN 56649

Dear ISD 361,

I am writing to regretfully inform you of my resignation as the head girls track coach for the 2019 season. With my recent employment as a school secretary and also working with a seasonal family business, the time commitment required as a head coach would be very difficult for me. The month of May is my biggest concern due to increase in duties for the head coach and the onset of mowing/fertilizing season for the family business. The track program deserves a head coach who has the time to commit fully to the team/athletes, especially during the last half of the season when a head coach has the true team, conference, sub-section, section and state meet to deal with. An assistant coaching job or junior high job would better suit me with my current employment situation. I feel it would be best for the team and athletes if the head coach had more time available to commit to the program than what I will have at my disposal this spring.

I have enjoyed working with the athletes and the coaching staff and have a passion for the track program. This has been a hard decision for me to make but in the best interest of the program, a head coach will need more time than what I will have available this spring. I hope to continue working with the program in some capacity even though I will not be a head coach. Thank you for allowing me the opportunity to serve as the head girls track coach for the past 20 years.

Sincerely,



Jennifer Erickson

Kayla Marie Gilbert
1024 Second Street
International Falls, MN 56649
December 20, 2018

Michelle Hebner
Chair
Independent School District 361 School Board
1515 Eleventh Street
International Falls, MN 56649

Dear Chair Hebner:

With this letter, I hereby submit my resignation from Independent School District 361, effective May 31, 2019.

I will have satisfied all of the 2018-2019 school year contractual requirements by May 31, 2019 and will be entitled to the full amount of my salary and benefits as stated in the 2017-2019 Agreement of Conditions for Employment along with the MOU covering Qcomp.

Sincerely,

A handwritten signature in black ink that reads "Kayla Gilbert". The signature is written in a cursive style with a long horizontal flourish at the end.

Kayla Gilbert
Reading, Writing, and English Teacher

Cc: Kevin Grover, Superintendent
John Sandberg, ED MN Local 331 President
Tim Everson, Principal, Falls High School

From:  Tina Besch
Tom Holt
Kirby Mitchell

Wednesday, January 16, 2019 2:32:12 PM



Subject: Fwd(2): 2 week notice

To:  Stacy Grover

Please see the below email from Kirby Mitchell.

Tina Besch
Payroll/Employee Benefits Coordinator
Accounts Receivable
Independent School District #361
1515 - 11th Street
International Falls, MN 56649
Phone: (218) 283-2571 extension 1182
Fax: (218) 283-2384
tbesch@isd361.k12.mn.us

----- Original Message -----

2 week notice from Kirby this morning.


Tom Holt
ISD 361 Maintenance/Transportation Director
International Falls High School
Work 218-283-2571 ext 1185
Cell 218-417-0369

I follow three rules: Do the right thing, do the best you can, and always show people you care.

Lou Holtz

----- Original Message -----

Just to make it official for you, this is my 2 week notice. My last day of work will be January 25th.


1/14/19

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

**BOARD POLICY 506
Student Discipline**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.

They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the School District's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, **tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;**

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, **intending to distribute, making a request to another person for (solicitation)**, or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. ~~Violation of school bus or transportation rules or the school bus safety policy;~~
Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to toward teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of **words, symbols, acronyms, or language, whether oral or written, that ~~is~~ are** discriminatory, abusive, obscene, threatening, intimidating ~~or that~~ **degrading to other people, or threatening to school property;**
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. **Violation of the school district's one-to-one device rules and regulations;**
45. Violation of school rules, regulations, policies, or procedures; including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions

for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;

- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. The student handbook will be reviewed annually and brought before the board for approval. The handbook will contain procedures and consequences for disciplinary actions.

[Note: The following Sections D. - L. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]

D. Procedures for Removal of a Student From a Class.

1. The initial right and responsibility for the removal of a student from class is that of the classroom teacher. After the initial removal from the class, the student will be sent to the office or ISS room for the remainder of the hour.
2. If a second removal from a class occurs, an informational administrative conference will be held between the teacher and the principal or the principal's designee. At this conference a decision will be reached as to the length of the time that the student will be removed from class.
3. The student shall be returned to the class upon completion of the terms of re-admittance established at the informational administrative conference including, but not limited to, completion of any makeup work and/or a behavior contract.
4. Per direction of the classroom teacher, the student is to report directly to the office or library (ISS), when sent out of class. Failure to do so could result in further disciplinary action. Students sent to ISS may be assigned classroom work by the teacher or work to help them pass their MCA tests and achieve the school academic goal

E. Responsibility for and Custody of a Student Removed From Class.

1. **Designation of where student is to go when removed;**
Students removed from class are to report to the office or library.
2. **Designation of how student is to get to designated destination;**
Teacher will direct student where to go and inform library staff or office that student is on their way.
3. **Whether student must be accompanied;**
Staff member in control of room will make determination if student can be sent alone or wait for administrator.
4. **Statement of what student is to do when and while removed;**
Student will be removed to ISS or office until situation is determined to be resolved per administration.
5. **Designation of who has control over and responsibility for student after removal from class.**
Once office/library is notified, building principal, or his/her designee, will be responsible for student.

F. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. **Specification of procedures;**
Student may return to class upon determination of principal, or his/her designee that situation is resolved and conditions have been met.
2. **Actions or approvals required such as notes, conferences, readmission plans.**

G. Procedures for Notification.

1. **Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;**
Staff member involved will contact parent and notify them of any situation that results in student being removed.
2. **Actions or approvals required, such as notes, conferences, readmission plans.**

H. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension Procedures.

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, ~~except as may be provided in federal law for a student with a disability~~ where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or

guardian ~~prior to~~ before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the ~~pupil's student's~~ need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission ~~and may which must~~ not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. ~~In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.~~

~~The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.~~

~~A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the~~

extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the ~~pupil~~ student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. **After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:**
 - a. **Strongly encourage a parent or guardian of the student to attend school with the student for one day;**
 - b. **Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and**
 - c. **Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.**
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures.

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 - 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. ~~The school district shall report~~ The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report ~~shall~~ must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. **The report must also include the student's age, grade, gender, race, and special education status.** The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

II. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, **including completing a character education program consistent with Minn. Stat. § 120B.232, Subd.1**, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

III. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

~~It is the policy of the school district~~ The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as ~~disabled~~ eligible under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

~~Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student.~~

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's education program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team ~~will confer on the appropriate discipline (excluding exclusion or expulsion) and take steps to alter the student's educational program, as necessary. Regardless of whether the behavior is a manifestation of the student's disability, if the team determines that the student's educational program is either not appropriate or not being properly implemented, the team will take steps to alter the program and will take any program alterations into account in determining appropriate discipline.~~

shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services ~~after any period of suspension, is suspension is imposed during the period of expulsion or exclusion.~~

XIV. OPEN ENROLLED STUDENTS

The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 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 (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Reasonable Force)

Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities) ~~and IDEA-1997~~
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education
Improvement Act of 2004)
29 U.S.C. § 794 *et. seq.* (~~Section 504 of the~~ Rehabilitation Act of 1973, §
504)
34 C.F.R. § 300.53(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks,
Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
~~MSBA/MASA Model Policy 504 (Student Dress and Appearance)~~
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored
Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety
Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (~~Student~~ Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of
Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on
Buses)

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

**BOARD POLICY 211
Criminal or Civil Action Against School District, School Board
Member, Employee, or Student**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices.

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas.

~~It is~~ The policy of the school district ~~is~~ that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify.

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees.

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee

for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students.

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations.

1. ~~It is~~ The policy of the school district ~~is~~ to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees, and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices.

The school district will release to **juvenile justice and** law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

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

Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Minn., Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Minn., Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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

**BOARD POLICY 722
Public Data Requests**

NEW POLICY

Adopted ___ June 2018 ___

Revised _____

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

Kevin Grover, Superintendent
1515 11th Street, Int'l Falls, MN 56649
218-283-2571 ext. 1112, kgrover@isd361.k12.mn.us

Data Practices Compliance Official:

Tim Everson, Principal
1515 11th Street, Int'l Falls, MN 56649
218-283-2571 ext. 1104, teverson@isd361.k12.mn.us

Data Practices Designee(s):

Melissa Tate, Principal
1414 15th Avenue, Int'l Falls, MN 56649
218-283-2571 ext. 1232, mtate@isd361.k12.mn.us

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

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Independent School District #361

International Falls, MN 56649

www.isd361.k12.mn.us

PUBLIC DATA REQUEST FORM

NEW FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

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

**BOARD POLICY 404
Employment Background Checks**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the applicant from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning

employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

A. Normally an applicant will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension "BCA". The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. §13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

C. The school district, in its discretion, may elect not to request a criminal history background check on an ~~applicant~~ individual who holds an initial entrance license issued by the ~~state board of teaching~~ Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.

D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
2. the other school hiring authority conducted a criminal background check

within the previous 12 months;

3. the ~~applicant individual~~ executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the ~~applicant individual~~ has committed an act subsequent to the check that would disqualify the ~~applicant individual~~ for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state, or if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to volunteers, independent contractors, or student employees. ~~as though they were applicants for employment or providing athletic coaching services or other extracurricular academic coaching services.~~
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)



Independent School District #361

1515 - 11th Street International Falls, MN 56649-2501 www.isd361.k12.mn.us

BOARD OF EDUCATION Michelle Hebner, Chairperson • Teddy Saxton, Vice-Chairperson

D. Michael Holden, Treasurer • Terrance Murray, Clerk • Toni Korpi, Director • Heather McBride, Director • Roxanne Skogstad-Ditsch, Director

Criminal Background Consent Form

The following named individual has made application with this School District for employment.

Full Name of Applicant:
(please print)

Last First Middle

Maiden, Previous, Alias:

Date of Birth: _____
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose criminal history record information to ISD #361 pursuant to Minn. Stat. §123B.03 for the purpose of employment as:

_____ with this school district.

CONDITIONAL HIRING: I understand that the School District may permit me to commence my employment duties pending completion of the criminal history background check and acknowledge and agree that I may be terminated based on the result of the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

The School District should forward this executed form, along with a check or money order in the amount of \$15.00 payable to the "MN BCA" and a self-addressed, stamped envelope, to:

*Minnesota Bureau of Criminal Apprehension
Attention: CHA Unit
1430 Maryland Avenue East
St. Paul, MN 55106*

Policy 404 Form

Kevin Grover, Superintendent	1515 - 11 th Street	V (218) 283-2571 x1112	F (218) 283-8104	kgrover@isd361.k12.mn.us
Timothy Everson, FHS Principal	1515 - 11 th Street	V (218) 283-2571 x1104	F (218) 283-2384	teverson@isd361.k12.mn.us
Marc Glowack, FHS Dean of Students	1515 - 11 th Street	V (218) 283-2571 x1110	F (218) 283-2384	mglowack@isd361.k12.mn.us
Melissa Tate, FES Principal	1414 - 15 th Avenue	V (218) 283-2571 x1232	F (218) 283-3133	mtate@isd361.k12.mn.us
William Mason, Activities Director	1515 - 11 th Street	V (218) 283-2571 x1138	F (218) 283-2384	bmason@isd361.k12.mn.us

Confidential Student Maltreatment Reporting Form

NEW FORM

Date Submitted: _____

MDE File #: _____ (MDE staff use only)

REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556.

Name: _____ Title: _____ Phone: _____ Mandated Reporter: Yes ___ No ___
Address: _____ City: _____ State: _____ Zip: _____

SCHOOL INFORMATION

ISD #: _____ School District: _____ Program Name: _____

School Name: _____ Address: _____ City: _____ Zip: _____

Principal/Director: _____ Phone: _____ (Ext): _____

Transportation Company (if necessary): Contact: _____ Phone: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian: _____ Phone: _____ Alternate Phone: _____

Gender: Male ___ Female ___ DOB: _____ Grade: _____ Ethnicity: _____

Special Education: Yes ___ No ___ Disability Description: _____ State Student ID: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Gender: Male ___ Female ___

Address: _____ City: _____ State: _____ Zip: _____

Ethnicity: _____ Phone: _____ Alternate Phone: _____

Licensed: Yes ___ No ___ If licensed, name of licensing board: _____ Folder #: _____

INCIDENT

Date: _____ Time: _____ Location (i.e. - bus, classroom): _____

Address (if different than school): _____ County: _____

Witness Contact Information: _____

Police Notified: Yes ___ No ___ Police Department: _____

Police Contact: _____ Phone: _____ Case No.: _____

Alleged Maltreatment: Physical Abuse ___ Sexual Abuse ___ Neglect ___ Unknown ___ Injury: Yes ___ No ___ Unknown ___

Description of Incident and Injury: (please attach additional page if needed).

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

**BOARD POLICY 418
Drug-Free Workplace/Drug-Free School**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician’s prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use **or possession** of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public ~~to~~ **uses or possesses** alcohol, toxic substances, ~~or~~ **controlled substances, or medical cannabis** in any school location.
- 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 member of the public who violates this policy.

III. DEFINITIONS

- A. “Alcohol” includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. “Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

- C. “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, **except medical cannabis**, must comply with the school district’s student medication policy.

[Note: School districts are required by Minn. Stat. § 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: “Students who have a prescription from a physician for medical treatment with a controlled substance

must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. § 8103; 34 C.F.R. Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students.
 - 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
 - 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees.

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (~~Liquor~~ Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part ~~85~~ 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

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

**BOARD POLICY 423
Employee-Student Relationships**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.

- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.

- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.

2. Having any interaction/activity of a sexual nature with a student.
 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints– Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the **Board of Teaching Minnesota Professional Educator Licensing and Standards Board** or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators)
Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341–609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints - Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees)
MSBA/MASA Model Policy 507 (Corporal Punishment)

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

**BOARD POLICY 424
License Status**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota ~~Department of Education~~ **Professional Educator Licensing and Standards Board** website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this

notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current, and appropriate to his/her teaching assignment.

- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District ~~Recording Verification~~ of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639, ~~1993~~ (Minn. App. ~~1993~~) ~~Lexis 442 (Minn. App. 1993) April 27~~

Cross References:

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 427

~~Special Education Workload Limits~~
Workload Limits For Certain Special Education Teachers

Adopted ___ By Reference ___

Revised ___ June 2018 ___

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public ~~Employers Employment~~ Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota ~~Board of Teaching~~ Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

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

**BOARD POLICY 524
Internet Acceptable Use and Safety Policy**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a

right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

b. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."

7. Users must keep all account information and passwords on file with the

designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. A student **or employee** engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

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

assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such finding and the type of funding sought.]

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual

contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
 - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
 - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government

Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.

- c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative

educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
~~20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)~~
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
~~Minn. Stat. § 121A.031 (School Student Bullying Policy)~~
~~Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)~~
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
~~*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)~~
~~*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)~~
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
~~*Layshock v. Hermitage Sch. Dist.*, 412 F.Supp.2d 502 (W.D. Pa. 2006)~~

650 F.3d 205 (3rd Cir. 2011)

Parents, Families, and Friends of Lesbians and Gays, Inc. v. CamdenR-111 Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

[Note: This notice may be given separately or included with the Public Notice in Policy 515]

PUBLIC NOTICE

Independent School District No. 361 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student's parent;
 - (2) mental and psychological problems of the student or the student's family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 - c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.

- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, **or, if scheduled thereafter, parents will be provided with reasonable notice** of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington, DC 20202-~~4605~~5920

INDEPENDENT SCHOOL DISTRICT NO. 361
 INTERNATIONAL FALLS, MINNESOTA

Dated: _____

_____ Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Independent School District 361 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:

Grades: [see sample activity notices attached]

Activity:

Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to [school official, address]. [School official] will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent's name] give my consent for [child's name] to take [survey] on [date] .

Parent's signature

Please return this form no later than [insert date] to [name of school official and mailing address].

EXAMPLES OF ACTIVITIES

Date: On or about October 15, 2010
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent and children, and use of alcohol and drugs at home.

Consent [**for U.S. Department of Education funded, protected information surveys only**]: A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this survey.

Opt-out [for any non-U.S. Department of Education funded protected information survey]: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

Date: November 22-24, 2010
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

Below is an example dealing with the collection, use, and distribution of personal information for student-based commercial services.

[Limited to personal information designated as “directory information”]

Date: 2010-2011 School Year
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: Independent School District 361 collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

[Note: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the school district’s student records policy. Instead of using this Model Notice format, schools may meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory information” at the start of each school year, which would include all marketing activities.]

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

**BOARD POLICY 511
School Fundraising**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. ~~It shall be the responsibility of~~ The building administrators ~~shall be responsible for to~~ developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. ~~It shall be the responsibility of~~ The superintendent ~~shall be responsible for to~~ providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: [Minn. Stat. § 120A.20 \(Age Limitations; Pupils\)](#)
[Minn. Stat. § 123B.09, Subd. 8 \(Duties\)](#)
[Minn. Stat. § 123B.36 \(Authorized Fees\)](#)

Cross References: [MSBA/MASA Model Policy 506 \(Student Discipline\)](#)
[MSBA/MASA Model Policy 713 \(Student Activity Accounting\)](#)

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

**BOARD POLICY 510
School Activities**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. ~~It shall be the responsibility of~~ The superintendent shall be responsible for ~~to~~ disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. ~~It shall be the responsibility of~~ Those employees who conduct MSHSL activities shall be responsible for ~~to~~

familiarizing students and parents with all applicable rules, penalties, and opportunities.

- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

Legal References: Minn. Stat. § 123B.49 (~~C~~o~~u~~r~~r~~i~~c~~u~~l~~a~~r~~ ~~a~~n~~d~~ Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)
MSBA Service Manual, Chapter 5, Various Educational Programs

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

**BOARD POLICY 505
Distribution of Non-school-Sponsored Materials on School Premises
by Students and Employees**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

- C. “Obscene to minors” means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including ~~without limitation,~~ school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, ~~there must exist~~ specific facts ~~must exist~~ upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;

5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that non-school persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If **material is** intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy ~~shall~~ will be ~~referenced~~ published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1986)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

