

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, April 15, 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___
Ted Saxton___	Terry Murray___
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. Presentation of the Elk's March student of the month: Joe Glowack
2. Presentation of Elk's April student of the month: Georgie Slatinski and Garret Koenig
3. Presentation by MHS of teachers of the month.
4. Public Open Forum

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 March 18, 2019. 4
2. Approve current accounts payable due in amount of \$701,889.67 7
3. Approve payroll in amount of \$393,578.01 for pay periods March 29, 2019 and April 12, 2019.
4. Second Reading of School Board Policy 601 - School Dist. Curriculum and Inst. Goals 33
5. Second Reading of School Board Policy 603 - Curriculum Development 40
6. Second Reading of School Board Policy 604 - Instructional Curriculum 43
7. Second Reading of School Board Policy 613 - Graduation Requirements 49
8. Second Reading of School Board Policy 614 - School District Testing Plan and Procedure 58
9. Second Reading of School Board Policy Form 614 - Assurance of Test Security and Non-Disclosure 73
10. Second Reading of School Board Policy 615 - Testing Accommodations, Modifications 81

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11. Second Reading of School Board Policy 616 - School District System Accountability 87
12. Second Reading of School Board Policy 618 - Assessment of Student Achievement 96
13. Second Reading of School Board Policy 619 - Staff Development for Standards 104
14. Second Reading of School Board Policy 802 - Disposition of Obsolete Equip. and Material 107
15. Adopt revised FY2019-2020 Calendar with additional in service day and corrections to exchange 111
day in November and Thanksgiving Holiday for 2019.
16. Acknowledge Jennifer Erickson as volunteer Girls and Boys Track and Field Coach for the 2018-
2019 season.
17. Acknowledge Ashley Goff as volunteer Softball coach for the 2018-2019 season.
18. Approve hire of Shelby Nosan as Head Volleyball coach for the 2019-2020 season.
19. Approve hire of Ashley Goff as Head Girls Swimming Coach for the 2019-2020 season.
20. Approve hire of Ariana Cipriano as Assistant Girls Swimming Coach for the 2019-2020 season.
21. Approve hire of Paul Hjelle as Head Cross Country Coach for the 2019-2020 season.
22. Approve hire of Sheryl Hendrickson as Assistant Cross Country Coach for the 2019-2020 season.
23. Approve termination of Courtney Olson, paraprofessional, effective April 10, 2019.
24. Approve a request for three days of unpaid leave by Justin Carney, paraprofessional, for May
28th - May 30th, 2019.

Action Items

1. Approve the following fiscal year 2019-2020 capital and long term facilities plan projects. 112
Motion by ____, second by ____. Motion carried / failed.
 1. 1. Award roofing bid to Range Cornice & Roofing for Arena at cost NTE \$59,699 and Pool at
cost NTE \$122,062.
 1. 2. Award library and elevator flooring bid to Studio B Flooring, previously known as Ballan
Furniture, in amount of \$9,690.
 1. 3. Approve the refurbishing of 255 lockers at FES with electrostatic painting and
installation of plastic bottom inserts at cost of \$32,546.
 1. 4. Approve purchase of 39 columns of athletic lockers for FHS girls locker room at a cost of
\$9,050.
 1. 5. Award phase II corridor ceiling project for FES to K&K Meyers at bid of \$43,511.
 1. 6. Award phase II corridor ceiling project for FHS to K&K Meyers at bid of \$63,289.
 1. 7. Award phase II corridor lighting project for FES to Kantor Electric at bid of \$40,847.
 1. 8. Award phase II corridor lighting project for FHS to Kantor Electric at bid of \$67,765.
 1. 9. Approve replacement of outside lighting posts in the student and faculty parking lots at
both FHS and FES by Kantor Electric for cost of \$16,000.

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2. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / 114
failed.
3. Resolution Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged 115
Governmental Bonds. Motion by __, second by __. Motion carried / failed.
4. Award the RFP for Student School Picture Package to Lifetouch for the 2019-2020 school year 126
with potential to renew contract up to four additional years. Motion by __, second by __.
Motion carried / failed.
5. Approve Memorandum of Understanding with regards to Seniority with L331. Motion by __, 145
second by __. Motion carried / failed.

Administrative Reports

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

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, March 18, 2019 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, March 18, 2019, beginning at 5:00 PM in the FHS Cafeteria.

Ted Saxton, Board Chair, called the meeting to order at 5:00 pm. Members present were: Jennifer Windels, Roxanne Skogstad-Ditsch (remote location), Terry Murray, Mike Holden, Ted Saxton, Kevin Grover and student representative Ella Bahr-Jefferis. *Roxanne Skogstad-Ditch- VIDEO CONFERENCE FROM: 2637 So. Mill Ave, Tempe AZ

Pledge of Allegiance.

Approval of Agenda:

Motion by Terry Murray then second by Jennifer Windels to approve agenda as presented. Motion carried 5-0.

Open Forum:

1. Public Open Forum
 - a. Weight Room request presentation
2. Tim Everson presented the Elk's March student of the month: Hailey Sobkowicz
3. Caleb Hostetter, FHS student, presented MHS teachers of the month: Mr. Paul Hjelle and Ms. Carol Jaksa

Consent Agenda:

Motion by Roxanne Skogstad-Ditsch then second by Terry Murray to approve the Consent Agenda as presented. Motion carried 5-0.

1. Approve past meeting minutes for the Regular School Board Meeting on February 19, 2019, Special Budget Work Session Meeting on March 4, 2019.
2. Approve current accounts payable due in amount of \$662,400.48.
3. Approve payroll in amount of \$443,892.46 for pay periods March 1, 2019 and March 15, 2019.
4. Approve the 2018-2019 general fund revised revenue budget at \$13,243,398, and expense budget at \$13,391,340. Net revenue under expense budget -\$147,942.
5. Acknowledge volunteer softball coaches Mike Leahy and Jean Desaulniers.
6. Accept Terry Thompson's resignation as Asst. Boys' Hockey Coach effective end of the 2018-2019 season.
7. Approve rental request by Falls Figure Skating Club to add an additional week, July 29th - August 2nd, to the originally approved rental request. Total rental rate for two weeks is \$1,600.
8. Approve LSI Service Agreement for school year 2019-2020 at cost of \$91,895.
9. Approve agreement with Paul Bunyan Rural Telephone Cooperative for internet service per contract agreement.
10. Approve purchase of router with security software from Compudyne; pricing for 3 years of service.
11. Acknowledge volunteer baseball coaches for the the 2018-2019 season:
 - 1) Phil Talmage, 2) Mike Coffield, 3) Clay Bergstrom
12. Acknowledge Savannah Olson as volunteer track coach for the 2018-2019 season.
13. First Reading of School Board Policy 601 - School Dist. Curriculum and Inst. Goals

14. First Reading of School Board Policy 603 - Curriculum Development.
15. First Reading of School Board Policy 604 - Instructional Curriculum.
16. First Reading of School Board Policy 613 - Graduation Requirements.
17. First Reading of School Board Policy 614 - School District Testing Plan and Procedure.
18. First Reading of School Board Policy Form 614 - Assurance of Test Security and Non-Disclosure.
19. First Reading of School Board Policy 615 - Testing Accommodations, Modifications.
20. First Reading of School Board Policy 616 - School District System Accountability.
21. First Reading of School Board Policy 618 - Assessment of Student Achievement.
22. First Reading of School Board Policy 619 - Staff Development for Standards.
23. First Reading of School Board Policy 802 - Disposition of Obsolete Equip. and Material.
24. Approve the HVAC bid to Shannons, Inc. for an amount not to exceed \$536,700 with authority to modify based on recommendations from Lucachick Architecture / Nelson-Rudie.
25. Approve hire of Colten Carlson as part time custodian effective March 11, 2019.

Action Items:

1. Motion by Jennifer Windels then second by Mike Holden to approve the Resolution Acceptance of Gifts and Donations. Voting in favor: Mike Holden, Terry Murray, Jennifer Windels, 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 approve the 2019-2020 School Calendar Version 4 with possibility of changes due to pending legislation allowing a pre-labor day start and potential for requesting additional professional development days. Motion carried 5-0
3. Motion by Mike Holden then second by Roxanne Skogstad-Ditsch to approve an additional staff development day for January 17, 2020 for LSI training. Brings calendar to 173 student days. Motion carried 5-0.
4. Motion by Terry Murray then second by Jennifer Windels to approve the Falls Elementary class sections for preschool, kindergarten through grade 5 for school year 2019-2020 as attached. Motion carried 5-0.
5. Motion by Jennifer Windels then second by Roxanne Skogstad-Ditsch to approve the Falls High School class sections for grades 6th through 12th for the 2019-2020 school year. This includes increasing Music from an hourly position to a .636 FTE for an increase to the FY2019-2020 expense budget in amount of \$38,152. *Music position for 2019-2020 @ .636 FTE will teach: 7-8 choir, 9-12 choir, 1 section 6th grade choir, 1 section 5th grade music and 1 section 7th music. Motion carried 5-0.
6. Mike Holden then second by Terry Murray to approve purchase of VOLT subscription and hiring of weight room supervisor not to exceed \$10,000 with a minimum of half of the funds coming from donations/booster support. Motion carried 5-0.

Administrative Reports:

1. Melissa Tate, Elementary Principal: Update on enrollment; MCA pep fest coming up; Good turnout kindergarten and preschool registration.
2. Tim Everson, Secondary Principal: Update on enrollment; Prom on April 6th; After care recovery program will be available to area youth through Rainy River Recovery; Spring sports starting; and MCA testing upcoming.
3. Kevin Grover, Superintendent: Town Hall Recreation Commission meeting being held by City of Int'l Falls; Phase 3 School Board training; Community Education report for class revenue
4. Ella Bahr-Jefferis, Student Representative: Student Council update.
5. Committee Reports.
 - a. Community Ed Advisory Board – no meeting
 - b. Recreation Commission – winter programs are ending; established cold weather practice procedure for hockey (elementary).

Adjournment:

Motion by Mike Holden then second by Jennifer Windels to adjourn meeting at 6:00 p.m. Motion carried 5-0.

Approved Minutes:

District Clerk

Date

Board Chair

Date

April 15, 2019
Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
5931	DUNLAP INDUSTRIES	3/18/2019	16413	Floor Covering		0 \$ (3,036.40)
5958	AFT Local #331	3/15/2019	20190315ADDUE	Payroll accrual		0 \$ 3,075.79
	AFT Local #331	3/15/2019	20190315ADDUE	Payroll accrual		0 \$ 93.66
5959	Falls Education Foundation	3/15/2019	20190315ADFEF	Payroll accrual		0 \$ 25.00
5960	MN Child Support Payment Center	3/15/2019	20190315ADCSU1	Payroll accrual		0 \$ 167.51
5961	MN Child Support Payment Center	3/15/2019	20190315ADcsp1	Payroll accrual		0 \$ 315.64
5962	MN Child Support Payment Center	3/15/2019	20190315ADCSP1	Payroll accrual		0 \$ 84.17
5963	Para Local #4798	3/15/2019	20190315ADDUE	Payroll accrual		0 \$ 608.52
	Para Local #4798	3/15/2019	20190315ADDUE	Payroll accrual		0 \$ 17.44
5964	Range Credit Bureau, Inc.	3/15/2019	20190315ADGAR	Payroll accrual		0 \$ 42.43
5965	United Way of Northeastern MN	3/15/2019	20190315ADUW1	Payroll accrual		0 \$ 10.00
5966	Wyoming Child Support	3/15/2019	20190315ADcsp1	Payroll accrual		0 \$ 115.38
5967	ASB	3/14/2019	INV03950711	T-shirt payment		0 \$ 3,379.60
5968	DETROIT LAKES NATIVE AMERICAN	3/14/2019	3/12/2019	DETROIT LAKES NATIVE AMERICA CLUB QUIZ BOWL Registration fee		0 \$ 200.00
5969	MVI CAMPS	3/14/2019	3/13/2019	MVI Camp Registration fee for 3 coaches Shelby Nosan, Jenica Whitbeck, and Deana Lorenson		0 \$ 540.00
5970	VIRGINIA SPEECH	3/18/2019	SPEECH 2/14/19	SPEECH INVITE 2/14/19		0 \$ 60.00
5971	DUNLAP INDUSTRIES	3/19/2019	16413	Floor Covering		0 \$ 2,800.00
5972	Further	3/20/2019	38963446	Medical FSA: 03/12/2019 - 03/15/2019 Dep Care FSA: 3/15/2019		0 \$ 2,039.64
5973	Carpenter, Barbara	3/20/2019	3/20/2019	Early Retirement Incentive - Barbara Carpenter		0 \$ 805.80
	Carpenter, Barbara	3/20/2019	3/20/2019	Early Retirement Incentive - Barbara Carpenter		0 \$ (805.80)
5974	Madison National Life	3/20/2019	1336873	Life Insurance - April 2019		0 \$ 39.00
	Madison National Life	3/20/2019	1336873	Life Insurance - April 2019		0 \$ 1,564.30
5975	Madison National Life	3/20/2019	1336870	LTD Insurance - April 2019		0 \$ 146.07

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
5976	Carpenter, Barbara	3/20/2019	3/20/2019	Early Retirement Incentive - Barbara Carpenter	0	\$ 805.80
5977	DELTA DENTAL	3/20/2019	75942961	Dental Insurance - April 2019	0	\$ 1,792.36
	DELTA DENTAL	3/20/2019	75942961	Dental Insurance - April 2019	0	\$ 4,674.32
	DELTA DENTAL	3/20/2019	75942961	Dental Insurance - April 2019	0	\$ 88.98
	DELTA DENTAL	3/20/2019	75942961	Dental Insurance - April 2019	0	\$ 88.98
5978	Annie's Frozen Yogurt	3/23/2019	23169	Frozen Yogurt	7701900005	\$ 100.00
5979	COCA-COLA BOTTLING CO	3/23/2019	571039	FHS; Beverages For Meal Service	0	\$ 100.00
	COCA-COLA BOTTLING CO	3/23/2019	571064	FHS; Beverges For Meal Service	0	\$ 443.80
	COCA-COLA BOTTLING CO	3/23/2019	571019	FHS; Beverges For Meal Service	0	\$ 135.30
	COCA-COLA BOTTLING CO	3/23/2019	571100	FHS; Beverages for Meal Service	0	\$ 206.65
	COCA-COLA BOTTLING CO	3/23/2019	571138	FHS; Beverages for Meal Service	0	\$ 111.10
5980	EARTHGRAINS BAKING CO INC	3/23/2019	52526220468	FHS; Bread For Meal Service	0	\$ 35.10
	EARTHGRAINS BAKING CO INC	3/23/2019	52526220430	FHS; Bread For Meal Service	0	\$ 96.46
	EARTHGRAINS BAKING CO INC	3/23/2019	52526220386	FHS; Bread For Meal Service	0	\$ 39.00
	EARTHGRAINS BAKING CO INC	3/23/2019	52526220384	FES; Bread For Meal Service	0	\$ 64.10
	EARTHGRAINS BAKING CO INC	3/23/2019	52526220428	FHS; Bread For Meal Service	0	\$ 70.60
	EARTHGRAINS BAKING CO INC	3/23/2019	52526220506	FHS; Bread for Meal Service	0	\$ 109.15
5980	EARTHGRAINS BAKING CO INC	3/23/2019	52526220504	FHS; Bread for Meal Service	0	\$ 157.42
	EARTHGRAINS BAKING CO INC	3/23/2019	52526220478	FHS; Bread for Meal Service	0	\$ 32.76
5981	ED KAUN & SONS LTD	3/23/2019	C39879	Zamboni Blades Sharpening	0	\$ 90.40
	ED KAUN & SONS LTD	3/23/2019	C40064	Zamboni Blades Sharpening	0	\$ 90.40
5982	HILLYARD HUTCHINSON	3/23/2019	603359859	FES supplies	8101900121	\$ 344.22
5983	KANTOR ELECTRIC INC	3/23/2019	15047	FES Gym lights	8101900093	\$ 8,380.00
	KANTOR ELECTRIC INC	3/23/2019	15049	FHS Gym	8101900094	\$ 18,615.38
	KANTOR ELECTRIC INC	3/23/2019	15048	Arena lights	8101900092	\$ 16,432.52
	KANTOR ELECTRIC INC	3/23/2019	15058	Hook up outlets for Microscopes	8101900108	\$ 891.00

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April 15, 2019
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	KANTOR ELECTRIC INC	3/23/2019	15026	Disco power from light pole	8101900041	\$ 91.00
	KANTOR ELECTRIC INC	3/23/2019	15053	FES; Heat Capacitor	8101900041	\$ 198.80
5984	LOFFLER	3/23/2019	3053195	Toner for B Slatinski's Rm	0	\$ 103.67
	LOFFLER	3/23/2019	3051946	HP 1300 Toner	0	\$ 83.36
	LOFFLER	3/23/2019	3047580	FHS; Upst Computer Lab	0	\$ 299.24
5985	Marco Technologies LLC	3/23/2019	379840218	Comm Ed; Canon 1025N Copier	5001900054	\$ 255.60
	Marco Technologies LLC	3/23/2019	379840069	FHS; B & W Copy Machine 754E	3001900015	\$ 1,458.49
5986	MIDCONTINENT COMMUNICATIONS	3/23/2019	30919	Bus Garage Internet	7601900003	\$ 85.00
5987	MN ENERGY RESOURCES CORP	3/23/2019	30819	Natural Gas Services	8101900010	\$ 505.81
	MN ENERGY RESOURCES CORP	3/23/2019	31219	Garage; Natural Gas Services	8101900010	\$ 20.52
5988	MN POWER	3/23/2019	31219	Electricity Bill	8101900026	\$ 757.60
	MN POWER	3/23/2019	31219	Electricity Bill	8101900026	\$ 6,209.00
	MN POWER	3/23/2019	31219	Electricity Bill	8101900026	\$ 1,678.68
	MN POWER	3/23/2019	31219	Electricity Bill	8101900026	\$ 1,948.74
	MN POWER	3/23/2019	31219	Electricity Bill	8101900026	\$ 5,386.31
	MN POWER	3/23/2019	31219	Electricity Bill	8101900026	\$ 60.06
5989	MN TELECOMMUNICATIONS	3/23/2019	5290	Monthly Broadband Services	6051900006	\$ 1,512.50
5990	SANDSTROM'S INC	3/23/2019	244441	FES; Milk For Meal Service	0	\$ 507.50
	SANDSTROM'S INC	3/23/2019	245251	FES; Milk For Meal Service	0	\$ 532.00
5990	SANDSTROM'S INC	3/23/2019	245195	FHS; Milk For Meal Service	0	\$ 323.00
	SANDSTROM'S INC	3/23/2019	244426	FHS; Milk For Meal Service	0	\$ 310.00
	SANDSTROM'S INC	3/23/2019	246858	FHS; Milk for Meal Service	0	\$ 312.55
	SANDSTROM'S INC	3/23/2019	246039	FHS; Milk for Meal Service	0	\$ 260.54
	SANDSTROM'S INC	3/23/2019	246887	FHS; Milk for Meal Service	0	\$ 665.00
	SANDSTROM'S INC	3/23/2019	246132	FHS; Milk for Meal Service	0	\$ 342.00
5991	SCHMITT MUSIC CENTERS	3/23/2019	2712777	Repairs on School Instruments	2581900012	\$ 392.00
5992	Scholastic Book Clubs Inc	3/23/2019	28049205	FES Library Books	1301900147	\$ 90.00
	Scholastic Book Clubs Inc	3/23/2019	28049206	FES Library Books	1301900147	\$ 14.00
	Scholastic Book Clubs Inc	3/23/2019	28049207	FES Library Books	1301900147	\$ 32.50
	Scholastic Book Clubs Inc	3/23/2019	28049208	FES Library Books	1301900147	\$ 8.00
	Scholastic Book Clubs Inc	3/23/2019	28049209	FES Library Books	1301900147	\$ 8.00
	Scholastic Book Clubs Inc	3/23/2019	28049210	FES Library Books	1301900147	\$ 16.50
	Scholastic Book Clubs Inc	3/23/2019	28049211	FES Library Books	1301900147	\$ 8.00

April 15, 2019
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Scholastic Book Clubs Inc	3/23/2019	280492121	FES Library Books	1301900147	\$ 35.00
5993	Small Town Tech Inc.	3/23/2019		6505 8 Port Switch	0	\$ 145.00
5994	SOUND NORTH	3/23/2019	75124	CERTIFICATE PAPER	2921900055	\$ 22.49
5995	SUPER ONE	3/23/2019	22819	AWD Pals Food & Beverages	5001900010	\$ 10.14
5996	Thompson, Sara	3/23/2019	31119	P & I Grant Marketing Consultant	7901900002	\$ 1,195.00
5997	THUNDERBIRD TROPHIES	3/23/2019	31819	HOF Trophies & Plaques	2921900013	\$ 2,402.34
5998	TUMBLEBOOK LIBRARY	3/23/2019	90418	Library Subscription	6051900087	\$ 525.00
5999	UPPER LAKES FOODS	3/23/2019	441995-00	FHS; Food For Meal Service	0	\$ 849.61
	UPPER LAKES FOODS	3/23/2019	432988-00	FHS; Food For Meal Service	0	\$ 853.64
	UPPER LAKES FOODS	3/23/2019	447734-00	FHS; Food for Meal Service	0	\$ 589.57
6000	Further	3/25/2019	38970641	Medical FSA: 03/15/2019 - 3/22/2019	0	\$ 1,944.88
6001	Olson, Eric	3/26/2019	1819-2	Volunteer Coach (Pd by Hockey Boosters)	0	\$ 1,000.00
6002	US FOODSERVICE	3/26/2019	5464512	FES; Food for Meal Service	0	\$ 874.86
	US FOODSERVICE	3/26/2019	5464512	FES; Food for Meal Service	0	\$ 491.92
	US FOODSERVICE	3/26/2019	5521022	FES; Food for Meal Service	0	\$ 459.33
	US FOODSERVICE	3/26/2019	5521023	Food for Pre-K/K Spaghetti Dinner	0	\$ 445.88
	US FOODSERVICE	3/26/2019	5592446	FES; Food for Meal Service	0	\$ 1,085.17
	US FOODSERVICE	3/26/2019	5656943	FES; Food for Meal Service	0	\$ 1,129.69
	US FOODSERVICE	3/26/2019	5730456	FES; Food for Meal Service	0	\$ 1,212.48
	US FOODSERVICE	3/26/2019	5788934	FES; Food for Meal Service	0	\$ 1,242.44
	US FOODSERVICE	3/26/2019	5862208	FES; Food for Meal Service	0	\$ 1,089.59
	US FOODSERVICE	3/26/2019	3021477	FES; Food for Meal Service	0	\$ 1,076.73
	US FOODSERVICE	3/26/2019	5730468	FHS; Food for Meal Service	0	\$ 157.04
	US FOODSERVICE	3/26/2019	5730467	FHS; Food for Meal Service	0	\$ 121.22
	US FOODSERVICE	3/26/2019	5391053	FHS; Food for Meal Service	0	\$ 936.36
	US FOODSERVICE	3/26/2019	5464494	FHS; Food for Meal Service	0	\$ 1,714.32
	US FOODSERVICE	3/26/2019	5900921	FHS; Food for Meal Service	0	\$ (86.87)
	US FOODSERVICE	3/26/2019	5521018	FHS; Food for Meal Service	0	\$ 984.93
	US FOODSERVICE	3/26/2019	5592430	FHS; Food for Meal Service	0	\$ 1,541.76

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April 15, 2019
Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	US FOODSERVICE	3/26/2019	5935093	FHS; Food for Meal Service		0 \$ (96.90)
	US FOODSERVICE	3/26/2019	5656923	FHS; Food for Meal Service		0 \$ 1,191.01
	US FOODSERVICE	3/26/2019	5730448	FHS; Food for Meal Service		0 \$ 1,840.95
	US FOODSERVICE	3/26/2019	5788911	FHS; Food for Meal Service		0 \$ 1,559.15
	US FOODSERVICE	3/26/2019	3021455	FHS; Food for Meal Service		0 \$ 2,211.27
	US FOODSERVICE	3/26/2019	3096196	FHS; Food for Meal Service		0 \$ 1,539.98
	US FOODSERVICE	3/26/2019	3096196	FHS; Food for Meal Service		0 \$ 136.68
	US FOODSERVICE	3/26/2019	3096215	FHS; MCA Testing Snacks		0 \$ 269.68
	US FOODSERVICE	3/26/2019	3096214	FES; Food for Meal Service		0 \$ 1,223.59
6003	AFSCME Council 65	3/29/2019	20190329ADAFS9	Payroll accrual		0 \$ 892.62
	AFSCME Council 65	3/29/2019	20190329ADAFS9	Payroll accrual		0 \$ 448.48
	AFSCME Council 65	3/29/2019	20190329ADAFS9	Payroll accrual		0 \$ 19.00
	AFSCME Council 65	3/29/2019	20190329ADAFSI	Payroll accrual		0 \$ 16.67
	AFSCME Council 65	3/29/2019	20190329ADAFSI	Payroll accrual		0 \$ 11.00
	AFSCME Council 65	3/29/2019	20190329ADAFSI	Payroll accrual		0 \$ 0.33
6004	AFT Local #331	3/29/2019	20190329ADDUE	Payroll accrual		0 \$ 3,075.79
	AFT Local #331	3/29/2019	20190329ADDUE	Payroll accrual		0 \$ 93.66
6005	Falls Education Foundation	3/29/2019	20190329ADFEF	Payroll accrual		0 \$ 25.00
6006	MN Child Support Payment Center	3/29/2019	20190329ADCSUI	Payroll accrual		0 \$ 167.51
6007	MN Child Support Payment Center	3/29/2019	20190329ADcsp1	Payroll accrual		0 \$ 315.64
6008	MN Child Support Payment Center	3/29/2019	20190329ADCSP1	Payroll accrual		0 \$ 84.17
6009	Para Local #4798	3/29/2019	20190329ADDUE	Payroll accrual		0 \$ 609.99
	Para Local #4798	3/29/2019	20190329ADDUE	Payroll accrual		0 \$ 15.97
6010	Range Credit Bureau, Inc.	3/29/2019	20190329ADGAR	Payroll accrual		0 \$ 53.37
6011	United Way of Northeastern MN	3/29/2019	20190329ADUW7	Payroll accrual		0 \$ 10.00
6012	Wyoming Child Support	3/29/2019	20190329ADcsp1	Payroll accrual		0 \$ 115.38
6013	NCPERS Group Life Ins.	3/28/2019	1.64913E+11	PERA Life Insurance - April		0 \$ 144.00
					2019	
6014	Sandberg, John	3/28/2019	3/26/2019	FHS Social Studies Trip~John Sandberg		0 \$ 1,059.00
6015	BASEBALLSAVINGS.COM	3/29/2019	P083761300011	BASEBALL BATS	2921900052	\$ 798.80
6016	BSN SPORTS	3/29/2019	904488385	SOFTBALL JERSEYS/PANTS	2921900046	\$ 1,924.79
6017	DECKER INC	3/29/2019	288275A	Custodial tools	8101900117	\$ 169.52

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6018	FRONTIER	3/29/2019	31619	Monthly Telephone Service	8101900007	\$ 34.42
	FRONTIER	3/29/2019	31619	Monthly Telephone Service	8101900007	\$ 894.38
	FRONTIER	3/29/2019	31619	Monthly Telephone Service	8101900007	\$ 11.75
6019	GOPHER SPORT	3/29/2019	9566892	Phy Ed for FES (PCA Donation)	1301900156	\$ 1,567.73
6020	GREAT AMERICAN OPPORTUNITIES	3/29/2019	915122906	5th Gr Fundraiser Items	0	\$ 5,005.80
6021	GUARDIAN PEST CONTROL INC	3/29/2019	1977421	Pest Control Service	8101900011	\$ 64.65
6022	HIGHLAND SIGNS	3/29/2019	6776	Thank You Banner	0	\$ 150.00
6023	KEEP ENTERPRISES INC	3/29/2019	54928	#2 Fuel and Gas	7601900030	\$ 18,697.27
6024	Marco Technologies LLC	3/29/2019	6141840	Guid Office Cost per Copy	7101900000	\$ 43.69
	Marco Technologies LLC	3/29/2019	6141841	Bus Office Copy Per Copy	1101900001	\$ 18.30
	Marco Technologies LLC	3/29/2019	6112878	FHS; Staples for Konica Office Copier	3001900123	\$ 107.25
6025	Marco Technologies LLC	3/29/2019	380550533	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 1,300.13
	Marco Technologies LLC	3/29/2019	380550533	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 748.17
6026	Mars Supply	3/29/2019	30057621	Arena; Cailbration Cylinder	0	\$ 275.00
6027	MN ENERGY RESOURCES CORP	3/29/2019	32119	Garage; Natural Gas Services	8101900010	\$ 1,198.06
6028	OFFICE DEPOT	3/29/2019	2.85291E+11	Office supplies	3001900117	\$ 22.19
	OFFICE DEPOT	3/29/2019	2.85291E+11	Office supplies	3001900117	\$ 18.79
	OFFICE DEPOT	3/29/2019	2.85291E+11	Office supplies	3001900117	\$ 33.29
	OFFICE DEPOT	3/29/2019	2.85291E+11	Office supplies	3001900117	\$ 252.76
	OFFICE DEPOT	3/29/2019	2.8401E+11	Ink cartridges	3001900115	\$ 310.62
6029	RATWIK ROSZAK & MALONEY PA	3/29/2019	30119	Legal Services	0	\$ 492.74
6030	Raymond Geddes	3/29/2019	712697	PBIS Store	1301900173	\$ 302.12
6031	TW Maintenance	3/29/2019	162	Work on Plow truck	7601900027	\$ 240.00
6032	VARITRONICS	3/29/2019	PSRV001032	IT Supplies	6051900074	\$ 233.32
6033	WATER DEPT	3/29/2019	32019	Water Usage	8101900009	\$ 1,046.58
	WATER DEPT	3/29/2019	32019	Water Usage	8101900009	\$ 1,999.46
	WATER DEPT	3/29/2019	32019	Water Usage	8101900009	\$ 1,866.50
	WATER DEPT	3/29/2019	32019	Water Usage	8101900009	\$ 61.66
6034	Further	4/1/2019	38979504	Medical FSA: 03/22/2019 - 04/01/2019 Dep Care FSA:	0	\$ 2,983.61

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					4/1/2019	
6035	CHERRY SPEECH TEAM	4/2/2019	SPEECH 2019	SPEECH ENTRY FEE		0 \$ 184.00
6036	DENFELD HIGH SCHOOL	4/2/2019	SPEECH 2019	SPEECH ENTRY FEE		0 \$ 171.00
6037	Grand Rapids ISD #318	4/2/2019	SPEECH 2019	SPEECH ENTRY FEE		0 \$ 264.00
6038	Hibbing ISD #701	4/2/2019	SPEECH 2019	SPEECH ENTRY FEE		0 \$ 84.00
6039	ISD #2154	4/2/2019	SPEECH 2019	SPEECH ENTRY FEE		0 \$ 172.50
6040	Mesabi East Speech/Drama Boosters	4/2/2019	SPEECH 2019	SPEECH ENTRY FEE		0 \$ 255.00
6041	Section 7A	4/2/2019	SPEECH 2019	SPEECH ENTRY FEE		0 \$ 275.00
6042	VIRGINIA SPEECH	4/2/2019	SPEECH 2019	SPEECH ENTRY FEE 2019		0 \$ 65.00
6043	BEMIDJI WELDERS SUPPLY	4/5/2019	10006862	Metal Supplies	2551900024	\$ 105.00
6044	Bemidji State University	4/5/2019	234221	Spring 2019 Concurrent Enrollment		0 \$ 7,200.00
6045	CITIZENS FOR BACKUS	4/5/2019	20119	ALC Lease Agreement	3001900020	\$ 619.91
	CITIZENS FOR BACKUS	4/5/2019	30119	ALC Lease Agreement	3001900020	\$ 619.91
	CITIZENS FOR BACKUS	4/5/2019	40119	ALC Lease Agreement	3001900020	\$ 619.91
6046	Education Innovation Partners	4/5/2019	1144	Monthly Telepresence	6051900017	\$ 206.25
6047	Inland Leasing	4/5/2019	58932322	Vending Machine rental	1101900003	\$ 214.53
	Inland Leasing	4/5/2019	58931923	Snack Vending Machine rental	1101900003	\$ 182.13
6048	MIDCONTINENT COMMUNICATIONS	4/5/2019	32719	ALC Phone & Data	3001900010	\$ 166.96
6049	MN DEPT OF PUBLIC SAFETY	4/5/2019	3601000112018	FHS; EPCRA Hazardous Chemical Fee		0 \$ 25.00
	MN DEPT OF PUBLIC SAFETY	4/5/2019	3601000092018	B Garage; EPCRA Hazardous Chemical Fee		0 \$ 25.00
6050	MN GRADUATE SERVICES LTD	4/5/2019	4531349	2019 Graduate-Svetlana Pavlovna Zastavskiy (reprint)	3001900107	\$ 16.88
6051	RECREATION COMMISSION	4/5/2019	18/19	JPA- Youth Levy & Athletic Director		0 \$ 85,159.00
	RECREATION COMMISSION	4/5/2019	18/19	JPA- Youth Levy & Athletic Director		0 \$ 18,920.00
6052	Riverfront Bar and Grill	4/5/2019	19-0330	HOF Banquet Meal Catering	2921900014	\$ 6,031.90
6053	ROCHESTER TELECOM SYSTEMS INC	4/5/2019	32219	Long Distance Phone Calls	8101900013	\$ 52.16
	ROCHESTER TELECOM SYSTEMS INC	4/5/2019	32219	Long Distance Phone Calls	8101900013	\$ 52.15
6054	ROYAL TIRE INC	4/5/2019	342-4314	B Garage Tire Dismount		0 \$ 30.25

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	ROYAL TIRE INC	4/5/2019	342-4233	B Garage; Tire Repair	0	\$ 179.86
	ROYAL TIRE INC	4/5/2019	342-4090	Tire Repair	0	\$ 595.98
6055	SAINT PAUL COLLEGE	4/5/2019	372396	Concurrent Enrollment Class	0	\$ 1,317.17
6056	SHANNONS INC	4/5/2019	21626	B Garage Drain Repair	0	\$ 85.00
6057	TOP THAT! BY LONI	4/5/2019	20195	Repair Cross Country Bindings	0	\$ 30.00
6058	WESTONE LABORATORIES INC	4/5/2019	6061281	Special Ed supplies for FES	1301900117	\$ 91.00
	WESTONE LABORATORIES INC	4/5/2019	60612813	Special Ed supplies for FES	1301900117	\$ 91.00
6059	Magic Bounce Party Rentals	4/5/2019	PROM 2019	POST-PROM 2019 ENTERTAINME	0	\$ 1,916.87
6060	SHERLOCK, JACK	4/5/2019	PROM 2019	POST-PROM ENTERTAINMENT 20	0	\$ 1,600.00
6061	CASH	4/5/2019	2019 POST PROM	2019 POST PROM MONEY BOOTH	0	\$ 500.00
6062	Further	4/8/2019	38988123	Medical FSA: 03/29/2019 - 4/8/2019	0	\$ 821.28
6063	Annie's Frozen Yogurt	4/16/2019	23283	Frozen Yogurt	7701900005	\$ 100.00
6064	ARROWHEAD LIBRARY SYSTEM	4/16/2019	7125	Library Catalog System	6201900000	\$ 625.00
6065	AUTO VALUE PARTS INC	4/16/2019	138032981	Salt Spreader Part	0	\$ 15.34
6066	BLICK ART MATERIALS	4/16/2019	1327592	Mr Pete; Art Supplies K McDonald	1301900170	\$ 12.03
	BLICK ART MATERIALS	4/16/2019	1266027	Mr Pete; Art Supplies K McDonald	1301900170	\$ 845.11
6067	BSN SPORTS	4/16/2019	904733584	BASEBALL SUPPLIES	2921900053	\$ 80.77
	BSN SPORTS	4/16/2019	904733584	BASEBALL SUPPLIES	2921900053	\$ 975.07
6068	CONTINENTAL CLAY COMPANY	4/16/2019	133548	ART ROOM SUPPLIES	2121900003	\$ 6.00
6069	FRIENDS GARBAGE SERVICE, LLC	4/16/2019	9144059	Garbage Pickups	8101900016	\$ 1,703.52
6070	Fun Express, LLC	4/16/2019	695507536-01	PBIS FES School Store	1301900196	\$ 201.03
6071	GRAND FORKS PUBLIC SCHOOLS	4/16/2019	13968	Student Tuition 3/13-3/26/19	0	\$ 91.44
6072	GRINDALL, DOUGLAS	4/16/2019	41519	Dog Obedience Instructor	0	\$ 595.00
6073	INTERQUEST DETECTION CANINES	4/16/2019	Mar-19	Canine Detection Services	3001900045	\$ 315.00
6074	KANTOR ELECTRIC INC	4/16/2019	15077	Outlets for washing machine & dry SpEd	8101900122	\$ 869.00
	KANTOR ELECTRIC INC	4/16/2019	15077	Outlets for washing machine & dry SpEd	8101900122	\$ 429.97
6075	KGHS-AM	4/16/2019	32919	School Matters	101900000	\$ 198.00
6076	LEO'S SAWMILL	4/16/2019	31919	LUMBER FOR WOODS PROJECTS	2551900028	\$ 400.00

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6077	MN ENERGY RESOURCES CORP	4/16/2019	40219	Arena; Natural Gas Services	8101900010	\$ 3,295.21
	MN ENERGY RESOURCES CORP	4/16/2019	040219FHS	FHS; Natural Gas Services	8101900010	\$ 5,319.71
	MN ENERGY RESOURCES CORP	4/16/2019	040219FHS	FHS; Natural Gas Services	8101900010	\$ 1,773.23
	MN ENERGY RESOURCES CORP	4/16/2019	040219FES	FES; Natural Gas Services	8101900010	\$ 4,270.73
6078	MR FAITH SOUND & LIGHT INC	4/16/2019	41619	Dj Services	5001900057	\$ 400.00
6079	NAPA FALLS SUPPLY	4/16/2019	815732	Salt Spreader Parts	0	\$ 46.68
6080	NORTH STAR PUBLISHING	4/16/2019	41443	Hall of Fame Programs	0	\$ 214.99
6081	NORTHLAND LEARNING CENTER	4/16/2019	4560	ECSE Teacher Salary & Benefits	0	\$ 15,158.25
	NORTHLAND LEARNING CENTER	4/16/2019	4560	ECSE Teacher Salary & Benefits	0	\$ 2,445.99
	NORTHLAND LEARNING CENTER	4/16/2019	4551	Coop Coordinators Salary & Benefits	0	\$ 1,572.01
	NORTHLAND LEARNING CENTER	4/16/2019	4551	Coop Coordinators Salary & Benefits	0	\$ 264.04
	NORTHLAND LEARNING CENTER	4/16/2019	4551	Coop Coordinators Salary & Benefits	0	\$ 1,784.02
	NORTHLAND LEARNING CENTER	4/16/2019	4551	Coop Coordinators Salary & Benefits	0	\$ 660.74
	NORTHLAND LEARNING CENTER	4/16/2019	4569	Psychologist Salary & Benefits	0	\$ 13,487.42
	NORTHLAND LEARNING CENTER	4/16/2019	4569	Psychologist Salary & Benefits	0	\$ 4,458.29
6082	RAINY LAKE MEDICAL CENTER	4/16/2019	3347	PT/OT Therapies Services	3001900024	\$ 17,242.65
6083	SCHOOL NURSE SUPPLY INC	4/16/2019	0731069-IN	Ice gel packs and First Aid Burn Cream	3001900125	\$ 95.54
6084	Small Town Tech Inc.	4/16/2019	6732	FES; Fire Alarm Low Voltage	0	\$ 68.13
6085	THYSSENKRUPP ELEVATOR	4/16/2019	3004505336	Elevator Oil & Grease	0	\$ 201.40
6086	TIMBERPINS	4/16/2019	991762	AWD Pals Bowling	5001900009	\$ 97.79
6087	UNITED TRUCK BODY	4/16/2019	533405C	Part Labor & Delivery	0	\$ 775.00
6088	UP NORTH BUILDERS INC	4/16/2019	5599	Light Pole Repair	0	\$ 3,072.88
	UP NORTH BUILDERS INC	4/16/2019	5597	Core drill concrete floor for Washer and Dryer	8101900119	\$ 600.00
6089	Bemidji State University	4/9/2019	TRACK 3/26, 4/2,	B/G TRACK ENTRY FEE	0	\$ 300.00
6089	Bemidji State University	4/9/2019	TRACK 3/26, 4/2,	B/G TRACK ENTRY FEE	0	\$ 300.00

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	Bemidji State University	4/9/2019	TRACK 3/26, 4/2,	B/G TRACK ENTRY FEE		0 \$ 300.00
	6090 Section 7A	4/9/2019	SPEECH 4/4/19	SPEECH SECTIONS 4/4/19		0 \$ 150.00
181900094	Boe, Angel	4/5/2019	22819	Feb Mileage Reimbursement		0 \$ 22.33
181900095	Christianson, Ginger	4/5/2019	13019	Mileage Reimbursment Jan 2019		0 \$ 74.99
	Christianson, Ginger	4/5/2019	22819	Mileage Reimbursment Feb 2019		0 \$ 106.55
181900096	Olson-Line, Karla	4/5/2019	20519	Mileage Reimbursment to MCFS Conference		0 \$ 377.00
181900097	Adee, Kelli	4/16/2019	32819	Mileage Reimbursement To Bus Garage		0 \$ 16.53
181900098	Besch, Tina	4/16/2019	32919	Mileage Reimbursement Jan-Mar		0 \$ 110.66
181900099	Christianson, Rosa	4/16/2019	22819	Mileage Reimbursement		0 \$ 4.93
	Christianson, Rosa	4/16/2019	32919	Mileage Reimbursement (March)		0 \$ 5.80
181900100	Grover, Kevin	4/16/2019	31219	Meal Reimbursement		0 \$ 20.23
	Grover, Kevin	4/16/2019	40519	Reg 27/28 Meeting Mileage Reimbursement		0 \$ 81.70
181900101	Heiss, Victoria	4/16/2019	123018	4 Months Cell Phone Reimbursement		0 \$ 200.00
181900102	Kujala, Kacey	4/16/2019	31519	Meal Reimbursement DC Conference		0 \$ 37.21
181900103	LaVigne, Sandra	4/16/2019	40119	PALS Bingo Prizes		0 \$ 46.00
181900104	Olson, David	4/16/2019	32919	Mileage Reimbursement ALI Meeting		0 \$ 82.13
181900105	Thoresen, Shawna	4/16/2019	32919	Mileage Reimbursement		0 \$ 5.22
181900106	Wilson, June	4/16/2019	32919	Mileage Reimbursement to Bus Garage		0 \$ 20.88
201801094	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSAI	Payroll accrual		0 \$ 173.08
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSAI	Payroll accrual		0 \$ 176.94
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSAI	Payroll accrual		0 \$ 1,300.49
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSAI	Payroll accrual		0 \$ 1.46
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSEC	Payroll accrual		0 \$ 2,473.80
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSEC	Payroll accrual		0 \$ 50.66
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSFF	Payroll accrual		0 \$ 2,458.14
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSGI	Payroll accrual		0 \$ 430.78

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	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSH	Payroll accrual	0	\$ 246.16
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSM	Payroll accrual	0	\$ 181.62
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSS	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSV	Payroll accrual	0	\$ 3,591.59
	Educator Benefit Consultants, LLC	3/15/2019	20190315ADTSV	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSAN	Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSAS	Payroll accrual	0	\$ 352.77
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSAS	Payroll accrual	0	\$ 0.98
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSEC	Payroll accrual	0	\$ 1,466.59
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSEC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSFR	Payroll accrual	0	\$ 698.98
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSGF	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSM	Payroll accrual	0	\$ 181.62
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSST	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSVA	Payroll accrual	0	\$ 1,445.93
	Educator Benefit Consultants, LLC	3/15/2019	20190315AFTSVA	Payroll accrual	0	\$ 46.16
201801095	ING	3/15/2019	20190315ADG-4	Payroll accrual	0	\$ 8.45
	ING	3/15/2019	20190315ADG-4	Payroll accrual	0	\$ 23.13
	ING	3/15/2019	20190315AFDEF	Payroll accrual	0	\$ 8.45
	ING	3/15/2019	20190315AFDEF	Payroll accrual	0	\$ 23.13
	ING	3/15/2019	20190315AFHCSF	Payroll accrual	0	\$ 2,901.93
	ING	3/15/2019	20190315AFHCSF	Payroll accrual	0	\$ 6.92
201801096	Internal Revenue Service	3/15/2019	20190315ADFICA	Payroll accrual	0	\$ 18,250.44
	Internal Revenue Service	3/15/2019	20190315ADFICA	Payroll accrual	0	\$ 585.52
	Internal Revenue Service	3/15/2019	20190315ADFICA	Payroll accrual	0	\$ 665.57
	Internal Revenue Service	3/15/2019	20190315ADFTA	Payroll accrual	0	\$ 324.25
201801096	Internal Revenue Service	3/15/2019	20190315ADFTA	Payroll accrual	0	\$ 10.75
	Internal Revenue Service	3/15/2019	20190315ADFTP	Payroll accrual	0	\$ 139.07
	Internal Revenue Service	3/15/2019	20190315ADFTX	Payroll accrual	0	\$ 21,604.27
	Internal Revenue Service	3/15/2019	20190315ADFTX	Payroll accrual	0	\$ 601.23
	Internal Revenue Service	3/15/2019	20190315ADFTX	Payroll accrual	0	\$ 500.67
	Internal Revenue Service	3/15/2019	20190315ADMDC	Payroll accrual	0	\$ 4,268.27
	Internal Revenue Service	3/15/2019	20190315ADMDC	Payroll accrual	0	\$ 136.95

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	Internal Revenue Service	3/15/2019	20190315ADMD	Payroll accrual	0	\$ 155.65
	Internal Revenue Service	3/15/2019	20190315AFFICA	Payroll accrual	0	\$ 18,250.44
	Internal Revenue Service	3/15/2019	20190315AFFICA	Payroll accrual	0	\$ 585.52
	Internal Revenue Service	3/15/2019	20190315AFFICA	Payroll accrual	0	\$ 665.57
	Internal Revenue Service	3/15/2019	20190315AFMDC	Payroll accrual	0	\$ 4,268.27
	Internal Revenue Service	3/15/2019	20190315AFMDC	Payroll accrual	0	\$ 136.95
	Internal Revenue Service	3/15/2019	20190315AFMDC	Payroll accrual	0	\$ 155.65
201801097	MINNESOTA REVENUE	3/15/2019	20190315ADSITA	Payroll accrual	0	\$ 69.70
	MINNESOTA REVENUE	3/15/2019	20190315ADSITA	Payroll accrual	0	\$ 5.30
	MINNESOTA REVENUE	3/15/2019	20190315ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	3/15/2019	20190315ADSITM	Payroll accrual	0	\$ 11,088.14
	MINNESOTA REVENUE	3/15/2019	20190315ADSITM	Payroll accrual	0	\$ 327.12
	MINNESOTA REVENUE	3/15/2019	20190315ADSITM	Payroll accrual	0	\$ 301.91
	MINNESOTA REVENUE	3/15/2019	20190315ADSITP	Payroll accrual	0	\$ 26.38
201801098	MN Teachers Retirement Association	3/15/2019	20190315ADTRA	Payroll accrual	0	\$ 13,684.79
	MN Teachers Retirement Association	3/15/2019	20190315ADTRA	Payroll accrual	0	\$ 504.14
	MN Teachers Retirement Association	3/15/2019	20190315ADTRA	Payroll accrual	0	\$ 64.35
	MN Teachers Retirement Association	3/15/2019	20190315AFTRAC	Payroll accrual	0	\$ 14,068.00
	MN Teachers Retirement Association	3/15/2019	20190315AFTRAC	Payroll accrual	0	\$ 518.24
	MN Teachers Retirement Association	3/15/2019	20190315AFTRAC	Payroll accrual	0	\$ 66.15
201801099	Public Employees Retirement Association	3/15/2019	20190315ADPER	Payroll accrual	0	\$ 6,431.41
	Public Employees Retirement Association	3/15/2019	20190315ADPER	Payroll accrual	0	\$ 171.23
	Public Employees Retirement Association	3/15/2019	20190315ADPER	Payroll accrual	0	\$ 629.21
	Public Employees Retirement Association	3/15/2019	20190315AFPERA	Payroll accrual	0	\$ 7,420.84
	Public Employees Retirement Association	3/15/2019	20190315AFPERA	Payroll accrual	0	\$ 197.59
	Public Employees Retirement Association	3/15/2019	20190315AFPERA	Payroll accrual	0	\$ 726.02
201801100	Public Employees Retirement-DCP	3/15/2019	20190315ADDCP	Payroll accrual	0	\$ 42.70
	Public Employees Retirement-DCP	3/15/2019	20190315AFDCP	Payroll accrual	0	\$ 42.70
201801101	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSAI	Payroll accrual	0	\$ 173.08
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSAI	Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSAI	Payroll accrual	0	\$ 1,301.95
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSEC	Payroll accrual	0	\$ 2,473.80
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSEC	Payroll accrual	0	\$ 50.66

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Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSFF	Payroll accrual	0	\$ 2,458.14
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSGI	Payroll accrual	0	\$ 430.78
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSHI	Payroll accrual	0	\$ 246.16
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSMI	Payroll accrual	0	\$ 181.62
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSSY	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSV/	Payroll accrual	0	\$ 3,591.59
	Educator Benefit Consultants, LLC	3/29/2019	20190329ADTSV/	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSAN	Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSAS	Payroll accrual	0	\$ 353.75
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSEC	Payroll accrual	0	\$ 1,466.59
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSEC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSFR	Payroll accrual	0	\$ 698.98
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSGF	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSMI	Payroll accrual	0	\$ 181.62
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSST	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSVA	Payroll accrual	0	\$ 1,445.93
	Educator Benefit Consultants, LLC	3/29/2019	20190329AFTSVA	Payroll accrual	0	\$ 46.16
201801102	ING	3/29/2019	20190329ADG-4E	Payroll accrual	0	\$ 8.71
	ING	3/29/2019	20190329ADG-4E	Payroll accrual	0	\$ 22.87
	ING	3/29/2019	20190329AFDEFI	Payroll accrual	0	\$ 8.71
	ING	3/29/2019	20190329AFDEFI	Payroll accrual	0	\$ 22.87
	ING	3/29/2019	20190329AFHCSF	Payroll accrual	0	\$ 2,901.93
	ING	3/29/2019	20190329AFHCSF	Payroll accrual	0	\$ 6.92
201801103	Internal Revenue Service	3/29/2019	20190329ADFICA	Payroll accrual	0	\$ 16,723.10
	Internal Revenue Service	3/29/2019	20190329ADFICA	Payroll accrual	0	\$ 610.38
	Internal Revenue Service	3/29/2019	20190329ADFICA	Payroll accrual	0	\$ 659.76
	Internal Revenue Service	3/29/2019	20190329ADFTA	Payroll accrual	0	\$ 325.00
	Internal Revenue Service	3/29/2019	20190329ADFTA	Payroll accrual	0	\$ 10.00
	Internal Revenue Service	3/29/2019	20190329ADFTP	Payroll accrual	0	\$ 194.99
	Internal Revenue Service	3/29/2019	20190329ADFTX	Payroll accrual	0	\$ 20,236.77
	Internal Revenue Service	3/29/2019	20190329ADFTX	Payroll accrual	0	\$ 605.62
201801103	Internal Revenue Service	3/29/2019	20190329ADFTX	Payroll accrual	0	\$ 484.08
	Internal Revenue Service	3/29/2019	20190329ADMDI	Payroll accrual	0	\$ 3,911.11

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April 15, 2019
Payable Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	3/29/2019	20190329ADMD	Payroll accrual	0	\$ 142.74
	Internal Revenue Service	3/29/2019	20190329ADMD	Payroll accrual	0	\$ 154.29
	Internal Revenue Service	3/29/2019	20190329AFFICA	Payroll accrual	0	\$ 16,723.10
	Internal Revenue Service	3/29/2019	20190329AFFICA	Payroll accrual	0	\$ 610.38
	Internal Revenue Service	3/29/2019	20190329AFFICA	Payroll accrual	0	\$ 659.76
	Internal Revenue Service	3/29/2019	20190329AFMDC	Payroll accrual	0	\$ 3,911.11
	Internal Revenue Service	3/29/2019	20190329AFMDC	Payroll accrual	0	\$ 142.74
	Internal Revenue Service	3/29/2019	20190329AFMDC	Payroll accrual	0	\$ 154.29
201801104	MINNESOTA REVENUE	3/29/2019	20190329ADSITA	Payroll accrual	0	\$ 70.00
	MINNESOTA REVENUE	3/29/2019	20190329ADSITA	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	3/29/2019	20190329ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	3/29/2019	20190329ADSITN	Payroll accrual	0	\$ 10,361.82
	MINNESOTA REVENUE	3/29/2019	20190329ADSITN	Payroll accrual	0	\$ 329.45
	MINNESOTA REVENUE	3/29/2019	20190329ADSITN	Payroll accrual	0	\$ 292.89
	MINNESOTA REVENUE	3/29/2019	20190329ADSITP	Payroll accrual	0	\$ 59.98
201801105	MN Teachers Retirement Association	3/29/2019	20190329ADTRA	Payroll accrual	0	\$ 13,345.42
	MN Teachers Retirement Association	3/29/2019	20190329ADTRA	Payroll accrual	0	\$ 528.11
	MN Teachers Retirement Association	3/29/2019	20190329ADTRA	Payroll accrual	0	\$ 56.55
	MN Teachers Retirement Association	3/29/2019	20190329AFTRAC	Payroll accrual	0	\$ 13,719.11
	MN Teachers Retirement Association	3/29/2019	20190329AFTRAC	Payroll accrual	0	\$ 542.89
	MN Teachers Retirement Association	3/29/2019	20190329AFTRAC	Payroll accrual	0	\$ 58.13
201801106	Public Employees Retirement Association	3/29/2019	20190329ADPER	Payroll accrual	0	\$ 5,886.77
	Public Employees Retirement Association	3/29/2019	20190329ADPER	Payroll accrual	0	\$ 169.29
	Public Employees Retirement Association	3/29/2019	20190329ADPER	Payroll accrual	0	\$ 624.62
	Public Employees Retirement Association	3/29/2019	20190329AFPERA	Payroll accrual	0	\$ 6,792.46
	Public Employees Retirement Association	3/29/2019	20190329AFPERA	Payroll accrual	0	\$ 195.30
	Public Employees Retirement Association	3/29/2019	20190329AFPERA	Payroll accrual	0	\$ 720.73
201801107	Public Employees Retirement-DCP	3/29/2019	20190329ADDCP	Payroll accrual	0	\$ 23.95
	Public Employees Retirement-DCP	3/29/2019	20190329AFDCP	Payroll accrual	0	\$ 23.95
	BMO Credit Card	4/3/2019		See Attached Report		\$ 25,549.49
TOTAL						\$ 701,889.67

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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	03/27/2019	4023	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	10.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00000	04/03/2019	10.49			
	03/27/2019	4024	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	17.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00001	04/03/2019	17.49			
	03/22/2019	4022	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	17.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00002	04/03/2019	17.49			
	03/15/2019	4019	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	17.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00003	04/03/2019	17.49			
	03/15/2019	4020	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	10.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00004	04/03/2019	10.49			
	03/15/2019	4021	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	14.00
	2	PRIZE PIZZAS			3001900030	Tim's C/C00005	04/03/2019	14.00			
	03/13/2019	4016	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	17.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00006	04/03/2019	17.49			
	03/13/2019	4017	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	7.00
	2	PRIZE PIZZAS			3001900030	Tim's C/C00007	04/03/2019	7.00			
	03/13/2019	4018	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	17.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00008	04/03/2019	17.49			
	03/08/2019	4015	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	10.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00009	04/03/2019	10.49			
	03/06/2019	4013	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	10.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00010	04/03/2019	10.49			
	03/06/2019	4014	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	17.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00011	04/03/2019	17.49			
	03/01/2019	4025	HEISSVIC000	Heiss Victoria L	7380 Dominos Pizza, 218-324-036	DOMINO'S000	03/28/2019		Invoiced	A	17.49
	2	PRIZE PIZZAS			3001900030	Tim's C/C00012	04/03/2019	17.49			
					13 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>						185.39
XXXXXXXXXXXX8335	03/26/2019	4036	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	33.01
	2	Transportaion			8101900034	Gene's C/C00000	04/08/2019	33.01			
	03/20/2019	4035	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	03/28/2019		Invoiced	A	49.97
	2	Transportation			8101900032	Gene's C/C00001	04/08/2019	49.97			
	03/15/2019	4034	SteelEug000	Steele Eugene L	Auto Value Internation, Interna	AUTO VAL000	03/28/2019		Invoiced	A	7.98
	1	shrink TUBE AND PERMATEX				Gene's C/C00002	04/08/2019	7.98			
	03/14/2019	4033	SteelEug000	Steele Eugene L	Auto Value Internation, Interna	AUTO VAL000	03/28/2019		Invoiced	A	8.98
	1	Center bolt				Gene's C/C00002	04/08/2019	8.98			
	03/07/2019	4028	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/28/2019		Invoiced	A	524.94
	1	Sensor nitrogen oxide, core sensor, nitrogen o				Gene's C/C00003	04/08/2019	524.94			

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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...										
	03/07/2019	4029	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/28/2019		Invoiced	A	169.72
	1	Misc. nuts bolts, screws, parts for buses.				Gene's C/C00003	04/08/2019	169.72			
	03/07/2019	4030	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/28/2019		Invoiced	A	46.59
	1	heater motor				Gene's C/C00003	04/08/2019	46.59			
	03/07/2019	4031	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	116.86
	2	Transportaion			8101900034	Gene's C/C00004	04/08/2019	116.86			
	03/07/2019	4032	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	-18.00
	2	Transportaion			8101900034	Gene's C/C00005	04/08/2019	-18.00			
	03/06/2019	4027	SteelEug000	Steele Eugene L	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	03/28/2019		Invoiced	A	245.54
	1	Misc. Bus parts				Gene's C/C00006	04/08/2019	245.54			
	03/05/2019	4026	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	10.17
	2	Transportaion			8101900034	Gene's C/C00007	04/08/2019	10.17			
	03/01/2019	4038	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	03/28/2019		Invoiced	A	61.37
	2	Transportation			8101900032	Gene's C/C00008	04/08/2019	61.37			
	02/28/2019	4037	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	03/28/2019		Invoiced	A	192.92
	1	Large carrier bearing, labor, oil filters				Gene's C/C00009	04/08/2019	192.92			
	13 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>										1,450.05
XXXXXXXXXXXX7362	03/26/2019	4048			Lamar Media Corp, 225-237-1068,	LAMAR C0000	03/28/2019		Invoiced	A	965.00
	2	Billboard Contract Services.			7901900003	Stacy's C/C00000	04/03/2019	965.00			
	03/22/2019	4046			Cts*frontier Onlinepay, 800-921	FRONTIER000	03/28/2019		Invoiced	A	178.91
	2	Arena Phone Service			8101900007	Stacy's C/C00001	04/03/2019	178.91			
	03/22/2019	4047			Walmart.Com, 800-966-6546, AR,	WALMART.000	03/28/2019		Invoiced	A	438.65
	1	Post prom prizes				Stacy's C/C00002	04/03/2019	438.65			
	03/21/2019	4045			Walmart.Com, 8009666546, AR, 72	WALMART.000	03/28/2019		Invoiced	A	378.31
	1	Post prom prizes				Stacy's C/C00002	04/03/2019	378.31			
	03/19/2019	4044			Ferrellgas L P, 800-8747699, MO	FERRELLG000	03/28/2019		Invoiced	A	228.89
	1	Arena Propane				Stacy's C/C00003	04/03/2019	228.89			
	03/14/2019	4043			Innovative Office Solu, 9528089	INNOVATI000	03/28/2019		Invoiced	A	543.18
	2	PENCIL,#2,UNIVERSAL			1301900177	Stacy's C/C00004	04/03/2019	7.80			
	3	MARKER,EXPO 2,CHISEL,BE			1301900177	Stacy's C/C00004	04/03/2019	77.40			
	4	MARKER,EXPO 2,CHISEL,RD			1301900177	Stacy's C/C00004	04/03/2019	77.40			
	5	MARKER,EXPO 2,CHISEL,GN			1301900177	Stacy's C/C00004	04/03/2019	77.40			
	6	MARKER,PERM,CHSL,RG,BK			1301900177	Stacy's C/C00004	04/03/2019	16.56			
	7	CARD,INDEX,RULED,3X5,WE			1301900177	Stacy's C/C00004	04/03/2019	8.40			
	8	MARKER,WSH,POSTER,8CT,AST			1301900177	Stacy's C/C00004	04/03/2019	14.76			
	9	TISSUE,FACIAL,100/BX,30CN			1301900177	Stacy's C/C00004	04/03/2019	50.02			

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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				
XXXXXXXXXXXX7362	continued...											
	10	WIPES,NATURAL,GGN			1301900177	Stacy's C/C00004	04/03/2019	200.52				
	11	MOISTENER,FINGERTP,2PK,PK			1301900177	Stacy's C/C00004	04/03/2019	4.94				
	12	KNIFE,10MM,SNAP,YL			1301900177	Stacy's C/C00004	04/03/2019	7.98				
	03/12/2019	4042			Amzn Mktp Us*mw5533of0, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	31.60	
	2	50pcs/lot Hard ABS Fishing Bobbers Set Snap on			2501900006	Stacy's C/C00005	04/03/2019	5.90				
	3	SQUISHIES Value Packs in Great Gift Worthy Pac			2501900006	Stacy's C/C00005	04/03/2019	14.93				
	4	KINGFO 10pcs Fishing Lures Spinnerbait for Bas			2501900006	Stacy's C/C00005	04/03/2019	10.77				
	03/11/2019	4040			Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	605.35	
	1	prom prizes				Stacy's C/C00006	04/03/2019	605.35				
	03/11/2019	4041			Amzn Mktp Us*mw30c7cc0, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	543.00	
	2	6208 Great Northern TopStar Commercial Quality			2501900005	Stacy's C/C00007	04/03/2019	256.99				
	3	Cupture Classic Candy Insulated Tumbler Cup wi			2501900005	Stacy's C/C00007	04/03/2019	36.95				
	4	JOLLY TIME All in One Kit for 8 oz. Popcorn Ma			2501900005	Stacy's C/C00007	04/03/2019	72.52				
	5	1 oz. Popcorn Bag, Burst Design, 1000 per Case			2501900005	Stacy's C/C00007	04/03/2019	22.99				
	6	Extra Sugarfree Gum Sticks - Polar Ice - 15 ct			2501900005	Stacy's C/C00007	04/03/2019	44.00				
	7	Favourde 22 Pack 0.5mm 6-in-1 Multicolor Ballp			2501900005	Stacy's C/C00007	04/03/2019	25.38				
	8	Adorox (24 Balls Assorted) 2.5 inches Mini Spo			2501900005	Stacy's C/C00007	04/03/2019	14.25				
	9	WATINC Random 40 Pcs Cute Animal Mochi Squishy			2501900005	Stacy's C/C00007	04/03/2019	16.99				
	10	Lip Smacker Coffee and Tea Lip Balm Party Pack			2501900005	Stacy's C/C00007	04/03/2019	13.98				
	11	SKINNY TUMBLERS 12 Colored Acrylic Tumblers wi			2501900005	Stacy's C/C00007	04/03/2019	38.95				
	03/07/2019	4039			Amzn Mktp Us*mi2q28wr1, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	17.43	
	2	RIN 097138835154 Balls			2501900005	Stacy's C/C00008	04/03/2019	9.70				
	3	Shipping - Cost of shipping, not including shi			2501900005	Stacy's C/C00008	04/03/2019	7.73				
					10 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>							3,930.32
XXXXXXXXXXXX7124	03/13/2019	4143	BLESIMIC000	Blesi Michael E	Amzn Mktp Us*mw6sy41ml1, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	144.00	
	2	R749K - Dell 450GB 15K RPM SAS 3.5" HD			6051900076	Mike's C/C00000	04/08/2019	144.00				
	03/06/2019	4141	BLESIMIC000	Blesi Michael E	Amzn Mktp Us*mi9hz68y2, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	109.08	
	3	New LCD Screen for Dell Chromebook 11 2nd Gene			6051900075	Mike's C/C00001	04/08/2019	109.08				
	03/06/2019	4142	BLESIMIC000	Blesi Michael E	Amzn Mktp Us*mi3fy4qv2, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	111.73	
	5	ZTHY Compatible 5R9DD Built-in Laptop Battery			6051900075	Mike's C/C00002	04/08/2019	69.98				
	7	ACOMPATIBLE Replacement Keyboard for Dell Lati			6051900075	Mike's C/C00002	04/08/2019	33.98				
	8	Shipping - Cost of shipping, not including shi			6051900075	Mike's C/C00002	04/08/2019	7.77				
	02/28/2019	4144	BLESIMIC000	Blesi Michael E	Soundnorth., International, MN,	SOUND NO000	03/28/2019		Invoiced	A	62.96	
	2	50' Modular Phone Cables			6051900082	Mike's C/C00003	04/08/2019	19.00				
	3	50' 3.5mm Audio Cable			6051900082	Mike's C/C00003	04/08/2019	39.98				
	4	3.5 mm audio adapters.			6051900082	Mike's C/C00003	04/08/2019	3.98				

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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			
4 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>>>											427.77
XXXXXXXXXXXX7132	03/22/2019	4119	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	03/28/2019		Invoiced	A	13.14
	2	Transportation			8101900032	Jeremy's C/C00000	04/08/2019	13.14			
	03/15/2019	4118	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	18.99
	2	Transportaion			8101900034	Jeremy's C/C00001	04/08/2019	18.99			
	03/14/2019	4115	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	03/28/2019		Invoiced	A	22.99
	2	Transportaion			8101900033	Jeremy's C/C00002	04/08/2019	22.99			
	03/14/2019	4116	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	3.40
	2	Transportaion			8101900034	Jeremy's C/C00003	04/08/2019	3.40			
	03/14/2019	4117	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	03/28/2019		Invoiced	A	11.28
	2	Transportation			8101900032	Jeremy's C/C00004	04/08/2019	11.28			
	03/13/2019	4113	ANDERJER000	Anderson Jeremy R	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	125.90
	2	Transportaion			8101900034	Jeremy's C/C00005	04/08/2019	125.90			
	03/13/2019	4114	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	03/28/2019		Invoiced	A	14.49
	2	Transportaion			8101900033	Jeremy's C/C00006	04/08/2019	14.49			
	03/08/2019	4111	ANDERJER000	Anderson Jeremy R	Forestland Sales & Ser, Interna	FORESTLA000	03/28/2019		Invoiced	A	17.90
	1	Hyd plow oil				Jeremy's C/C00007	04/08/2019	17.90			
	03/08/2019	4112	ANDERJER000	Anderson Jeremy R	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	12.89
	2	Transportation			8101900031	Jeremy's C/C00008	04/08/2019	12.89			
	03/01/2019	4120	ANDERJER000	Anderson Jeremy R	Waschke Family Gm Cent, Interna	WASCHKE 000	03/28/2019		Invoiced	A	352.19
	1	2 belt kits for vans				Jeremy's C/C00009	04/08/2019	352.19			
10 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>>>											593.17
XXXXXXXXXXXX5747	03/15/2019	4012	GROVEKEV000	Grover Kevin K	Best Western Plus Cap, St. Paul	BEST WES000	03/28/2019		Invoiced	A	172.60
	1					Kevin's C/C00000	04/08/2019	172.60			
	03/14/2019	4011	GROVEKEV000	Grover Kevin K	Caseys Gen Store 1875, Wyoming,		03/28/2019		Invoiced	A	31.45
	1	Gas for trip to St. Paul - lobby day				Kevin's C/C00001	04/08/2019	31.45			
	03/11/2019	4010	GROVEKEV000	Grover Kevin K	Marriott Minneapolis N, Brookly		03/28/2019		Invoiced	A	480.78
	1	Hotel for MASA conference				Kevin's C/C00001	04/08/2019	480.78			
3 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>>>											684.83
XXXXXXXXXXXX7648	03/27/2019	4074	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/28/2019		Invoiced	A	16.00
	2	Youth Group Environmental Activities			7901900026	Beth's C/C00000	04/08/2019	16.00			
	03/27/2019	4075	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Interna	BATTALIO000	03/28/2019		Invoiced	A	7.50
	2	Youth Group Environmental Activities			7901900026	Beth's C/C00001	04/08/2019	7.50			
	03/21/2019	4073	SLATIBET000	Slatinski BethAnne K	Amzn Mktp Us*mw84v50a1, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	94.61
	1	Prom Decorating				Beth's C/C00002	04/08/2019	94.61			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	03/20/2019	4069	SLATIBET000	Slatinski BethAnne K	Kmart 9689, International, MN,	KMART 000	03/28/2019		Invoiced	A	81.18
	2	Youth Group (12h)			7901900037	Beth's C/C00003	04/08/2019	81.18			
	03/20/2019	4071	SLATIBET000	Slatinski BethAnne K	Amzn Mktp Us*mw9ggj64l2, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	17.98
	1	Prom Decorating				Beth's C/C00002	04/08/2019	17.98			
	03/20/2019	4072	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256	QUALITY 000	03/28/2019		Invoiced	A	1,593.21
	2	Positive Community Norms (12a)			7901900035	Beth's C/C00004	04/08/2019	1,593.21			
	03/19/2019	4068	SLATIBET000	Slatinski BethAnne K	Amzn Mktp Us*milmn2l00, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	181.14
	1	Prom Decorating				Beth's C/C00002	04/08/2019	181.14			
	03/19/2019	4070	SLATIBET000	Slatinski BethAnne K	Amzn Mktp Us*mw7nl2f62, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	29.99
	1	Prom				Beth's C/C00002	04/08/2019	29.99			
	03/14/2019	4067	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256	QUALITY 000	03/28/2019		Invoiced	A	660.63
	2	Positive Community Norms (12a)			7901900035	Beth's C/C00005	04/08/2019	660.63			
	03/13/2019	4066	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256	QUALITY 000	03/28/2019		Invoiced	A	1,498.29
	2	Positive Community Norms (12a)			7901900035	Beth's C/C00006	04/08/2019	1,498.29			
	03/08/2019	4065	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/28/2019		Invoiced	A	20.00
	2	Youth Group Environmental Activities			7901900026	Beth's C/C00007	04/08/2019	20.00			
	03/04/2019	4064	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	107.66
	1	Prom Giveaways				Beth's C/C00008	04/08/2019	107.66			
	03/01/2019	4078	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	70.27
	2	Youth Group Refreshments (12h)			7901900036	Beth's C/C00009	04/08/2019	70.27			
	02/28/2019	4076	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		03/28/2019		Invoiced	A	415.58
	1					Beth's C/C00010	04/08/2019	415.58			
	02/28/2019	4077	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		03/28/2019		Invoiced	A	415.58
	1					Beth's C/C00010	04/08/2019	415.58			
	15 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>										5,209.62
XXXXXXXXXXXX2314	03/26/2019	4157	OLSONKAR000	Olson-Line Karla A	Amzn Mktp Us*mw3g19a72, Amzn.Co	AMAZON B000	04/03/2019		Invoiced	A	48.75
	1	PBIS Funds				Karla's C/C00000	04/08/2019	48.75			
	03/22/2019	4154	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	04/03/2019		Invoiced	A	76.93
	1	Food for Class				Karla's C/C00001	04/08/2019	76.93			
	03/22/2019	4155	OLSONKAR000	Olson-Line Karla A	Studio 53, International, MN, 5	STUDIO 5000	04/03/2019		Invoiced	A	250.00
	1	Pillow Case Kits for FCS 8				Karla's C/C00002	04/08/2019	250.00			
	03/22/2019	4156	OLSONKAR000	Olson-Line Karla A	Amzn Mktp Us*mw9o133f2, Amzn.Co	AMAZON B000	04/03/2019		Invoiced	A	47.95
	1	Thermometer for kitchen				Karla's C/C00000	04/08/2019	47.95			
	03/20/2019	4153	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	04/03/2019		Invoiced	A	36.00
	1	Food for Class				Karla's C/C00001	04/08/2019	36.00			

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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			
XXXXXXXXXXXX2314	continued...										
	03/14/2019	4152	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	04/03/2019		Invoiced	A	67.54
	1	PBIS FEF				Karla's C/C00001	04/08/2019	67.54			
	03/11/2019	4150	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	04/03/2019		Invoiced	A	57.66
	1	Foods for class				Karla's C/C00001	04/08/2019	57.66			
	03/11/2019	4151	OLSONKAR000	Olson-Line Karla A	Menards Intl Falls, Intl Falls	MENARDS 000	04/03/2019		Invoiced	A	15.68
	1	PBIS Funds				Karla's C/C00003	04/08/2019	15.68			
	03/04/2019	4146	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	04/03/2019		Invoiced	A	16.09
	1	Foods for Class				Karla's C/C00001	04/08/2019	16.09			
	03/04/2019	4147	OLSONKAR000	Olson-Line Karla A	Battalion Distributing, Interna	BATTALIO000	04/03/2019		Invoiced	A	17.71
	1	PBIS Funds				Karla's C/C00004	04/08/2019	17.71			
	03/04/2019	4148	OLSONKAR000	Olson-Line Karla A	Kmart 9689, International, MN,	KMART 000	04/03/2019		Invoiced	A	37.98
	1	PBIS Funds				Karla's C/C00005	04/08/2019	37.98			
	03/04/2019	4149	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	04/03/2019		Invoiced	A	40.14
	1	Foods for Class				Karla's C/C00001	04/08/2019	40.14			
	03/01/2019	4145	OLSONKAR000	Olson-Line Karla A	Up North Quilt Shop, Intl Falls	UP NORTH001	04/03/2019		Invoiced	A	18.36
	1	Batting material for quilts Can come out of qu				Karla's C/C00006	04/08/2019	18.36			
	03/01/2019	4159	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	04/03/2019		Invoiced	A	27.85
	1	Foods for Class				Karla's C/C00001	04/08/2019	27.85			
	02/28/2019	4158	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	04/03/2019		Invoiced	A	20.36
	1	Foods for class				Karla's C/C00001	04/08/2019	20.36			
	15 transaction(s) for XXXXXXXXXXXX2314. Total Amount =====>										779.00
XXXXXXXXXXXX2322	03/19/2019	4160	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	04/09/2019		Invoiced	A	42.99
	2	WOODSHOP CLASS SUPPLIES			2551900006	George's C/C00000	04/03/2019	42.99			
XXXXXXXXXXXX2348	03/22/2019	4131	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	8.14
	2	Supplies for Age to Age events			5001900004	Rachel's C/C00000	04/08/2019	8.14			
	03/22/2019	4132	AMDAHRAC000	Amdahl Rachel J	Safe Sitter Inc, 317-5965001, I	SAFE SIT000	03/28/2019		Invoiced	A	172.00
	2	Safe at Home Books			5001900055	Rachel's C/C00001	04/08/2019	172.00			
	03/20/2019	4129	AMDAHRAC000	Amdahl Rachel J	Cricut, 8777274288, UT, 84095,		03/28/2019		Invoiced	A	102.85
	2	Cricut yearly access subscription			5001900052	Rachel's C/C00002	04/08/2019	102.85			
	03/20/2019	4130	AMDAHRAC000	Amdahl Rachel J	Mydriversmanuals Com, 218-96990		03/28/2019		Invoiced	A	147.04
	2	driver's manuals			5001900053	Rachel's C/C00003	04/08/2019	147.04			
	03/19/2019	4128	AMDAHRAC000	Amdahl Rachel J	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	17.55
	2	Supplies for Adult Classes			5001900000	Rachel's C/C00004	04/08/2019	17.55			
	03/15/2019	4127	AMDAHRAC000	Amdahl Rachel J	Ijump Duluth, 3854821016, MN, 3		03/28/2019		Invoiced	A	135.00
	3	trampoline park fees			5001900051	Rachel's C/C00005	04/08/2019	135.00			

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			
XXXXXXXXXXXX2348	continued...										
	03/13/2019	4126	AMDAHRAC000	Amdahl Rachel J	Hometown Hobby & Craft, Interna	HOMETOWN000	03/28/2019		Invoiced	A	5.00
	1					Rachel's C/C00006	04/08/2019	5.00			
	03/12/2019	4125	AMDAHRAC000	Amdahl Rachel J	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	87.99
	2	Supplies for Adult Classes			5001900000	Rachel's C/C00007	04/08/2019	66.09			
	3	Youth Class Supplies			5001900016	Rachel's C/C00008	04/08/2019	21.90			
	03/08/2019	4123	AMDAHRAC000	Amdahl Rachel J	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	35.31
	2	Supplies for Adult Classes			5001900000	Rachel's C/C00009	04/08/2019	35.31			
	03/08/2019	4124	AMDAHRAC000	Amdahl Rachel J	Borderboxes, Intl Falls, MN, 56	BORDERBO000	03/28/2019		Invoiced	A	34.95
	3	banner for vendor showcase			5001900049	Rachel's C/C00010	04/08/2019	34.95			
	03/06/2019	4122	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	18.45
	3	Supplies for Age to Age events			5001900004	Rachel's C/C00011	04/08/2019	18.45			
	03/04/2019	4121	AMDAHRAC000	Amdahl Rachel J	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/28/2019		Invoiced	A	9.00
	1					Rachel's C/C00012	04/08/2019	9.00			
	03/01/2019	4134	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	27.88
	2	TAGS food and beverages			5001900013	Rachel's C/C00013	04/08/2019	27.88			
	02/28/2019	4133	AMDAHRAC000	Amdahl Rachel J	Amzn Mktp Us*mi9zi8xv2, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	3.99
	2	Confetti Shamrock 1/4" Green - Retail Pak #907			5001900048	Rachel's C/C00014	04/08/2019	3.99			
	14 transaction(s) for XXXXXXXXXXXX2348. Total Amount ==>										805.15
XXXXXXXXXXXX2355	03/18/2019	4136	JORGELOR000	Jorgenson Lori Rae	Sleep Inn & Suites, Grand Fork,		03/28/2019		Invoiced	A	361.35
	1					Lori's C/C00000	04/08/2019	361.35			
	03/18/2019	4137	JORGELOR000	Jorgenson Lori Rae	Sleep Inn & Suites, Grand Fork,		03/28/2019		Invoiced	A	361.35
	1					Lori's C/C00000	04/08/2019	361.35			
	03/18/2019	4138	JORGELOR000	Jorgenson Lori Rae	Sleep Inn & Suites, Grand Fork,		03/28/2019		Invoiced	A	361.35
	1					Lori's C/C00000	04/08/2019	361.35			
	03/18/2019	4139	JORGELOR000	Jorgenson Lori Rae	Sleep Inn & Suites, Grand Fork,		03/28/2019		Invoiced	A	361.35
	1					Lori's C/C00000	04/08/2019	361.35			
	03/18/2019	4140	JORGELOR000	Jorgenson Lori Rae	Sleep Inn & Suites, Grand Fork,		03/28/2019		Invoiced	A	361.35
	1					Lori's C/C00000	04/08/2019	361.35			
	03/14/2019	4135	JORGELOR000	Jorgenson Lori Rae	Alerus Center Trust, Grand Fork		03/28/2019		Invoiced	A	360.00
	1					Lori's C/C00000	04/08/2019	360.00			
	6 transaction(s) for XXXXXXXXXXXX2355. Total Amount ==>										2,166.75
XXXXXXXXXXXX3600	03/27/2019	4096	HUMBELAU002	Humbert Laurie A	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	7.99
	2	Bag of Garden Soil for 5th Grade Class Project			1301900195	Laurie's C/C00000	04/03/2019	7.99			
	03/27/2019	4098	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us*mw45x05c1, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	118.88
	2	ZUEDA 13 Inch Cartography Illuminated World Gl			1301900190	Laurie's C/C00001	04/03/2019	78.90			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	3	Reaeon Gel Pens for Adult Coloring Book 200 Co			1301900190	Laurie's C/C00001	04/03/2019	39.98			
	03/25/2019	4095 HUMBELAU002	Humbert Laurie A		Amzn Mktp Us*mw89f4to2, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	20.97
	2	Just Artifacts 12inch Classroom Caterpillar Pa			1301900188	Laurie's C/C00003	04/03/2019	14.98			
	3	Shipping - Cost of shipping, not including shi			1301900188	Laurie's C/C00003	04/03/2019	5.99			
	03/22/2019	4093 HUMBELAU002	Humbert Laurie A		The Sports Shop, International,	THE SPOR000	03/28/2019		Invoiced	A	20.00
	2	Bontrager Starves Helmet in Adult Small			1301900193	Laurie's C/C00004	04/03/2019	20.00			
	03/19/2019	4091 HUMBELAU002	Humbert Laurie A		Super Teacher Workshee, 7162602	SUPER TE000	03/28/2019		Invoiced	A	19.95
	2	Membership Renewal for Sara Wendt			1301900187	Laurie's C/C00005	04/03/2019	19.95			
	03/19/2019	4092 HUMBELAU002	Humbert Laurie A		Super Teacher Workshee, 7162602	SUPER TE000	03/28/2019		Invoiced	A	19.95
	2	Account Renewal for Nicci Wood			1301900185	Laurie's C/C00006	04/03/2019	19.95			
	03/13/2019	4090 HUMBELAU002	Humbert Laurie A		Scholastic Education, 573-632-1	SCHOLAST001	03/28/2019		Invoiced	A	32.48
	1					Laurie's C/C00007	04/03/2019	32.48			
	03/08/2019	4087 HUMBELAU002	Humbert Laurie A		Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	62.99
	3	Cake for Para Professional Recognition Week			1301900181	Laurie's C/C00009	04/03/2019	29.99			
	4					Laurie's C/C00008	04/03/2019	33.00			
	03/08/2019	4088 HUMBELAU002	Humbert Laurie A		Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	197.27
	2	Lunch for Para Professional Recognition Week			1301900181	Laurie's C/C00010	04/03/2019	197.27			
	03/08/2019	4089 HUMBELAU002	Humbert Laurie A		Battalion Distributing, Interna	BATTALIO000	03/28/2019		Invoiced	A	32.70
	4	Bulk of Kleenex			1301900184	Laurie's C/C00012	04/03/2019	19.35			
	5	Wipes			1301900184	Laurie's C/C00012	04/03/2019	11.25			
	6					Laurie's C/C00011	04/03/2019	2.10			
	03/07/2019	4086 HUMBELAU002	Humbert Laurie A		Paypal *mfca Clinic, 4029357733		03/28/2019		Invoiced	A	285.00
	2	Hotel Reservation of 2 rooms for St. Thomas Co			1301900154	Laurie's C/C00014	04/03/2019	258.00			
	3					Laurie's C/C00013	04/03/2019	27.00			
	03/06/2019	4085 HUMBELAU002	Humbert Laurie A		Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/28/2019		Invoiced	A	30.44
	2	Supplies for Para Professional Recognition Wee			1301900182	Laurie's C/C00015	04/03/2019	30.44			
	03/01/2019	4099 HUMBELAU002	Humbert Laurie A		Innovative Office Solu, 9528089	INNOVATIO000	03/28/2019		Invoiced	A	328.64
	2	BOOK,THEME,10.5X8,70SH			1301900171	Laurie's C/C00016	04/03/2019	25.65			
	3	CLIPBOARD,STD CLP,LETTER			1301900171	Laurie's C/C00016	04/03/2019	4.92			
	4	TAPE,PACKG,2"X800",6PK,CR			1301900171	Laurie's C/C00016	04/03/2019	51.44			
	5	TAPE,1.88X55YD,8/PK,CLR			1301900171	Laurie's C/C00016	04/03/2019	48.28			
	6	LABEL,.75RND,1008/PK,AST			1301900171	Laurie's C/C00016	04/03/2019	5.43			
	7	MARKER,EXPO 2,CHISEL,BK			1301900171	Laurie's C/C00016	04/03/2019	154.80			
	8	BNDR,VIEW,11X8.5,1",WH			1301900171	Laurie's C/C00016	04/03/2019	9.00			
	9	PAPER,CNST,12X18,50PK,WE			1301900171	Laurie's C/C00016	04/03/2019	11.22			
	10	PAPER,CNST,9X12,50PK,WE			1301900171	Laurie's C/C00016	04/03/2019	13.08			
	11	STAPLES,CHSEL PT,25TH/PK			1301900171	Laurie's C/C00016	04/03/2019	4.82			

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XXXXXXXXXXXX3600	continued...										
	03/01/2019	4100	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	74.75
	2	Cookies for Registration & Conferences			1301900176	Laurie's C/C00017	04/03/2019	74.75			
	02/28/2019	4097	HUMBELAU002	Humbert Laurie A	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	21.12
	2					Laurie's C/C00018	04/03/2019	21.12			
					15 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>						1,273.13
XXXXXXXXXXXX2606	03/21/2019	4061	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	03/28/2019		Invoiced	A	1,332.36
	2	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8101900120	Tom's C/C00000	04/08/2019	348.88			
	3	SP 106205 DMQ CLEANER 5GADISINFECTANT CLEANER			8101900120	Tom's C/C00000	04/08/2019	119.64			
	4	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8101900120	Tom's C/C00000	04/08/2019	231.48			
	5	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8101900120	Tom's C/C00000	04/08/2019	152.60			
	6	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8101900120	Tom's C/C00000	04/08/2019	325.20			
	7	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8101900120	Tom's C/C00000	04/08/2019	154.56			
	03/19/2019	4060	HOLT THO000	Holt Thomas T	Amzn Mktp Us*mw2g66fe2, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	61.60
	1	B Garage; Linear 3089 Channel Transmitter				Tom's C/C00001	04/08/2019	61.60			
	03/15/2019	4059	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	109.72
	2	FHS			8101900031	Tom's C/C00002	04/08/2019	109.72			
	03/14/2019	4058	HOLT THO000	Holt Thomas T	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	43.98
	2	Transportaion			8101900034	Tom's C/C00003	04/08/2019	43.98			
	03/08/2019	4054	HOLT THO000	Holt Thomas T	Little Falls Machine, 320-632-9		03/28/2019		Invoiced	A	179.60
	3	SPREADER HUB			7601900024	Tom's C/C00005	04/08/2019	54.10			
	4	bOLT			7601900024	Tom's C/C00005	04/08/2019	75.43			
	5	NUT			7601900024	Tom's C/C00005	04/08/2019	27.47			
	6	SHIPPING			7601900024	Tom's C/C00005	04/08/2019	30.00			
	7	credit				Tom's C/C00004	04/08/2019	-7.40			
	03/08/2019	4055	HOLT THO000	Holt Thomas T	Overhead Door Company, 218-262-		03/28/2019		Invoiced	A	335.54
	2	set of tension springs for overhead garage doo			7601900028	Tom's C/C00006	04/08/2019	311.54			
	3	shipping			7601900028	Tom's C/C00006	04/08/2019	24.00			
	03/08/2019	4056	HOLT THO000	Holt Thomas T	Oreilly Auto #3901, Internation	O'REILLY000	03/28/2019		Invoiced	A	24.68
	2	Transportaion			8101900034	Tom's C/C00007	04/08/2019	24.68			
	03/08/2019	4057	HOLT THO000	Holt Thomas T	Horizonpool, 6519173075, MN, 55	HORIZON 001	03/28/2019		Invoiced	A	603.98
	2	4 - SPM - 58280 - Cup anchor 3" round for Raci			8101900086	Tom's C/C00009	04/08/2019	544.00			
	3	Shipping				Tom's C/C00008	04/08/2019	59.98			
	03/07/2019	4053	HOLT THO000	Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	03/28/2019		Invoiced	A	181.40
	2	Blower motor			8101900116	Tom's C/C00010	04/08/2019	181.40			
	02/28/2019	4062	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	03/28/2019		Invoiced	A	212.00
	1	Trash bags for FES P.O. 81019000112				Tom's C/C00011	04/08/2019	212.00			

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	1	MICHELLE MCDONALD CO TEACHING CONF.				Vicky's C/C00000	04/03/2019	429.00			
	03/27/2019	4008	HEISSVIC000	Heiss Victoria L	Bureau Of Education An, 800-736	BUREAU 0000	03/28/2019		Invoiced	A	429.00
	1	LELA RENBERG CO TEACHING CONF.				Vicky's C/C00000	04/03/2019	429.00			
	03/27/2019	4009	HEISSVIC000	Heiss Victoria L	Bureau Of Education An, 800-736	BUREAU 0000	03/28/2019		Invoiced	A	429.00
	1	MARIA COWMAN CO TEACHING CONF.				Vicky's C/C00000	04/03/2019	429.00			
	03/26/2019	4006	HEISSVIC000	Heiss Victoria L	Amazon.Com*mw2063g10 A, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	125.82
	2	The War with Grandpa (Yearling)			3001900128	Vicky's C/C00001	04/03/2019	125.82			
	03/22/2019	4004	HEISSVIC000	Heiss Victoria L	Teacherspayteachers.Co, 6465880	TEACHERS007	03/28/2019		Invoiced	A	23.51
	2	DOWNLOADABLE ACTIVITY PACKETS AND EDITABLE RES			2301900002	Vicky's C/C00002	04/03/2019	23.51			
	03/22/2019	4005	HEISSVIC000	Heiss Victoria L	Classroom Complete, Cc, Kingsto		03/28/2019		Invoiced	A	146.50
	1	SPANISH BOOKS FEF				Vicky's C/C00003	04/03/2019	146.50			
	03/21/2019	4001	HEISSVIC000	Heiss Victoria L	Amzn Mktp Us*mi0sx0z50, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	14.95
	2	Basic Personalized Self-Inking Address Stamp w			3001900121	Vicky's C/C00004	04/03/2019	14.95			
	03/21/2019	4002	HEISSVIC000	Heiss Victoria L	Amzn Mktp Us*mw94n2071, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	20.14
	2	EXPO Low-Odor Dry Erase Markers, Bullet Tip, R			3001900121	Vicky's C/C00005	04/03/2019	20.14			
	03/21/2019	4003	HEISSVIC000	Heiss Victoria L	Www.Iowasafeschools.Or, 5154718		03/28/2019		Invoiced	A	150.00
	1	LELA RENBERG SAFE SCHOOL ACADEMY				Vicky's C/C00003	04/03/2019	150.00			
	03/20/2019	4000	HEISSVIC000	Heiss Victoria L	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	22.21
	1	FOOD FOR SPED CLASS				Vicky's C/C00006	04/03/2019	22.21			
	03/19/2019	3997	HEISSVIC000	Heiss Victoria L	Amzn Mktp Us*mi9uu14t1, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	23.97
	2	ExcelMark Ink Pads for Rubber Stamps Medium Si			3001900121	Vicky's C/C00007	04/03/2019	23.97			
	03/19/2019	3998	HEISSVIC000	Heiss Victoria L	Amazon.Com*mw0e65jg0 A, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	20.18
	2	Avery Round Labels for Laser & Inkjet Printers			3001900124	Vicky's C/C00008	04/03/2019	14.19			
	3	Shipping - Cost of shipping, not including shi			3001900124	Vicky's C/C00008	04/03/2019	5.99			
	03/19/2019	3999	HEISSVIC000	Heiss Victoria L	Amzn Mktp Us*mw5mw0fe2, Amzn.Co	AMAZON B000	03/28/2019		Invoiced	A	44.50
	2	2" x 2" Square Labels - Pack of 5,000 Labels,			3001900121	Vicky's C/C00009	04/03/2019	44.50			
	03/15/2019	3996	HEISSVIC000	Heiss Victoria L	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	22.94
	2	CLASSROOM SUPPLIES			2601900000	Vicky's C/C00010	04/03/2019	22.94			
	03/14/2019	3993	HEISSVIC000	Heiss Victoria L	Innovative Office Solu, 9528089	INNOVATI000	03/28/2019		Invoiced	A	49.35
	1	Kitchen; Alcohol Cleaning Pads PO # 7701900015				Vicky's C/C00011	04/03/2019	49.35			
	03/14/2019	3994	HEISSVIC000	Heiss Victoria L	Paypal *mctm, 4029357733, MN, 5		03/28/2019		Invoiced	A	225.00
	1	MN COUNCIL OF TEACHERS OF MATHEMATICS				Vicky's C/C00003	04/03/2019	225.00			
	03/14/2019	3995	HEISSVIC000	Heiss Victoria L	Amazon.Com*mi94m6ug2, Amzn.Com/	AMAZON B000	03/28/2019		Invoiced	A	51.96
	2	Educational Insights Kanoodle			3001900120	Vicky's C/C00012	04/03/2019	51.96			

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	03/13/2019	3990	HEISSVIC000	Heiss Victoria L	Chanhassen Dinner Thea, 9529341	CHANHASS000	03/28/2019		Invoiced	A	125.00
	1	CHOIR TRIP CHANHASSEN KATHY TOMPKINS				Vicky's C/C00013	04/03/2019	125.00			
	03/13/2019	3991	HEISSVIC000	Heiss Victoria L	Amazon.Com*mi75x59u2, Amzn.Com/		03/28/2019		Invoiced	A	22.98
	2	The MindUP Curriculum: Grades 6A-8: Brain-Focu			3001900119	Vicky's C/C00014	04/03/2019	16.99			
	3	Shipping - Cost of shipping, not including shi			3001900119	Vicky's C/C00014	04/03/2019	5.99			
	03/13/2019	3992	HEISSVIC000	Heiss Victoria L	Amazon.Com*miliv69b2, Amzn.Com/	AMAZON B000	03/28/2019		Invoiced	A	788.97
	3	Safco Products 1203DE Alphabetter Desk, 28" x			3001900118	Vicky's C/C00015	04/03/2019	788.97			
	20 transaction(s) for XXXXXXXXXXXX5690. Total Amount =====>										3,164.98
XXXXXXXXXXXX7365	03/19/2019	4083	HUMBELAU002	Humbert Laurie A	Bureau Of Education An, 800-736	BUREAU 0000	03/28/2019		Invoiced	A	645.00
	2					FES Travel C/C00000	04/03/2019	645.00			
	03/19/2019	4084	HUMBELAU002	Humbert Laurie A	Bureau Of Education An, 800-736	BUREAU 0000	03/28/2019		Invoiced	A	645.00
	2					FES Travel C/C00000	04/03/2019	645.00			
	2 transaction(s) for XXXXXXXXXXXX7365. Total Amount =====>										1,290.00
XXXXXXXXXXXX7373	03/25/2019	4106	HEISSVIC000	Heiss Victoria L	Quality Inn And Suites, Detroit		03/28/2019		Invoiced	A	89.99
	1	QUIZ BOWL-TOM VOLLLOM				FHS Travel C/C00000	04/03/2019	89.99			
	03/25/2019	4107	HEISSVIC000	Heiss Victoria L	Cenex Bemidji 07056104, Bemidji		03/28/2019		Invoiced	A	6.00
	1	FUEL FOR QUIZ BOWL TOM VOLLLOM				FHS Travel C/C00000	04/03/2019	6.00			
	03/25/2019	4108	HEISSVIC000	Heiss Victoria L	Quality Inn And Suites, Detroit		03/28/2019		Invoiced	A	89.99
	1	QUIZ BOWL TOM VOLLLOM				FHS Travel C/C00000	04/03/2019	89.99			
	03/25/2019	4109	HEISSVIC000	Heiss Victoria L	Quality Inn And Suites, Detroit		03/28/2019		Invoiced	A	89.99
	1	QUIZ BOWL TOM VOLLLOM				FHS Travel C/C00000	04/03/2019	89.99			
	03/25/2019	4110	HEISSVIC000	Heiss Victoria L	Quality Inn And Suites, Detroit		03/28/2019		Invoiced	A	89.99
	1	QUIZ BOWL TOM VOLLLOM				FHS Travel C/C00000	04/03/2019	89.99			
	03/18/2019	4103	HEISSVIC000	Heiss Victoria L	Corner Bakery 0096, Washington,		03/28/2019		Invoiced	A	6.80
	1	MEAL ALLOWANCE				FHS Travel C/C00000	04/03/2019	6.80			
	03/15/2019	4101	HEISSVIC000	Heiss Victoria L	Crowne Plaza National, Arlingtono		03/28/2019		Invoiced	A	10.89
	1	MEAL ALLOWANCE				FHS Travel C/C00000	04/03/2019	10.89			
	03/15/2019	4102	HEISSVIC000	Heiss Victoria L	We The Pizza, Arlington, VA, 22		03/28/2019		Invoiced	A	8.80
	1	MEAL ALLOWANCE				FHS Travel C/C00000	04/03/2019	8.80			
	03/01/2019	4105	HEISSVIC000	Heiss Victoria L	Country Inns & Suites, Walker,		03/28/2019		Invoiced	A	-97.99
	1	REFUND FOR ITEMS RETURNED (HOTEL BEDDING)				FHS Travel C/C00000	04/03/2019	-97.99			
	9 transaction(s) for XXXXXXXXXXXX7373. Total Amount =====>										294.46
XXXXXXXXXXXX7415	03/18/2019	4063	HOLT THO000	Holt Thomas T	Holiday Stations 3548, E Grand		03/28/2019		Invoiced	A	25.00
	1	Malinda Meyer-Fuel				Fuel C/C00000	04/08/2019	25.00			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
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	2	FHS			8101900031 Custodian's C/00000	04/08/2019		29.84				
	03/21/2019	4051	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	29.97	
	2	FHS			8101900031 Custodian's C/00001	04/08/2019		29.97				
	03/18/2019	4050	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	26.78	
	2	FHS			8101900031 Custodian's C/00002	04/08/2019		26.78				
	03/08/2019	4049	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2019		Invoiced	A	8.99	
	2	FHS			8101900031 Custodian's C/00003	04/08/2019		8.99				
					4 transaction(s) for XXXXXXXXXXXX7423. Total Amount ==>							95.58
XXXXXXXXXXXX8363	03/25/2019	4081	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	5.67	
	1	Eggs			FHS Cafe C/C00000	04/08/2019		5.67				
	03/19/2019	4080	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	11.97	
	1	Cauliflower			FHS Cafe C/C00000	04/08/2019		11.97				
	03/11/2019	4079	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	18.82	
	1	Pasta for FACS class and eggs for FHS kitchen			FHS Cafe C/C00000	04/08/2019		18.82				
	03/01/2019	4082	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	03/28/2019		Invoiced	A	9.98	
	1	Olive Oil & Eggs			FHS Cafe C/C00000	04/08/2019		9.98				
					4 transaction(s) for XXXXXXXXXXXX8363. Total Amount ==>							46.44
					169 transaction(s). Total Amount ==>							25,549.49

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

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

**BOARD POLICY 601
School District Curriculum and Instructional Goals**

Adopted ___ By Reference ___

Revised ___ October 2018 _____

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and ~~the~~ federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of the school district **is** to establish the “world’s best workforce” in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills and career and college readiness.

- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:
- ~~1. student performance on the National Assessment of Educational Progress where applicable;~~
 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other ~~statutorily recognized rigorous~~ courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
 2. student performance on the Minnesota Comprehensive Assessments;
 3. high school graduation rates; and
 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all ~~nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;~~ student categories identified in state and federal law;

[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]

2. a process ~~for assessing to assess~~ and ~~evaluating~~ each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and ~~identify~~ the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

[Note: MSBA/MASA Model Policy 618 addresses this requirement.]

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include:

[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education ~~Plan~~ Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]

- a. reading, writing, speaking, listening and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;

- d. function constructively within a family unit;
- e. promote a multicultural, gender-fair, disability-sensitive society.

[Note: School district and site goals example courtesy of the Winona School District.]

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
 - 1. The school district shall identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year **and shall identify students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher.** Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment.
 - 2. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. **the** student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student **and the student's progress;** and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.
 - 3. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current

grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

~~*[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 4.1]*~~

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- ~~4. The school district will provide a personal learning plan for a student who is unable to demonstrate grade level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.~~

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40., Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Basic Standards Testing,
Accommodations, Modifications, and Exemptions for IEP, Section 504
Accommodation and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

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

**BOARD POLICY 603
Curriculum Development**

Adopted ___ By Reference ___

Revised ___ October 2018 ___

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area. ~~and follow attached adoption cycle.~~
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its **learning school** sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents

and other community residents shall comprise at least two-thirds of advisory committee members.

- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of courses of study from kindergarten through grade twelve.
 2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective ~~content~~ **course** standards in the scope and sequence of the district curriculum.
 8. Meet all **applicable** requirements of the Minnesota Department of Education and federal law.
- D. ~~It shall be the responsibility of~~ The superintendent **shall be responsible for** ~~to~~ keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and ~~to~~ **for** periodically presenting recommended modifications for school board review and approval.
- E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: ~~Minn. Stat. § 120B.031 (Implementing the Profile of Learning)~~
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
~~Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)~~
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
~~Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)~~
~~Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)~~

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
~~Minn. Rules Part 3501.0010–3501.0180 (Graduation Standards—Reading and Mathematics)~~
~~Minn. Rule Parts 3501.0200–3501.0270 (Graduation Standards—Written Composition)~~
~~Minn. Rule Parts 3501.0300–3501.0469 (Graduation Standards—Profiles in Learning)~~

Cross References:

MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 ~~Plans, Accommodation~~ and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of **Student** Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
~~MSBA/MASA Model Policy 621 (Record Keeping/Reporting/Advising of Student Achievement)~~
~~MSBA/MASA Model Policy 622 (Profile of Learning Appeal Process)~~
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

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

**BOARD POLICY 604
Instructional Curriculum**

Adopted ___ By Reference ___

Revised ___ October 2018 ___

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

- A. Instruction must be provided in at least the following subject areas:
1. Language Arts and basic communication skills including reading and writing, literature, and fine arts;
 2. Mathematics and science;
 3. Social studies, including history, geography, economics, **government**, and citizenship that includes civics (see II.I.);
 4. Health and physical education.

[Note: Health curriculum may include child sexual abuse prevention in consultation with other federal, state, or local agencies and community-based organizations to identify research-based tools, curricula, and programs.]

5. The arts;
6. Career and technical education; and
7. World languages.

[Note: World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates or Minnesota World Language High Achievement Certificates consistent with Minn. Stat. § 120B.022, Subd.1]

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
 - 1. In the school district's discretion, training and instruction may result in CPR certification.
 - 2. CPR and AED instruction must include CPR and AED training that have been developed:
 - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
 - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.

4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]

- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;
 2. emphasize academic rigor and high expectations **and inform the student and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;**
 3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 5. help students access education and career options;
 6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;

8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.

Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

[Note: Minn. Stat. § 120B.125 requires school districts to provide the services set forth in Section II.H. beginning in the 2013-2014 school year.]

- I. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student’s transcript that the student answered at least 30 of 50 civics test questions correctly.
 1. “Civics test questions” means 50 of the 100 questions that, as of January 1, 2015, United States citizenship and immigration services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions if receives on the Minnesota’s Legacy website by August 1 of that year.
 2. A school or district may exempt a student with disabilities from this requirement if the student’s IEP team determines the requirement is inappropriate and establishes an alternative requirement.
 3. A school or district may administer the civics test questions in a language other than English to students who qualify for English learner services.
 4. Schools and districts may administer civics test questions as part of the social studies curriculum.
 5. A district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
 6. The school district cannot charge a fee related to this requirement.

[Note: This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year and later.]

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

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

**BOARD POLICY 613
Graduation Requirements**

Adopted ___ By Reference ___

Revised ___ October 2018 ___

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of the school district ~~is~~ that all students ~~must meet or exceed the Minnesota Comprehensive Assessment standards in Reading and Mathematics. If students do not pass on the initial attempt, they must attend remediation classes and retest. If students are unable to meet or exceed the standards in Reading and math after a total of three attempts they will be considered to have met district requirements. Students must also complete all required content standards, as established by the school board, in order to graduate.~~ entering grade 8 in the 2012-2013 school year and later, must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

~~[Note: The definitions of the following terms are derived from the definitions set forth in Minnesota Rules Chapter 3501.]~~

- A. ~~“Department” means the Minnesota Department of Education.~~
~~“Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for~~

student learning in health, the arts, career and technical education, or world languages.

- B. ~~“State test” means a test established and maintained by the Department.~~
“Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. ~~“Unit” means a unit measuring education achievement based on successfully completing the requirements of a given course of study.~~
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Plan,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.
- E. ~~“Limited English Proficient” or “LEP”~~ “English Language Learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- F. “GRAD” means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.

IV. ~~REQUIREMENTS~~ DISTRICT ASSESSMENT COORDINATOR

School Board/Superintendent shall name a District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

- ~~A. All students including home schooled and those not enrolled when the test was given must pass the Minnesota Comprehensive Assessments in Reading and Mathematics, as per state requirements in order to graduate or attend remediation classes and retest up to two additional times;~~
- ~~B. All students must complete all preparatory and high school content standards as per school site or state requirements; and~~
- ~~C. Home schooled and non public school students who reside in the district must take public school classes that fulfill graduation requirements of the district.~~
- ~~D. All students must successfully engage in an appropriate number of standards. A student must:~~
 - ~~1. * complete 23(**) credits which must include the following requirements:~~

~~24 completed credits required for the Class of 2015 and beyond~~

- ~~four (4) English~~
- ~~four (4) social studies~~
- ~~three (3) science~~
- ~~three (3) math~~
- ~~one (1) music/art~~
- ~~one (1) industrial technology/FACS~~
- ~~ninth grade PE/Health~~
- ~~one half (.5) Physical Education in grades 10-12~~

~~*These requirements were implemented for the Class of 2008 and beyond~~

~~2. have met the requirements of an IEP.~~

~~E. Students shall have met all requirements for graduation to be eligible to participate in commencement activities. Exception shall be granted for seniors who are lacking 1/2 credit or less, and who are enrolled in an approved course of study (e.g. correspondence course, on-line learning course) to correct the credit deficiency, or who are enrolled in summer school immediately following commencement to correct for the deficiency. Approval of courses of study shall be responsibility of the high school principal. Enrollment and approval are required prior to participation in commencement activities. ***Exception shall also be made for students who have met all credit requirements but must take the Minnesota Comprehensive Assessment(s) one more time.***~~

~~V. GRADUATION REQUIREMENTS OF HOME-SCHOOLED STUDENTS IN RECEIVING AN INTERNATIONAL FALLS SCHOOL DISTRICT DIPLOMA~~

- ~~A. All resident home-educated students must be registered and attend with full seat time in the International Falls Public Schools in grades 11 and 12.~~
- ~~B. Resident home-educated students or non-public students will show successful performance by achieving at least a "C" grade in all coursework by the 12th week of school. If successful, previous credits earned by a student in a non-accredited school will be recognized.~~
- ~~C. The International Falls Public Schools recognizes the home-school transcript as coming from a "non-accredited school or secondary school".~~
- ~~D. The local school district shall be responsible for the appropriate assignment of a student transferring from a non-accredited school to the class or grade best suited for the student.~~
- ~~E. Resident home-educated students with full public school seat time in grades 11 & 12 are eligible to participate in the receiving of awards and scholarships offered through the public school.~~

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. encouragement to participate on a nationally normed college entrance exam in grade 11 or grade 12;
- B. achievement and career and college readiness tests in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:
 - 1. monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students' require curriculum or instructional adjustments, targeted interventions, or remediation; and
 - 2. based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
 - 3. consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*) age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
 - 4. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
 - 5. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan

focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.

6. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
7. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. 24 Credits required for graduation or have met the requirements of an IEP.
- B. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- C. Three credits of mathematics, including an algebra II credit or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
- D. Students in the graduation class of 2015 and beyond must complete an algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- E. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- F. Four credits (1/2 credit more than State) of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- G. One credit in the music/arts sufficient to satisfy all of the state or local academic standards in the arts; and

- H. One credit in ninth grade PE/Health and one-half (.5) credit in Physical Education in grades 10-12.
- I. One credit in Industrial Technology/FACS.
- J. Credit equivalencies.
 - 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
 - 3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
 - 4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
 - 5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.
- K. Students shall have met all requirements for graduation to be eligible to participate in commencement activities. Exception shall be granted for seniors who are lacking ½ credit or less, and who are enrolled in an approved course of study (e.g. correspondence course, on-line learning course) to correct the credit deficiency, or who are enrolled in summer school immediately following commencement to correct for the deficiency. Approval of courses of study shall be responsibility of the high school principal. Enrollment and approval are required prior to participation in commencement activities. ***Exception shall also be made***

for students who have met all credit requirements but must take the Minnesota Comprehensive Assessment(s) one more time.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 - 1. School District Standards, Health (K-12);
 - 2. School District Standards, Career and Technical Education (K-12); and
 - 3. School District Standards, World Languages (K-12).

- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

*Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1. Minnesota Academic Standards, English Language Arts K-12:
 - 2. Minnesota Academic Standards, Mathematics K-12;
 - 3. Minnesota Academic Standards, Science K-12;
 - 4. Minnesota Academic Standards, Social Studies K-12; and
 - 5. Minnesota Academic Standards, Physical Education K-12.

- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.

- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. GRADUATION REQUIREMENTS OF HOME-SCHOOLED STUDENTS IN RECEIVING AN INTERNATIONAL FALLS SCHOOL DISTRICT DIPLOMA.

- A. All resident home-educated students must be registered and attend with full seat time in the International Falls Public Schools in grades 11 and 12.
- B. Resident home-educated students or non-public students will show successful performance by achieving at least a “C” grade in all coursework by the 12th week of school. If successful, previous credits earned by a student in a non-accredited school will be recognized.
- C. The International Falls Public Schools recognizes the home-school transcript as coming from a ‘non-accredited school or secondary school’.
- D. The local school district shall be responsible for the appropriate assignment of a student transferring from a non-accredited school to the class or grade best suited for the student.
- E. Resident home-educated students with full public school seat time in grades 11 & 12 are eligible to participate in the receiving of awards and scholarships offered through the public school.

VIV. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, Section 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal’s decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (~~Results Oriented Graduation Rule; Basic Skills Requirements; Profile of Learning~~)-(Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
~~Minn. Stat. § 120B.031 (Implementing the Profile of Learning)~~
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)

Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

~~Minn. Rule Parts 3501.0010—3501.0180 (Rules Relating to Graduation Standards—Mathematics and Reading)~~

~~Minn. Rule Parts 3501.0200—3501.0290 (Rules Relating to Graduation Standards—Written Composition)~~

~~Minn. Rule Parts 3501.0300—3501.0469 (Rules Relating to Graduation Standards—Profiles of Learning)~~

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 ~~Plans Accommodations~~ and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

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

**BOARD POLICY 614
School District Testing Plan and Procedure**

Adopted ___ By Reference ___

Revised ___ October 2018 _____

I. PURPOSE

It is the purpose of this policy to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

~~It is the policy of the school district to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.~~

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.

- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g. staff providing assistance, paraprofessionals, etc.)
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.

- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will

enter student responses from paper accommodated test materials and scores from MTAS administration online.

- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson’s Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.

- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.

C. School Principal

1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.

- i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
 2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure

accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.

- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

- (4) Verify student testing tickets and appropriate allowable materials.
- (5) Assign numbered test books to individual students.
- (6) Complete information as directed.
- (7) Record extra test materials.

b. During test.

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.)

- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.
- c. After test.
 - (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
- 2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.

- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report any unusual circumstances to district or school assessment coordinator.
- c. After the test.
- (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administration.

[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference manual.]

B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.

2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.

[Note: This form is included in the 614 Form file of the Policy Reference Manual.]

5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
~~Minn. Stat. § 123B.143, Subd. 1 (Superintendent)~~
~~Minn. Stat. § 123B.30 (Statewide Testing and Reporting System)~~
Minn. Rules Parts 3501.0010 - 3501.0180 (~~Rules Relating to~~ Graduation Standards - Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0200 - 3501.0290 (~~Rules Relating to~~ Graduation Standards - Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 ~~Plans Accommodation~~ , and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

NEW FORM - BOARD POLICY 614

ASSURANCE OF TEST SECURITY AND NON-DISCLOSURE

Effective for school year: _____

The Minnesota Department of Education (MDE) is required by state statute to implement statewide testing programs. Test security must be maintained to provide an equal opportunity to all students to demonstrate their academic achievement and to ensure the validity of test scores and the integrity of state assessments. Failure to maintain test security jeopardizes district and state accountability requirements and the accuracy of student, school, district, and state data. Test scores are included in important decisions about students' future success, and it is essential that they reflect the truth about what students know and can do. This form must be signed prior to access to any secure test content or restricted material(s).

All test content and restricted material(s), whether in draft or final form, are considered secure, and only authorized persons are permitted to have access to them. Authorized persons:

- Are administrators, educators, staff, or other persons designated by the district who have a role in storing, distributing, coordinating, or administering tests.
- Have received appropriate training to fulfill their assigned roles.
- Have signed this agreement.

Responsibilities of authorized persons who may potentially interact with secure test content and data are outlined in the *Procedures Manual of the Minnesota Assessments* (hereafter *Procedures Manual*). By signing this form, you agree to the following assurances:

- As required for my role in the administration of the statewide testing program, I am responsible for understanding relevant information contained in the current year's *Procedures Manual* and directions for test administration. I will abide by policies and procedures detailed in the manuals for statewide test administration.
- As required for my role, I am or will be trained in the administration policies and procedures for statewide tests before participating in any part of statewide test administration.
- As required for my role, I will instruct staff on state and district procedures for maintaining test security and will not allow unauthorized persons to distribute, coordinate, or administer tests, or have access to secure test content and materials.
- As required for my role, I will follow the procedures in the *Procedures Manual* to investigate and notify the appropriate school and district staff or the MDE immediately upon learning of potential misconduct or irregularities, whether intentional or unintentional.
- I understand that MDE has the responsibility to oversee the administration of the statewide tests, and I will cooperate fully with MDE representatives conducting site visits.
- I understand that test data and documents that contain student-level information are considered confidential and secure. I will follow all applicable federal and state data privacy laws related to student educational data, including data within reports and data accessible in electronic systems provided by MDE or its service provider(s).
- I understand my responsibility to enforce proper testing procedures and to ensure the security and confidential integrity of the test(s). I will apply and follow procedures designed to keep test content secure and to ensure the validity of test results, including, but not limited to:
 - Recognizing the rights of students and families to accurate test results that reflect students' individual, unassisted achievement.
 - Protecting the confidentiality of statewide assessments and ensuring the validity of students' results by safeguarding secure test content, keeping test materials in a secure area, and adhering to chain of custody requirements.

- Never retaining secure test materials in my custody beyond the allowed times to process, distribute, coordinate, administer, and return them, as appropriate for my role.
- Ensuring that no part of the paper or online tests are outlined, summarized, paraphrased, discussed, released, distributed to unauthorized personnel, printed, reproduced, copied, photographed, recorded, or retained in original or duplicated format, without the explicit permission of MDE or as authorized in the *Procedures Manual*.
- Never permitting or engaging in the unauthorized use of a student's MARSS or Secure Student Identification Number (SSID) to log in to the online testing system or access an online test.
- Never engaging in, or allowing others to engage in, unauthorized viewing, discussion, or analysis of test items before, during, or after testing.
- Actively monitoring students during test administration for prohibited behavior.
- Never leaving students unattended during test administration or under the supervision of unauthorized staff or volunteers.
- Never providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to, providing clues or hints; providing reminders of content or testing strategies, prompting students to correct or check/recheck specific responses; permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.); or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
- Never formally or informally scoring secure tests or individual test items except as required by the test-specific manuals and directions. Prohibited actions include, but are not limited to, creating an answer key; reviewing or scoring a student's item response or responses unless items are designed to be scored by the test administrator using a rubric or script; retaining, reviewing, or scoring student scratch paper or accommodated test materials; or tracking student performance on test items.
- Never altering or engaging in other prohibited involvement with student responses.
- Never inducing or encouraging others to violate the procedures outlined above or to engage in any conduct that jeopardizes test security or the validity of test scores.

By accepting the terms of this agreement, you name yourself as an employee of the School District (District) or as an authorized person selected by the District and affirm that you are authorized by the District during the current academic school year to have access to secure test materials or student data related to statewide test administrations and hereby agree to be bound by the terms of this agreement.

Failure to follow procedures can lead to the invalidation of students' tests. Consequences for violating the terms of this agreement may result in a complaint filed with the local School Board, the Professional Educator Licensing and Standards Board, or the Board of School Administrators for evaluation and investigation. The findings of the appropriate Board may result in disciplinary action up to and including termination and/or loss of license.

Signature

Date

Name (printed)

Work Telephone

School Name

Email Address

District Name

TEST ADMINISTRATION REPORT (TAR)

District Name/Number: _____
 School Name/Number: _____
 Date: _____ Printed Name: _____
 Signature: _____
 Test: _____

Subject (if applicable): Mathematics Reading Science

The Test Administration Report is used for recording situations where something unusual or unexpected happened during testing (see examples below). If an adult was involved (e.g., translator), include the adult’s name, signature, and relationship to the student. Attach additional sheets to this form as needed.

For all Minnesota Assessments, districts are not required to return a Test Administration Report. However, districts must maintain records for one year after the end of the academic school year in which testing took place for program audits or monitoring conducted by MDE or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Gr.	MARSS# (13 digits)	Explanation and/or Name and Signature

Examples of events to be documented in this report:

- A student engages in inappropriate behavior or action, including cheating, that results in the invalidation of tests.
- A student is administered the incorrect assessment or accommodation.
- A student uses a calculator when a calculator is not allowed.
- A student refuses to take an assessment, requiring the assessment to be invalidated.
- The district uses a translator to translate test directions to an English learner.
- District staff enters a student’s MCA responses or a student’s MTAS scores online.

Districts may also choose to document any students who experienced technical issues during online testing that affected their testing experience.

DISTRICT TEST SECURITY PROCEDURES
Independent School District No. _____, _____, Minnesota
20__-20__

I. PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

A. Roles and Responsibilities

1. _____ will be responsible for ensuring completion of *Assurance of Test Security and Non-Disclosure* each year by all staff involved with test administration.
2. _____ will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing (especially if the assurance was completed in the fall).
3. _____ will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security and be documented and kept on file at the district.
 - a) Review of Test Security Training. Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.
 - b) Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
 - c) Discuss what active monitoring of the test session involves and the school district's expectations for Test Monitors.
 - d) Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:
 - (1) Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
 - (2) What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.
 - (3) Who Test Monitors should contact in case of emergency.
 - (4) Ensuring students get to the correct rooms for test administration.
 - (5) Ensuring students do not use cell phones or other electronic devices.
 - (6) Breaks for use of the restroom or other interruptions during testing:

- (a) What to do if a student reports an error or technical issue with a test item.
 - (b) What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.
 - (c) What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill).
 - (d) What individual students will do when finished testing.
- (7) Remind staff that all test materials are secure and cannot be reproduced or shared in any form.
4. _____ will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
5. _____ will ensure that all guidelines referenced in applicable procedures manuals are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.
6. _____ is responsible for tracking devices/computers used by students.
7. _____ is responsible for conducting on-site monitoring of test administrations within the district.
8. _____ is responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.
- a) _____ is responsible for reminding staff of the district process for communicating potential security breaches within the school and to the District Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

II. BREACHES IN TEST SECURITY

Any concern that test security may have been breached must be reported to the District Assessment Coordinator who will notify MDE within 24 hours of the time notice of the alleged breach was received and submit the *Test Security Notification* in Test WES within 48 hours of notice of the alleged breach.

III. CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

A. Receipt and Organization of Secure Test Materials

1. Persons with access to the secured area, inventory materials, and complete security checklists are _____. Persons with access to secure online testing systems, student testing tickets, and student scratch paper are _____.
2. Paper test materials are shipped to district or school as determined by _____. If delivered to the school district, the process for distributing secure test materials to the school(s) will be completed by _____.
3. _____ will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
4. _____ will inventory materials immediately using the securing checklists. Any discrepancies will be reported immediately to _____. Security checklists are maintained by the school district for two years following the end of the school year that the tests are administered.
5. _____ organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor/Test Materials Security Checklists*, student testing tickets, and scratch paper.
6. Test materials for online and paper administrations will be kept in _____, a secure locked location, until the time of distribution.
7. If students are taking the tests on multiple days, the building plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes _____.

B. Distribution of Materials to Test Monitors or Test Administrators and Test Administration

1. The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.
2. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.

3. Upon the receipt of materials, the Test Monitor will ensure that all test materials listed on the *Test Monitor Test Materials Security Checklist* and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to _____.
4. The Test Monitor is responsible for the test materials during the test administration until their return to _____.

C. Return of Materials

1. The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any material used as scratch paper) to _____ immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in _____, a locked secure location.
2. If not kept by Test Monitors and Test Administrators, _____ will keep all test materials secure until distributed for the next test session.
3. Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by _____ no more than 48 hours after the close of the testing window.
4. *Test Monitor Test Materials Security Checklists* for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to _____.
5. When the test materials are returned to _____, they will again be inventoried and kept in _____, a secure locked location, until returned to the district office (if applicable) or shipped back to the service provider.
6. _____ will prepare the materials for their return to the district office (if applicable) or for shipment to the service provider according to return instructions in the applicable assessment manual.
7. _____ will follow instructions provided in the applicable assessment manual for the return shipping of test materials.

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

**BOARD POLICY 615
Testing Accommodations, Modifications, and Exemptions for IEPs,
Section 504 Plans, and LEP Students**

Adopted ___ By Reference ___

Revised ___ October 2018 ___

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § ~~Section 504 accommodation plan (504 plan), or limited English proficiency (LEP) English Learner (EL) needs to meet the graduation requirements of basic skills testings and graduation required assessments for diploma (GRAD) tests.~~ participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

~~A. The school district will utilize the existing annual review of Individual Education Plans (IEPs) or Section 504 Accommodation plans to review, on a case by case basis, the extent of student participation in basic standards skills testing and GRAD testing. For students subject to GRAD testing, the student's IEP or 504 accommodation plan must identify one of the following decisions for each subject area of GRAD:~~

- ~~1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or~~
- ~~2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the~~

~~adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 accommodation plan must define an appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.~~

~~Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.~~

~~B. Students with LEP needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language learner (ELL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four year period is not required to pass the GRAD.~~

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
 - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS;
 - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
 - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;

- (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;
 - (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
 - (5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.
- b. MTAS participation decisions must not be made on the following factors:
- (1) Student's disability category;
 - (2) Placement;
 - (3) Participation in a separate, specialized curriculum;
 - (4) An expectation that the student will receive a low score on the MCA;
 - (5) Language, social, cultural, or economic differences;
 - (6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEP's or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.
2. Eligibility Requirements
 - a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

- b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.
 - c. For students in grades that the MTAS is not administered:
 - (1) the student must have cognitive functioning significantly below age level;
 - (2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and
 - (3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.
 - d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
 - e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
3. Alternate ACCESS participation decisions must not be made on the following factors:
- a. Student's disability category;
 - b. Participation in a separate, specialized curriculum;
 - c. Current level of English language proficiency;
 - d. The expectation that the student will receive a low score on the ACCESS for ELs;
 - e. Language, social, cultural, or economic differences;
 - f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the

English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

~~See “Basic Standards Testing Accommodations and Modifications” for students with IEPs and 504 Plans and “Basic Standards Testing with Limited English Proficiency” documents attached. See the current “Procedures Manual for the Minnesota Assessments” which is produced by the Minnesota Department of Education and available through pearsonaccess.com.~~

See the current “Procedures Manual for the Minnesota Assessments” which is produced by the Minnesota Department of Education and available through pearsonaccess.com

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS SKILLS AND GRAD TESTING

~~See “Basic Standards Testing Accommodations and Modifications” for students with IEPs and 504 Plans and “Basic Standards Testing with Limited English Proficiency” documents attached. See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.”~~

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments” and 2017-18 Guidelines for Administration of Accommodations and Linguistic Supports (http://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/GuidelinesforAccommandLS_2018.pdf).

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. ~~This will be done annually by December 1.~~ Testing results will be documented and reported.

Legal References: ~~Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rule Parts 3501.0010–3501.0180 (Rules Relating to Graduation Standards—Mathematics and Reading)
Minn. Rule Parts 3501.0200–3501.0290 (Rules Relating to Graduation Standards—Written Composition)
Minn. Rule Parts 3501.0300–3501.0469 (Rules Relating to Graduation Standards—Profile of Learning)~~

Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS),
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>
Alternate ACCESS for ELLs Participation Guidelines,
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 616 (School District System Accountability)

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

**BOARD POLICY 616
School District System Accountability**

Adopted ___ By Reference ___

Revised ___ October 2018 ___

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the ~~Graduation Minnesota Academic Standards and federal law, including the Profile of Learning.~~

II. GENERAL STATEMENT OF POLICY

Implementation of ~~the Minnesota Academic Standards and federal law No Child Left Behind Act rigorous, results-oriented Graduation Standards~~ will require a new level of accountability for the school district. The school district will establish a system ~~to transition to the graduation requirements of the Minnesota Academic Standards.~~ The school district ~~also~~ will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

[Note: ~~The definitions of the following terms are derived from the definitions set forth in Minnesota Rules Chapter 3501.]~~

~~A. "Content Standard" means a set of state-prescribed specifications in a learning area.~~

- ~~1. “High school content standard” means a content standard that fulfills one of the high school graduation requirements.~~
- ~~2. “Preparatory content standard” means a primary, intermediate, or middle level content standard that a district requires students to complete, usually in kindergarten through grade 8.~~
 - ~~a. “Primary content standard” means a content standard that the district requires students to complete in approximately kindergarten through grade 3.~~
 - ~~b. “Intermediate content standard” means a content standard that the district requires students to complete in approximately grades 4 and 5.~~
 - ~~c. “Middle level content standard” means a content standard that the district requires students to complete in approximately grades 6 through 8.~~
- ~~B. “Graduation Standards” means the number and distribution of high school content standards that school districts must offer and certify that students complete to be eligible for a high school diploma.~~
- ~~C. “Profile of Learning” means the broad areas of learning in the Graduation Standards into which all preparatory content standards and high school content standards are organized. Learning areas include:~~
 - ~~1. Read, listen and view;~~
 - ~~2. Write and speak;~~
 - ~~3. Arts and literature;~~
 - ~~4. Mathematical concepts and applications;~~
 - ~~5. Inquiry and research;~~
 - ~~6. Scientific concepts and applications;~~
 - ~~7. Social studies;~~
 - ~~8. Physical education and lifetime fitness;~~
 - ~~9. Economics and business;~~
 - ~~10. World languages; and~~
 - ~~11. Technical and vocational education.~~

~~The school district will offer at least one foreign language in learning area ten.~~
- ~~D. “Special needs” means students with limited English proficiency, disabilities or 504 plans.~~
 - A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
 - B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals.

1. The school board has established school district-wide goals which provide broad direction for the school district. ~~Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. Incorporated in these goals are the content standards contained in the Profile of Learning in the Minnesota Graduation Standards.~~ The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (~~the Advisory Committee~~).
2. The improvement goals should address recommendations identified through the ~~Advisory Committee~~ process. The school district’s goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district’s progress toward implementation of ~~the Minnesota Academic Standards. Profile of Learning. (See the District’s Annual Report on Curriculum, Instruction and Student Performance.)~~ Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements.

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and

shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee will be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]

2. The school board shall annually review and determine if student achievement levels at each school site meet ~~state~~ federal expectations. If the school board determines that student achievement levels at a school site do not meet ~~state~~ federal expectations and the site has not made adequate yearly progress for two consecutive school years, ~~beginning with the 2001-2002 school year~~, the Graduations Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet ~~state and local~~ federal expectations. The Graduations Standards Implementation Committee may seek assistance from the Commissioner of the ~~Minnesota~~ Department of Education (MDE) (the Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with ~~the Department of Education~~ MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

1. ~~At least annually~~ By December 1st, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. The **Advisory Committee**, working in cooperation with other committees of the school district [such as the **Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.**], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. ~~Making recommendations regarding the development of the “Annual Report on Curriculum, Instruction and Student Performance.”~~
Advising the school board about development of the annual budget.

3. The **Advisory Committee** shall meet the following criteria:
 - a. The **Advisory Committee** shall ensure active community participation in all planning for instruction and curriculum affecting **Graduation Standards**.
 - b. The **Advisory Committee** shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the **Graduation Standards, content standards contained in the Profile of Learning** as well as program evaluation data for use by the **Advisory Committee** in the instruction and curriculum review process. This plan shall annually be approved by the school board.

4. The **Advisory Committee** shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:

- a. ~~School District Test Administrator~~ The Director of Curriculum (or similar educational leader)
- b. Principal
- c. School Board Member
- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. ~~School District Test Administrator~~ District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.

6. The Advisory Committee shall meet the following timeline each year:

Biannual: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Biannual: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Biannual: Review evaluation results and prepare recommendations.

Biannual: Present recommendations to the school board for its input and approval.

~~Month: Provide direction to and review “Annual Report on Curriculum, Instruction and Student Performance.”~~

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward ~~the Graduation Standards Profile of Learning~~, Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review

instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site.~~in the instruction and curriculum review process.~~ This plan shall annually be approved by the school board.

F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

~~1. An “Annual Report on Curriculum, Instruction and Student Performance” shall be approved by the school board and distributed to the public. A copy shall be sent to the Commissioner by October 15th of each year. The public report shall include, but not be limited to, the following:~~

- ~~a. Student performance goals for meeting the graduation standards;~~
- ~~b. Result of local assessment data, including all data required by Minnesota Rule, Part 3501.0160;~~
- ~~c. School district improvement plans;~~
- ~~d. Progress on previous improvement plans;~~
- ~~e. Amount and type of revenue attributed to each educational site as defined in Minnesota Statutes § 123B.04;~~
- ~~f. Names of advisory committee members, dates their terms expire, method of selection and application dates;~~
- ~~g. Periodic reports on constituencies’ satisfaction with schools;~~
- ~~h. Biennial evaluations of the school district testing program and AOM.~~

~~2. By August 15 of each year, the school district must notify the Commissioner of the preparatory and high school content standards required at each site pursuant to Policy 613 Graduation Requirements as well as the schedule, by school year, that each school site will use to implement all the state required preparatory and high school content standards.~~

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.35 (Student Achievement Levels)
 Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
 Minn. Stat. § 123B.04 (Site Decision Making Agreement)
 Minn. Stat. § 123B.147, Subd. 3 (Principals)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act) (~~No Child Left Behind Act~~)
~~Minn. Stat. § 120B.02 (Results Oriented Graduation Rule)~~
~~Minn. Stat. § 120B.031 (Implementing the Profile of Learning)~~
~~Minn. Stat. § 120B.11 (School District Process)~~
~~Minn. Stat. § 120B.35 (Student Achievement Levels)~~
~~Minn. Stat. § 123B.04 (Site Decision Making Agreement)~~
~~Minn. Rules Parts 3501.0010—3501.0180 (Rules Relating to Graduation Standards—Mathematics and Reading)~~
~~Minn. Rules Parts 3501.0200—3501.0290 (Rules Relating to Graduation Standards—Written Composition)~~
~~Minn. Rules Parts 3501.0300—3501.0469 (Rules Relating to Graduation Standards—Profile of Learning)~~
~~Minn. Rules Part 3501.0160 (District Reporting Requirements)~~
~~Minn. Rules Part 3501.0420, subp.1(A) (Implementation Reporting)~~

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
 MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 ~~Accommodation Plans~~, and LEP Students)
 MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
 MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
 MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

~~MSBA/MASA Model Policy 621 (Record Keeping/Reporting/Advising of Student Achievement)~~

~~MSBA/MASA Model Policy 622 (Profile of Learning Appeal Process)~~

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

**BOARD POLICY 618
Assessment of Student Achievement**

Adopted ___ By Reference ___

Revised ___ October 2018 ___

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to ~~be used to determine how well students have achieved Graduation Standards in compliance with the requirements set forth in the Rules Relating to Graduation Standards, Minnesota Rules Chapter 3501.~~ measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete the Graduation ~~Standards Requirements~~. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance, ~~through training and collegial collaboration, the capacity of teachers to identify required versus honors level performance and to score student performance against exemplars of excellent~~ student achievement of the Graduation ~~Standards Requirements~~.

III. DEFINITIONS

~~[Note: The definitions of the following terms are derived from the definitions set forth in Minnesota Rules Chapter 3501.]~~

- A. ~~“Exemplar” means an actual example of student work on a performance assessment determined to represent student performance that earns a score of “3” or “4” in accordance with the rubric as defined in item “C.”~~

~~“Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state~~

academic standards above the grade level of the student taking the assessment. Notwithstanding the student's grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.

- B. ~~“Performance assessment” means any assessment method that will measure demonstrated student performance of the specifications of a content standard.~~

“Academic standard” means a summary description of student learning in a required content area or elective content area.

- C. ~~“Rubric” means the criteria set by the Commissioner that must be used by a district to score student work that meets the specifications of a content standard.~~

“Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student's current grade level. Notwithstanding the student's grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.

- D. ~~“Specifications” means what a student must know and be able to do to complete a content standard.~~

“Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.

- F. “Computer-adaptive assessments” means fully adaptive assessments.

- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.

- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.

- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences

such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.

- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *[Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The ~~Annual Report on Curriculum, Instruction and Student Performance Advisory Committee~~ superintendent shall establish criteria by which student performance of ~~the Graduation Standards~~ local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy. ~~Criteria scoring shall be in compliance with the rules established by the Commissioner of the Department of Education.~~
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which ~~program Graduation Standards~~ academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of ~~the Graduation Standards at all levels.~~ assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

- ~~A. Performance assessments are expected to provide opportunities for students to demonstrate their achievement of the Graduation Standards.~~

~~Scoring criteria for performance assessment include:~~

- ~~1. A score of “4,” that signifies student work that meets or exceeds the rubric for the score of “4”;~~
- ~~2. A score of “3,” that signifies student work that meets the rubric for the score of “3”;~~

- ~~3. A score of “2,” that signifies student work that meets the rubric for the score of “2”;~~
- ~~4. A score of “1,” that signifies student work that meets the rubric for the score of “1”;~~
- ~~5. A score of “0,” that signifies incomplete work on the specifications of a content standard;~~
- ~~6. Incomplete student work receiving a score of “0” does not complete a content standard.~~
- ~~7. When a student, under provisions of an IEP or Section 504 Accommodation Plan, completes the specifications of a modified content standard as determined in the student’s plan, the school district shall record the score as “pass individual”;~~
- ~~8. When a student’s IEP or Section 504 Accommodation Plan exempts the student from a content standard, the school district shall record “exempt” for that content standard;~~
- ~~9. When an LEP student, under the provisions of an LEP individual graduation plan completes the specifications of a modified content standard, the school district shall record the score as “pass LEP”; and~~
- ~~10. When an LEP student, under the provisions of an individual graduation plan, completes all specifications of a content standard solely in a language other than English, except for work in learning area ten, the school district shall record the score as “pass LEP.”~~

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

- ~~B. While the school district is not required to use state or locally developed performance packages to assess student achievement of a content standard, the school district must select performance assessments that have a grading system comparable to the criteria established under the definition of rubric and consistent with Section V.C., below. The school district may use one or more assessment methods to measure student performance on one or more content standards.~~

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state’s required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state’s academic standards.

2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

~~C. The grade level of a student shall not prohibit a student from receiving the highest state exemplar score upon completion of a content standard. A student may receive a score of "0" that signifies incomplete student work on a standard. The~~

~~assessment of the content standard must be included as part of the students grade for a subject or course.~~

C. Rigorous Course of Study Waiver

1. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 - a. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - b. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 - c. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
2. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
3. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program that meet state standards is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

~~D. The school district will convene an annual meeting of selected teachers and administrators to review performance assessments used to measure student performance. Recommendations and comments regarding the procedures for assessment of student achievement will be submitted to the District Curriculum Coordinator for review.~~

VI. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college

readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.

- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.02 (~~Results Oriented Graduation Rule~~ Educational Expectations for Minnesota’s Students)
 Minn. Stat. § 120B.021 (Required Academic Standards)
 Minn. Stat. § 120B.022 (Elective Standards)
 Minn. Stat. § 120B.023 (Benchmarks)
~~Minn. Stat. § 120B.031 (Implementing the Profile of Learning)~~
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

~~Minn. Rules Parts 3501.0010—3501.0180 (Rules Relating to Graduation Standards—Mathematics and Reading)~~
~~Minn. Rules Parts 3501.0200—3501.0290 (Rules Relating to Graduation Standards—Written Composition)~~
~~Minn. Rules Parts 3501.0300—3501.0469 (Rules Relating to Graduation Standards—Profile of Learning)~~
~~Minn. Rules Part 3501.0320 (Definitions)~~
~~Minn. Rules Part 3501.0370, subd. 3 and subd. 5 (Assessment and Scoring of Student Achievement)~~
~~Minn. Rules Part 3501.0420 (Implementation Reporting)~~

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
 MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)
 MSBA/MASA Model Policy 616 (School District System Accountability)

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

**BOARD POLICY 619
Staff Development for Standards**

Adopted ___ By Reference ___

Revised ___ October 2018 ___

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation ~~Standards Assessment Requirements~~ and with students as they progress to achievement of those Graduation ~~Standards~~ and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation ~~Standards Assessment Requirements and federal law~~ at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. ~~The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Standards Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.~~
- A. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation ~~Standards Assessment Requirements~~ effectively and to upgrade that implementation continuously.

- B. Staff development plans for the school district shall address identified needs for Graduation ~~Standards Assessment Requirements~~ implementation throughout all levels of the school district programs.
- C. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation ~~Standards Assessment Requirements~~ at all levels for all students, including those with special needs.
- ~~E. The school district will notify staff that the Commissioner of the Department of Education maintains a high standards tool library that offers examples of assessment tools to assess student's achievement of standards, examples of lesson plans, best practices methods, research on proven methods, and exemplar work aligned to the content standards.~~

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers/Administrators.

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (~~Results Oriented Graduation Rule~~ Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.031 (~~Implementing the Profile of Learning~~)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)

~~Minn. Rule Parts 3501.0010–3501.0180 (Rules Relating to Graduation Standards—Mathematics and Reading)~~
~~Minn. Rule Parts 3501.0200–3501.0290 (Rules Relating to Graduation Standards—Written Composition)~~
~~Minn. Rule Parts 3501.0300–3501.0469 (Rules Relating to Graduation Standards—Profile of Learning)~~
~~Minn. Rule Part 3501.0420 (Implementation Reporting)~~
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

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

**BOARD POLICY 802
Disposition of Obsolete Equipment and Material**

Adopted ___ By Reference ___

Revised ___ October 2018 _____

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

- A. Authorization.

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

- B. Contracts Over ~~\$100,000~~ \$175,000
 - 1. If the value of the equipment or materials is estimated to exceed ~~\$100,000~~ \$175,000, sealed bids shall be solicited by two weeks’ published notice in

the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. **Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.**

C. Contracts From \$25,000 to ~~\$100,000~~ \$175,000.

If the amount of the sale is estimated to exceed \$25,000 but not to exceed ~~\$100,000~~ \$175,000 the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts ~~Less Than~~ \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation.

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees.

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district ~~in any 12-month period~~ at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers.

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

2019 - 2020 SCHOOL CALENDAR: **VERSION 4**

AUGUST 2019							SEPTEMBER 2019							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
				1	2	3			2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	
25	26	27	28	29	30	31	29	30						
Student Days: 0 Teacher Days: 3							Student Days: 20 Teacher Days: 20							
OCTOBER 2019							NOVEMBER 2019							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
		1	2	3	4	5						1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	
Student Days: 21 Teacher Days: 21							Student Days: 18 Teacher Days: 19							
DECEMBER 2019							JANUARY 2020							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
										1	2	3	4	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	
22	23	24	25	26	27	28	26	27	28	29	30	31		
29	30	31												
Student Days: 15 Teacher Days: 15							Student Days: 20 Teacher Days: 22							
FEBRUARY 2020							MARCH 2020							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
						1								
2	3	4	5	6	7	8	1	2	3	4	5	6	7	
9	10	11	12	13	14	15	8	9	10	11	12	13	14	
16	17	18	19	20	21	22	15	16	17	18	19	20	21	
23	24	25	26	27	28	29	22	23	24	25	26	27	28	
							29	30	31					
Student Days: 19 Teacher Days: 19							Student Days: 21 Teacher Days: 22							
APRIL 2020							MAY 2020							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
			1	2	3	4						1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	
26	27	28	29	30			24	25	26	27	28	29	30	
							31							
Student Days: 20 Teacher Days: 20							Student Days: 19 Teacher Days: 20							

DRAFT VERSION 4

August & September

Aug. 27 th :	Teacher Work Day
Aug. 28 th :	All Employee Meeting
	Teacher Work Day
Aug. 29 th :	Teacher Work Day
Sept. 2 nd :	NO SCHOOL - Labor Day
Sept. 3 rd :	First Day of School

October & November

Oct. 17 th -18 th :	NO SCHOOL - MEA Break
TBD	FHS Mid Term Reports
TBD	End of 1st Quarter
Nov 15 th :	NO SCHOOL - Exchange Day
Nov 28 th -29 th :	NO SCHOOL - Thanksgiving Break

December & January

TBD	FHS Mid Term Reports
Dec 23 rd -Jan 1 st :	NO SCHOOL - Winter Break
Jan. 2 nd :	Return from Winter Break
TBD	End of 2nd Quarter / Semester 1
Jan 17 th	NO SCHOOL - Teacher Work Day
Jan. 20 th :	NO SCHOOL - Teacher Work Day
	Martin Luther King Jr. Day

February & March

Feb. 17 th :	NO SCHOOL - Presidents Day
TBD	FHS Mid Term Reports
TBD	End of 3rd Quarter
March 20 th :	NO SCHOOL - Exchange Day

April & May

April 10 th :	NO SCHOOL - Good Friday
April 13 th :	NO SCHOOL - Spring Break
TBD	FHS Mid Term Reports
May 25 th :	NO SCHOOL - Memorial Day
May 28 th :	LAST DAY OF CLASSES K-11
May 29 th :	Last Day for Teachers
May 31 st	Graduation Day

GRADUATION: Sunday, May 31st

Total Student Days: 173 Total Teacher Work Days: 181
 Total Teacher Contract Days: 188

FY 20 Capital and Long Term Facility Budget Plan

	Capital	Original Plan Budget 07/1/2018	Revised Plan Budget 04/15/2019	LTFM	Original Plan Budget 07/1/2018	Revised Plan Budget 04/15/2019
Falls High School	mechanical system contingency	20,000	20,000	347 Kitchen & Pool Inspections	2,500	2,500
	Roof Replacement, Pool	70,000	122,062	347 Elevator & Lift Inspections	1,000	1,000
	Furniture	40,000	0	349 Haz Waste Disposal	1,500	1,500
	Corridor Painting, 1st & 2nd Floor	25,000	25,000	352 H&S Management Assistance	2,500	2,500
	Batting Cage for Gym	10,000	10,000	352 H&S Contracted Service	10,000	10,000
				363 Fire Safety Monitoring Fee	6,000	6,000
				363 Fire Extinguisher Inspect/Maint	1,000	1,000
				379 Phase 2 Ceiling Replacement	60,000	63,289
				358 Phase 2 Asbestos Removal	20,000	0
				370 Phase 2 Lighting Replacement	50,000	67,765
				379 Replace Carpet Library	38,500	9,690
				347 PPE	2,000	2,000
				384 Sidewalk replacement/2	38,351	38,351
				370 student parking/faculty parking lot lighting	30,000	12,000
			Girls Locker Room - replace 39 lockers	0	9,050	
			379 FHS resurface gym floor (stain)	45,000	27,428	
Falls Elementary	mechanical system contingency	12,000	12,000	347 Playground Fall Atenuation	1,000	1,000
	Kitchen electric grill	1,944	0	363 Fire Extinguisher Inspect/Maint	1,000	1,000
	Furniture	14,000	30,000	370 outside lighting replacemnet	21,500	4,000
				369 Student Locker Replacement	43,000	32,546
				PHase 2 Lighting Project	0	40,847
				Phase 2 Ceiling Replacement	0	43,511
Bus Garage Transportation	mechanical system contingency	7,000	7,000	363 Fire Extinguisher Inspect/Maint	1,000	1,000
				370 lighting replacement,Shop & exterior	25,000	0
				384 Fuel Tank Ballast Concrete Slab/ sidewalk	20,000	20,000
Sports Stadium						
Bronco Arena	mechanical system contingency	7,500	7,500	363 Fire Extinguisher Inspect/Maint	1,000	1,000
	Flat roof replacement	0	36,825	384 Sidewalk replacement/2	18,000	18,000
	East Side Parking Lot (Pave)	90,000	0	Flat roof replacement	0	22,874
	Locker room painting		7,057			

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Total Project Budgets		297,444	277,444		439,851	439,851
Project Revenue		277,444	277,444		439,851	439,851
		-20,000	0		0	0
Original Plan: Board approved 7/1/2017						
Revised Plan:						

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

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

Whereas, the International Falls School District Board encourages the support of the District’s educational programs through gifts or donations that meet the goals and objectives of the School District;

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

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

District donations:

PCA Mill of International Falls	
Camp Invention	\$1750.00
Minnesota Youth Ski League	
Nordic Ski Instructor Fee	\$145.00
Mr Pete Foundation	
5 th Grade Class Project	\$226.60
PCA Mill of International Falls	
Weight Room Wellness	\$2500.00
Epic Threads	
Scheela Field Scoreboard	\$250.00
Coca-Cola of International Falls	
Scheela Field Scoreboard	\$500.00
Stewart’s Super One	
Scheela Field Scoreboard	\$500.00
Sammy’s Pizza	
Scheela Field Scoreboard	\$250.00
Chocolate Moose	
Scheela Field Scoreboard	\$250.00
PCA Mill of International Falls	
2 Pallets of X-9 Copy Paper	

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

**Independent School District No. 361
International Falls, Minnesota**

Resolution

Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds

WHEREAS, the Independent School District No. 361 (International Falls), Minnesota (the "District") from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

WHEREAS, under the Internal Revenue Code of 1986, as amended and related regulations (the "Code"), and Securities and Exchange Commission (the "SEC") the District is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC; and

WHEREAS, the District has determined to adopt a policy regarding how the District will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

WHEREAS, The School Board (the "Board") of the District has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the District to adopt the Policy.

NOW THEREFORE, BE IT RESOLVED BY THE INDEPENDENT SCHOOL DISTRICT NO. 361 (INTERNATIONAL FALLS), MINNESOTA; the Board approves the Policy as shown in the form attached; and

BE IT FURTHER RESOLVED; the District staff is authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

Adopted by the Independent School District No. 361 (International Falls), Minnesota this 15th day of April 2019.

ATTEST:

Terry Murray, Clerk

Date:

Independent School District No. 361 (International Falls), Minnesota Post-Issuance Debt Compliance Procedures

The School Board (the “Board”) of the Independent School District No. 361 (International Falls), Minnesota (the “District”) has adopted the attached Post-Issuance Debt Compliance Policy dated April 15, 2019. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the District. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Business Manager of the District will perform the following Post-Issuance Debt Compliance Procedures for all of the District’s outstanding debt.

1) General Post-Issuance Compliance

- a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c) The Business Manager understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (e.g. as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 (the “VCAP Program”).

2) General Recordkeeping

- a) Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the District’s bond counsel.
- b) Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
- c) General records and documentation to be assembled and retained:
 - i) Description of the purpose of the obligation (i.e. the project or projects) and the state statute authorizing the project.
 - ii) Record of tax-exempt status or revocation of tax-exempt status, if applicable.
 - iii) Any correspondence between the District and the IRS.
 - iv) Audited financial statements.
 - v) All accounting audits of property financed by the obligation.
 - vi) Obligation transcripts, official statements, and other offering documents of the obligation.
 - vii) Minutes and resolutions authorizing the issuance of the obligation.
 - viii) Certifications of the issue price of the obligation.

- ix) Any formal elections for the obligation (i.e. an election to employ an accounting methodology other than the specific tracing method).
 - x) Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
 - xi) All information reports filed for the obligations.
 - xii) All management contracts and other service agreements, research contracts, and naming rights contracts.
 - xiii) Documents related to governmental grants associated with construction, renovation or purchase of property financed by the obligation.
 - xiv) Reports of any prior IRS examinations of the District or the District's obligation.
 - xv) All correspondence related to the above (faxes, emails, or letters).
- 3) Arbitrage Yield Restriction and Rebate Recordkeeping
- a) Investment and arbitrage documentation to be assembled and retained:
 - i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
 - ii) Statements prepared by Trustee and/or Investment Provider.
 - iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation.
 - iv) Documentation for investments made with obligation proceeds such as:
 - (1) investment contracts (i.e. guaranteed investment contracts),
 - (2) credit enhancement transactions (i.e. obligation insurance contracts),
 - (3) financial derivatives (e.g. swaps, caps, and collars), and
 - (4) bidding of financial products:
 - (a) Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
 - b) Computations of the arbitrage yield.
 - c) Computations of yield restriction and rebate amounts including but not limited to:
 - i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
 - ii) Compliance in meeting the "Rebate Exception."
 - (1) qualifying for the "Small Issuer Exception,"
 - (2) qualifying for a "Spending Exception,"
 - (a) 6-Month Spending Exception
 - (b) 18-Month Spending Exception
 - (c) 24-Month Spending Exception

- (3) qualifying for the “Bona Fide Debt Service Fund Exception,” and
 - (4) quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.
- d) Computations of yield restriction and rebate payments.
 - e) Timely Tax Form 8038-T filing, if applicable.
 - i) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
 - f) Timely Tax Form 8038-R filing, if applicable.
 - i) Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.
 - g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).
- 4) Expenditure and Asset Documentation to be Assembled and Retained
- a) Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
 - i) Such allocation will be done not later than the earlier of:
 - (1) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or
 - (2) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.
 - b) Documentation of allocations of obligation proceeds to issuance costs.
 - c) Copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to obligation proceed expenditures during the construction period.
 - d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
 - e) Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).
 - f) List of all facilities and equipment financed with obligation proceeds.
 - g) Depreciation schedules for depreciable property financed with obligation proceeds.

- h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
 - i) Documentation of timely payment of principal and interest payments on the obligation.
 - j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
 - k) Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.
- 5) Miscellaneous Documentation to be Assembled and Retained
- a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
 - b) The Business Manager shall monitor the use of all obligation-financed facilities in order to:
 - i) Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
 - (1) sale of the facilities;
 - (2) sale of District capacity rights;
 - (3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting of cell phone towers);
 - (4) leasehold improvement contracts, licenses, management contracts in which the District authorizes a third party to operate a facility (e.g. cafeteria);
 - (5) research contracts;
 - (6) preference arrangements in which the District permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
 - (7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
 - (8) development agreements which provide for guaranteed payments or property values from a developer;
 - (9) grants or loans made to private entities including special assessment agreements;
 - (10) naming rights agreements; and
 - (11) any other arrangements that provide special legal entitlements to nongovernmental persons.
 - ii) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.

- c) The Business Manager shall provide training and educational resources to any District staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.
 - d) The District shall undertake the following with respect to the obligations:
 - i) An annual review of the books and records maintained by the District with respect to such obligations.
 - ii) An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Business Manager with the assistance of any District staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
 - e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.
- 6) Additional Undertakings and Activities that Support Sections 1 through 5 above:
- a) The Business Manager will notify the District's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.
 - b) The Business Manager will consult with the District's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transaction).
 - c) The Business Manager will monitor all "qualified tax-exempt debt obligations" (often referred to as "bank qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010 the limit was \$30,000,000. During this period, the limit also applied to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is \$10,000,000 unless changed by Congress.
 - d) Identify any post-issuance change to terms of obligations which could be treated as a current refunding of "old" obligations by "new" obligations, often referred to as a "reissuance."
 - e) The Business Manager will consult with the District's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require "remedial action" under applicable Treasury Regulations or resolution pursuant to the VCAP Program.

- i) A remedial action has the effect of curing a deliberate action taken by the District which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).
- f) The Business Manager will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).

7) Continuing Disclosure Obligations

- a) Identify a position at the District to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the District.
- b) The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The District cannot delegate its compliance responsibilities.
- c) The District should specify how providers or delegated authorities will be monitored and supervised.
- d) The District should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- e) The District should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- f) The District should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- g) The Business Manager for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- h) The District should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- i) The District should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
 - i) Principal and interest payment delinquencies.
 - ii) Non-payment related defaults, if material.
 - iii) Unscheduled draws on debt service reserves reflecting financial difficulties.
 - iv) Unscheduled draws on credit enhancements reflecting financial difficulties.
 - v) Substitution of credit or liquidity providers or their failure to perform.

- vi) Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
 - vii) Modifications to rights of security holders, if material.
 - viii) Obligation calls, if material.
 - ix) Defeasances.
 - x) Release, substitution or sale of property securing repayment of the obligations, if material.
 - xi) Rating Changes.
 - xii) Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
 - xiii) Merger, consolidation, or acquisition of the obligated person, if material.
 - xiv) Appointment of a successor or additional trustee, or change of name of a trustee, if material.
 - xv) Incurrence of financial obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the District, any of which affect security holders, if material.
 - xvi) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the District, any of which reflect financial difficulties.
- j) In addition to the mandatory material events, the District should review and file any additional or voluntary event notices.
 - k) The District should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.
 - l) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.
 - m) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.
 - n) The District needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.
- 8) Compliance with Future Requirements
- a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

Independent School District No. 361 (International Falls), Minnesota Post-Issuance Debt Compliance Policy

The School Board (the “Board”) of the Independent School District No. 361 (International Falls), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

IRS Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-

Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Business Manager of the District is designated as the District's agent who is responsible for post-issuance compliance of these obligations.

The Business Manager shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the "Post-Issuance Debt Compliance Procedures"). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Business Manager shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Business Manager will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Business Manager or any other individuals responsible for assisting the Business Manager in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Business Manager shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds

The District may issue tax-exempt obligations that are "private activity" bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called "conduit bonds", where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of

either of these types of bonds, the Business Manager shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Business Manager may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Business Manager is concerned about the compliance ability of a private party, the Business Manager may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Business Manager is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date, April 15, 2019 by the Independent School District No. 361 (International Falls), Minnesota

International Falls Public Schools

ISD #361

RFP for “Student School Picture Package”

March 14, 2019

PART 1 – GENERAL

1.0 DEFINITIONS:

The term “District” means International Falls Public Schools Independent School District 361 and any department or board of the School District. The term “Vendor” or “Proposer” or “photographer” means the person, firm, company, or corporation who is submitting this RFP for consideration to furnish and deliver Student School Picture Packages for all grades.

1.1 REQUEST FOR PROPOSAL INVITATION:

Independent School District 361 is requesting proposals from qualified photographers to photograph District Students at each of the District schools for the school year 2019-2020. The distribution of school population is approximately:

- Falls Elementary School: Grades preschool, K-5 with approximately 510 students
- Falls High School: Grades 6-12 with approximately 540 students
- Alternative Learning Center: Grades 6-12 with approximately 20 students
- Staff Members: Approximately 150 to 175 staff members

1.3 INSTRUCTION TO PROPOSERS:

A. Sealed RFPs will be received at:

International Falls Public Schools, ISD #361
District Business Office
1515 11th Street
International Falls, MN, 56649

Proposals will be received until 3:00 p.m. on Monday, April 1, 2019, for the furnishing and delivery of Student School Picture Packages for all grades in accordance with the specifications set forth herein and any other terms, conditions and instructions to the specifications. Any proposals received after the time stated will not be considered. The Proposer assumes the risk of any delay in the mail or in the handling of mail by employees of the School District. Whether the Proposal is sent by mail or by means of personal delivery, the Proposer assumes responsibility for having their RFP clocked in on time at the place specified. Faxed or telephone proposals will not be accepted at any time.

B. All RFP envelopes must bear the inscription, “RFP–Student School Picture Package”, and be addressed to:

Stacy Grover, Business Manager
International Falls Public Schools, ISD 361
1515 11th Street
International Falls, MN 56649

C. Submit two completed proposal forms that are furnished with this Request for Proposal, one of which MUST be an original, with the full name and address of the Vendor. Proposals must be typewritten or printed in ink, without alteration or erasures.

- D. It is the obligation of each Proposer to examine instructions, requirements and specifications before submitting a proposal. Submission of a proposal shall be proof that such examinations have been made and that each Proposer has recorded his or her own investigation and has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Proposer.
- E. The Vendor must have a minimum of three years' experience photographing students in schools.
- F. Where certain types of service and/or merchandise are specified, it is not the intent to discriminate against any approved equal, but it is intended to inform the Proposer of the function and general quality in which the District is interested. The Proposer may submit a quote upon any similar items that are equal in quality and so noted.
- G. All questions regarding this RFP should be submitted by 10:00 a.m. on March 22 to: Stacy Grover, 218-283-2571 x1194, or email sgrover@isd361.k12.mn.us.
- H. Withdrawal of Proposals: Once a proposal has been delivered to the formal custody of Independent School District 361, it may not be withdrawn until after all the proposals are opened and acknowledged, and no proposal may be withdrawn for a period of forty-five days from the opening thereof. Once Independent School District 361 has received the documents, all documents become the property of the School District. When documents are opened they become public information and any restrictions put upon the School District regarding the sharing of information or duplicating copies after opening will be grounds to reject that proposal.
- I. Collusion of Proposers: Collusion of Proposers is cause for rejection of all Proposals involved in the collusion.

1.4 **CONTRACT AWARD:**

The School Board of Independent School District 361 will make the contract award. The contract award will be based upon, but not necessarily limited to, the factors of: a) price, b) quality of service and products to be furnished, c) capability of scheduling and coordination of photography services in a manner that provides little disruption to scheduled school days in all buildings, d) ability of proposer to fulfill contract and specification requirements, e) prior knowledge or experience with the products proposed and/or Proposer's past performance. In evaluating the proposals, the District will consider whether or not the proposals comply with prescribed requirements and any alternates being proposed.

The School District intends to award this contract to one Vendor, however, the District reserves the right a) to award the contract in part or in whole to a single supplier, b) to reject any or all proposals or parts of proposals if it is in the best interest of the School District to do so, c) to negotiate with vendors after proposals have been submitted, d) to waive minor irregularities or discrepancies, e) cancel a contract entered into with the successful Vendor any time during the life of the contract if the District deems the Vendor's products or services fail to meet the standards established by the detailed specifications or the general provisions of this solicitation.

The contract will be awarded for one year (2019-2020 school year), with options to renew at the District's discretion for four additional school years.

PART 2 - GENERAL SPECIFICATIONS

2.0 TYPE OF EQUIPMENT:

Specify the type of equipment that will be used, such as paper and camera. Premium photographic paper must be used. The photographer must use equipment that centers the subject and adjusts for head size, skin and hair tone.

2.1 PHOTO GUARANTEE:

All photos are to be guaranteed unconditionally. The parents may reject any or all photos which they feel are of poor quality, and it shall be the Vendor’s responsibility for retakes at no additional cost. All refunds are to be handled through the Vendor, who will provide forms to be filled out by parents.

2.2 PICTURE FORMS:

The Vendor will furnish take-home notices for parent/guardian notification purposes at no cost to the District. These notices will be provided to the District by August 5, 2019 to be included in the back to school mailing. The notice should include:

- A. The school name, picture date, retake date, picture packages and prices.
- B. A statement on suggested clothing and hair arrangement.
- C. Re-order information.
- D. A Customer Service telephone number, so parents can contact the Vendor directly with any questions. This phone number should also appear on all picture packages.
- E. A payment envelope.
- F. Include information for on-line payment options for parents, if available.

2.3 PICTURE SPECIFICATIONS:

Individual pictures are to be taken on Thursday September 5th and Friday September 6th, 2019. Proposers must note in their proposal their availability for these dates; and provide an alternate dates if they are unavailable on the dates requested.

At least three package options should be available to parents. These options should include specified picture sizes and should vary in cost. One of the options should include an 8”x10” picture. All proposals must include but are not limited to the following packages and must include non-package or additional picture options (Proposer may offer additional packages):

Package 1	Package 2	Package 3	Additional Items	
2 – 8 x 10	1 – 8 x 10	1 – 8 x 10	Item	Cost
4 – 5 x 7	2 – 5 x 7	2 – 5 x 7	8x10	\$
4 – 3.5 x 5	2 – 3.5 x 5	2 – 3.5 x 5	5x7	\$
16 – wallets	16 – wallets	8 – wallets	3.5x5	\$
Cost: \$	Cost: \$	Cost: \$	Exchange Wallets	\$
			Magnets	\$
			Buttons	\$

Additional services at no cost to parents or District are to include:

- 8x10 Class picture for each student in Preschool, Kindergarten through Grade 5.
- Complimentary Staff Photo package with copyright release.
- Staff Photo Id Badge.
- Replacement Staff Photo Id Badge.
- Student Id Cards for each student grades 6th through 12th.
- Online ordering and payment via a secure website at no cost, if available.
- CD with all student pictures for District use with copyright release.
- Staff and Student photo's compatible with Skyward Student Information System.

2.4 MONEY COLLETIONS:

The Vendor will make all money collections at the time pictures are taken. At least one trained person should accompany each photographer to assist with record keeping and to check the student before his/her portrait is made to make sure that each one is properly groomed and the background is complimentary to skin and hair tones before his/her photo is taken. Minnesota state sales tax will be paid by the Vendor.

2.5 RETAKE DATE:

The photographer must return at a later date for retakes at no additional cost. Retake photos will be for students dissatisfied for any reason with the original take photos, as well as, for students absent on the original take day. Retake photos must be uniform with similar head sizes, centering, and background as original takes. An alphabetical listing of students who go through the retake process shall be furnished to the school by the photographer. The date for retakes shall be no later than 4 weeks from the original Student Picture date.

2.6 REORDERS:

Re-orders will be sent directly to the photographer by the parents. Reorders will not be handled through the school.

2.7 PARTIAL PACKAGES OR UNDELIVERED PACKAGES:

The Vendor will work directly with parents of students receiving incorrectly filled packages or those not receiving a package that was ordered and paid for. If necessary, students will have their pictures retaken on retake day.

2.8 PHOTO PACKAGE DELIVERY:

All pictures, both originals and retakes must be delivered within 3 weeks from the date the photos were taken.

2.9 SPECIAL PROGRAM OPTION:

At the option of the school, pre-kindergarten and students in other special programs, will have their pictures taken and offered the same packages and prices, consistent with the specifications in this RFP.

2.10 STAFF PACKAGES:

All teachers and other school staff shall receive complimentary package, a staff photo badge. Replacement staff id badges at no charge.

2.11 COMPANY LOGO:

Photographs should not have the company name or logo on the front. Photographer should have available and use on original take and retake day different shades of background to complement varying skin and hair tones. Background shade option(s) must include a neutral background color.

PART 3 – SCHOOL SPECIFICATIONS

3.1 TECHNICAL SPECIFICATIONS:

These specifications apply to all sites and applies to digital deliveries only:

- A. The technology department is the main contact for providing student and staff information, such as unique identifying numbers and names. This information will be provided within 14 days prior to student picture day or as arranged.

International Falls Public Schools, ISD #361

Mike Blesi, Technology Director

Ph: 218/283-2571 x1119

Email: mbleesi@isd361.k12.mn.us

- B. Initial digital photos must be received by the technology department no later than 3 weeks from date photos were taken. Retake digital photos may be taken after this date as arranged but must be delivered within 14 days after they are taken.
- C. Two copies of removable media (CD-ROM, DVD-ROM, Flash Media) or multiple downloads from a Secure FTP containing digitized images of the pictures of all the students and staff in the school for each school sent to the address listed above.
- D. The digital photos must be JPEG format, 240 pixels x 168 pixels at 96 dpi.
- E. The file names of the digital photos must be either the student or staff number as provided by the technology department.
- F. All student and/or staff photos may be used in the Skyward System along with school yearbook(s) at no additional cost to District.

3.2 FALLS ELEMENTARY SCHOOL SPECIFICATION:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon thereafter as agreed upon by the District.
- B. Picture day is to be managed efficiently, with the minimal amount of disruption to the school day.
- C. These services must be provided at no additional charge:
- 8x10 Class picture for each student in preschool, kindergarten through grade 5.
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - Two student picture books for school office use. Books are to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school and teacher for easy distribution.
 - All printed photo packages will be delivered to the main office of the school.

3.3 FALLS HIGH SCHOOL SPECIFICATION:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon as thereafter as agreed upon by the District.
- B. These services must be provided at no additional charge:
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - Two student picture books for school office use. Books are to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school and teacher for easy distribution.
 - All printed photo packages will be delivered to the main office of the school.
 - A Student ID card with the possibility of including a bar code

3.4 ALTERNATIVE LEARNING CENTER:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon as thereafter as agreed upon by the District.
- B. These services must be provided at no additional charge:
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - One student picture book for school office use. Book is to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school for easy distribution.
 - All printed photo packages will be delivered to the Falls High School main office.
 - A Student ID card with the possibility of including a bar code

PART 4 - RFP FORM:

4.0 EQUIPMENT:

List the equipment to be used as per section 2.0.

4.1 RFP PACKAGES:

2019-2020 prices per package:

Package 1: \$ _____ Package 2: \$ _____ Package 3: \$ _____

4.2 OTHER PACKAGES OFFERED:

Please list contents of any other packages and single items offered along with the prices for 2019-2020. List separately Special Effects picture package contents and prices for 2019-2020.

4.3 CONTRACT RENEWAL PRICES:

If the District chooses to renew the contract, list the maximum percentage increase in package prices over 2019-2020 prices:

2020-2021 _____% 2021-2022 _____% 2022-2023 _____%
2023-2024 _____%

4.4 SERVICES:

List any of the services in the RFP that you are not able to perform.

4.6 ADDITIONAL SERVICES:

List any additional services that you could provide and associated prices. Attach additional sheets if necessary.

4.7 DISTRICT SUPPORT:

The Vendor shall provide a dedicated Sales Representative to work closely with the District schools and Departments to assure continuity and success of the contract.

4.8 REFERENCES: (If this portion is not completed the District may request this information before any award.) List up to three (3) customers as references including the customer name, address, phone number and contact person.

Customer Name and Address	Contact Person and Phone Number
1.	
2.	
3.	

PART 5 ACCEPTANCE

I, the undersigned, hereby certify that I am a duly authorized agent of _____
to submit this RFP for consideration and acknowledge that all pages of the RFP document for Student Picture
Package for all grades have been received and agree to the terms contained therein.

Signed:	
Name: (Print or Type)	
Vendor Name:	
Address:	
Phone Number:	
Fax Number:	
Incorporated in State Of:	

The following documents must be submitted for a complete RFP package:

- _____ RFP Form (page 7 and 8) and additional sheets
- _____ References (page 8)
- _____ Signed Acceptance (page 9)

BID Comparison Sheet: RFP-Student School Picture Package				Date of opening: 04/01/2019	Revised 4/15/19
PART 4 - RFP FORM:					
Company:	1	2	3	4	
	Cedulie's Photography	Lifetouch	Interstate	Strawbridge Studios Inc.	
4.0 Equipment Listed	Yes	Yes	Yes	Yes	
4.1 RFP Package Pricing					
Dist Pack 1:	\$ 25.00	\$24.58 (\$23 base no sales tax)	\$ 24.00	\$ 30.00	
Dist Pack 2:	\$ 22.00	\$21.38 (\$20 base no sales tax)	\$ 21.00	\$ 25.00	
Dist Pack 3:	\$ 20.00	\$17.10 (\$16 base no sales tax)	\$ 18.00	\$ 20.00	
	*Sales tax included	*3.5x5 size in package noted as 3x5 *updated to reflect sales tax	*3.5x5 size in package noted as 3x5 *Sales tax included	*Sales tax included	
4.2 Other Packages Offered:					
	See Other Packages Offered Summary	See Other Packages Offered Summary	See Other Packages Offered Summary	See Other Packages Offered Summary	
4.3 Contract Renewal Pricing:					
2020-2021	8% (\$2 increase)	0%	0%	0%	
2021-2022	0%	0%	10% *	0%	
2022-2023	8% (\$2 increase)	0%	5% *	0%	
2023-2024	0%	0%	5% *	0%	
			*see note in RFP response; increase subjective to offering new products and services.		
4.4 Services not able to perform:					
	On line payments	Agreed to all terms in RFP. See summary for additional services offered	Agreed to all terms in RFP. See summary for additional services offered	Agreed to all terms in RFP. See summary for additional services offered	
4.6 Additional Services:					
	None Listed	*See additional No Charge Services summary	*See additional No Charge Services summary	*See additional No Charge Services summary	
4.7 District Support:					
	Cedulie Lloyd	Luke Abbott	Sand Jokela	Kara McGinnis	
		<u>Additional Support:</u> Parent Customer Support Line School Customer Support Line (bilingual line available)	<u>Additional Support:</u> Account Manager- School Office Administrator - Parents & School	<u>Additional Support:</u> Account Rep & Lead Photographer Customer Service Line (bilingual available)	

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Company:	1	2	3	4
	Cedulie's Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
4.8 References:				
	Eight (individual) customers	Three School Districts: Proctor, Hibbing and St. Louis County Schools	Three Schools: Esko (Elementary & High School), Cloquet High School	Six Districts: Minnetonka, Henrico County, Kenton County, Cabarrus County, Bourbon County, Mifflin County
5. Acceptance:				
	Completed	Completed	Completed	Completed
Picture Dates:				
RFP Date: 9/5 & 9/6	Confirmed FHS & Alt School 9/5 & 9/6	Agreed to all terms	Agreed to all terms	Agreed to all terms
	FES 2 days plus 1 day for Classroom pics; Week of 9-9			
3 Week Delivery Required:				
	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Retake Date:				
	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Add'l Dist Items:				
8x10	\$8	\$8.55	\$8	\$9
5x7	\$8 (qty 2)	\$8.55 (qty 2)	\$8 (qty 2)	\$7 (qty 2)
3.5x5	---	\$8.55; (qty 4) (noted as 3x5)	\$8; (qty 4) (noted as 3x5)	\$7 (qty 4)
Exchange Wallets	\$8 (qty 8)	\$8.55 (qty 9)	\$8 (qty 9)	\$7
Magnets	\$7 (qty 1 - 3x5)	\$10.68 (Sheet of 6; Online Only)	\$12 (qty 4 - 2x3)	not available
Buttons	\$7 (3" Button)	\$7.48 (3" Button; Online Only)	--	not available
	<i>*See 4.2 Other packages offered</i>	<i>*See 4.2 Other packages offered</i>	<i>*See 4.2 Other packages offered</i>	<i>*See 4.2 Other packages offered</i>
		<i>*updated to reflect sales tax</i>		
No Cost Required				
Staff Photo Pkg	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Staff Photo ID	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Replacement Staff Id	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
CD w/student pic release	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Online ordering available?	No	Agreed to all terms	Agreed to all terms	Agreed to all terms
JPEG 240x168 @ 96dpi	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms

Company:	1	2	3	4
	Cedulie's Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
FES: No charge items				
8x10 Class pic PK-5	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Self Adhesive photo strip	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
2 picture books; Del in 14 days	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Packages sorted by school	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
FHS & Alt. School: No charge items:				
Self Adhesive photo strip	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
2 picture books; Del in 14 days				
Packages sorted by school	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Student ID cards: 6-12; bar code option	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
*Revised Section 4.1 on 4/15/2019 to include sales tax on packages for Lifetouch and added notation if sales tax was included in other bids.				

4.3 RFP Package Pricing Renewal:

REVISED 4/15/2019

The following reflects package pricing as quoted per section 4.3. Rank is in order of 1 being cheapest to 4 highest.

	Cedulie's Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
School Year: 2019-2020				
Dist Package 1	\$ 25.00	\$ 24.58	\$ 24.00	\$ 30.00
Dist Package 2	\$ 22.00	\$ 21.38	\$ 21.00	\$ 25.00
Dist Package 3	\$ 20.00	\$ 17.10	\$ 18.00	\$ 20.00
<i>rank:</i>	(3)	(2)	(1)	(4)
School Year: 2020-2021				
<u>Quoted % Increase:</u>	8% (\$2)	0%	0%	0%
Dist Package 1	\$ 27.00	\$ 24.58	\$ 24.00	\$ 30.00
Dist Package 2	\$ 24.00	\$ 21.38	\$ 21.00	\$ 25.00
Dist Package 3	\$ 22.00	\$ 17.10	\$ 18.00	\$ 20.00
<i>rank:</i>	(3)	(2)	(1)	(4)
School Year: 2021-2022				
<u>Quoted % Increase:</u>	0%	0%	10%*	0%
Dist Package 1	\$ 27.00	\$ 24.58	\$ 26.40	\$ 30.00
Dist Package 2	\$ 24.00	\$ 21.38	\$ 23.10	\$ 25.00
Dist Package 3	\$ 22.00	\$ 17.10	\$ 19.80	\$ 20.00
<i>rank:</i>	(3)	(1)	(2)	(4)
			<i>*see disclaimer in RFP response</i>	
School Year: 2022-2023				
<u>Quoted % Increase:</u>	8% (\$2)	0%	5%*	0%
Dist Package 1	\$ 29.00	\$ 24.58	\$ 27.72	\$ 30.00
Dist Package 2	\$ 26.00	\$ 21.38	\$ 24.26	\$ 25.00
Dist Package 3	\$ 24.00	\$ 17.10	\$ 20.79	\$ 20.00
<i>rank:</i>	(3)	(1)	(2)	(4)
			<i>*see disclaimer in RFP response</i>	
School Year: 2023-2024				
<u>Quoted % Increase:</u>	0%	0%	5%*	0%
Dist Package 1	\$ 29.00	\$ 24.58	\$ 29.11	\$ 30.00
Dist Package 2	\$ 26.00	\$ 21.38	\$ 25.47	\$ 25.00
Dist Package 3	\$ 24.00	\$ 17.10	\$ 21.83	\$ 20.00
<i>rank:</i>	(3)	(1)	(2)	(4)
			<i>*see disclaimer in RFP response</i>	
Overall rank:	(3)	(1)	(2)	(4)

The following scenario's are designed to extend the pricing out based on total user purchases by Vendor. Assumptions of quantity purchased are for purpose of representing potential revenue generated by each Vendor based on customer participation.

Assumptions for customer participation:

- 1) RFP based on total student population estimate at 1,070 (K-12)
- 2) 90% participation in package purchases = 963. Rounded down to 950
- 3) Used same participation for all renewal years

SCHOOL YEAR 2019-2020		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 7,500	\$ 7,374	\$ 7,200	\$ 9,000
District Package 2	325	\$ 7,150	\$ 6,949	\$ 6,825	\$ 8,125
District Package 3	325	\$ 6,500	\$ 5,558	\$ 5,850	\$ 6,500
Total:	950	\$ 21,150	\$ 19,880	\$ 19,875	\$ 23,625

SCHOOL YEAR 2020-2021		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 8,100	\$ 7,374	\$ 7,200	\$ 9,000
District Package 2	325	\$ 7,800	\$ 6,949	\$ 6,825	\$ 8,125
District Package 3	325	\$ 7,150	\$ 5,558	\$ 5,850	\$ 6,500
Total:	950	\$ 23,050	\$ 19,880	\$ 19,875	\$ 23,625

SCHOOL YEAR 2021-2022		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 8,100	\$ 7,374	\$ 7,920	\$ 9,000
District Package 2	325	\$ 7,800	\$ 6,949	\$ 7,508	\$ 8,125
District Package 3	325	\$ 7,150	\$ 5,558	\$ 6,435	\$ 6,500
Total:	950	\$ 23,050	\$ 19,880	\$ 21,863	\$ 23,625

SCHOOL YEAR 2022-2023		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 8,700	\$ 7,374	\$ 8,316	\$ 9,000
District Package 2	325	\$ 8,450	\$ 6,949	\$ 7,885	\$ 8,125
District Package 3	325	\$ 7,800	\$ 5,558	\$ 6,757	\$ 6,500
Total:	950	\$ 24,950	\$ 19,880	\$ 22,957	\$ 23,625

SCHOOL YEAR 2023-2024		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 8,700	\$ 7,374	\$ 8,733	\$ 9,000
District Package 2	325	\$ 8,450	\$ 6,949	\$ 8,278	\$ 8,125
District Package 3	325	\$ 7,800	\$ 5,558	\$ 7,095	\$ 6,500
Total:	950	\$ 24,950	\$ 19,880	\$ 24,106	\$ 23,625

Summary of Revenue by Vendor		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
		Revenue	Revenue	Revenue	Revenue
SY 2019-2020	Total:	\$ 21,150	\$ 19,880	\$ 19,875	\$ 23,625
SY 2020-2021	Total:	\$ 23,050	\$ 19,880	\$ 19,875	\$ 23,625
SY 2021-2022	Total:	\$ 23,050	\$ 19,880	\$ 21,863	\$ 23,625
SY 2022-2023	Total:	\$ 24,950	\$ 19,880	\$ 22,957	\$ 23,625
SY 2023-2024	Total:	\$ 24,950	\$ 19,880	\$ 24,106	\$ 23,625
Total:		\$ 117,150	\$ 99,400	\$ 108,675	\$ 118,125

*Revised 4/15/2019 to include sales tax for Lifetouch

4.2 Other Packages Offered:

Packages and individual items. Packages noted are in addition to District packages requested in RFP

Revised 4/15/2019

Cedulie's Photography	
Item	Pricing
10x13	\$ 35.00
8x10	\$ 8.00
5x7 (2)	\$ 8.00
4x5 (4)	\$ 8.00
--	--
Wallets (8)	\$ 8.00
3x5 Magnet	\$ 7.00
3" button	\$ 5.00
Digital File Student	\$ 22.00
Photo Retouching	\$ 10.00
5x7 (1) & Wallets (4)	\$ 8.00
4x5 (2) & Wallets (4)	\$ 8.00
4x5 Notepads (4)	\$ 15.00
3.5x10 Notepads (2)	\$ 12.00
Bookmarks	\$ 12.00
Black Wallet Calendar (6)	\$ 12.00
10x8 Dry Erase Print	\$ 12.00
4x10 Dry Erase Print (2)	\$ 12.00
Metal Keychain	\$ 12.00
Dog Tag	\$ 10.00
Zipper Pulls (2)	\$ 12.00
Mousepad	\$ 15.00
Bagtag Fish	\$ 12.00
Bagtag Blue Retro	\$ 12.00
Bagtag Monkey	\$ 12.00
Bagtag Candy	\$ 12.00
Student Safety Card	\$ 12.00
Fun Pak(s)	\$ 12.00
Late Payment Fee	\$ 10.00
Background: Gray Muslin	

LifeTouch	
Item	Pricing
--	--
8x10	\$ 8.55
5x7 (2)	\$ 8.55
--	--
3x5 (4)	\$ 8.55
2x3 (8)	\$ 8.55
Magnet Sheets (6) (online only)	\$ 10.69
3 " Button (online only)	\$ 7.48
Portrait CD	\$ 16.03
Premium Retouching	\$ 12.83
Basic Retouching	\$ 6.41
Variety 3x5 (4)	\$ 8.55
Ultimate Pkg: 8x10 (3), 5x7 (4), 3x5 (4), 2x3 (16), 2x3 Variety (8), Portrait CD, 8x10 Calendar	\$ 32.06
Premium Pkg: 8x10 (2), 5x7 (4), 3x5 (4), 2x3 (12), Portrait CD, 8x10 Calendar	\$ 28.86
Value Pkg: 5x7 (2), 3x5 (4), 2x3 (8)	\$ 13.89
Basic Pkg: 3x5 (4), 2x3 (8)	\$ 12.83
Entry Pkg: 3x5 (2), 2x3 (4)	\$ 9.62
<i>Additional products on mylifetouch.com</i>	
Background: several available	

Interstate	
Item	Pricing
--	--
8x10	\$ 8.00
5x7 (2)	\$ 8.00
--	--
3x5 (4)	\$ 8.00
Wallets (9)	\$ 8.00
2x3 Magnets (4)	\$ 12.00
--	--
My Digital Portrait CD	\$ 25.00
--	--
--	--
2x3 Clings (4)	\$ 8.00
Pkg 1: 8x10 (3), 5x7 (2), 3x5 (2), Wallets (9), Digital Download	\$ 34.00
Pkg 5: 5x7 (2), 3x5 (2), Wallets (9), 1x2 Exchange (6)	\$ 17.00
Pkg 6: 5x7 (1), 3x5 (2), Wallets (9)	\$ 16.00
Pkg 7: My Digital Portrait Download	\$ 20.00
Pkg 8: 3x5 (4), 9 Wallets	\$ 16.00
Pkg 9: 3x5 (2), 4 Wallets	\$ 9.00
Background: several available	

Strawbridge Studios Inc.	
Item	Pricing
--	--
8x10	\$ 9.00
5x7 (2)	\$ 7.00
--	--
3x5 (4)	\$ 7.00
2x3 (8)	\$ 7.00
--	--
--	--
Digital Download	\$ 15.00
--	--
Retouching	\$ 6.00
Graphic Border	\$ 6.00
Name & Year on prints	\$ 5.00
Pkg A: 8x10 (3), 5x7 (4), 4x6 (2), 3x5 (2), Wallets (12), Digital Download, Class Composite (1), Free Name & Yr	\$ 35.00
Pkg B: 8x10 (2), 5x7 (4), 4x6 (2), 3x5 (2), Wallets (12), Class Composite	\$ 30.00
Pkg C: 8x10 (1), 5x7 (3), 4x6 (2), 3x5 (2), Wallets (12), Class Composite	\$ 27.00
Pkg D: 5x7 (3), 3x5 (4), 2x3 (8), Class Composite	\$ 25.00
Pkg E: 5x7 (2), 4x6 (2), 3x5 (2), 2x3 (12), Class Composite	\$ 18.00
Pkg F: 3x5 (4), 2x3 (8), Class Composite	\$ 15.00
Pkg G: 3x5 (2), 2x3 (4), Class Composite	\$ 10.00
Background: several available	

This is a summarized recap of additional services offered. Items required as no cost per RFP are excluded from this summary.

Services Offered	Cedule Photography	Lifetouch	Interstate	Strawbridge Studio Inc
Insurance Certificate: \$1.0 m w/ Add'l Insured:		available	available	available
Customer Service Support for Dist & Families:	Photographer	Parent Support Line *Bilingual line available District Support Line Sales Rep	Office Manager Office Asst Sales Rep	1 Support Line *Bilingual line available Sales Customer Rep Sales Rep
Complimentary Products for Families:				
Free pic. package voucher for families		3 per bldg	Qty TBD	15 for District
Gift Purchase with Qualify Pkg:		Shutterfly Gift Purchase* *With qualifying pkg purchase		
Rewards Programs		Lifetouch Reward Program		
Parent Volunteer Free Pic Pkg		8 packages/school (max \$35/pk)	Package 3 (qty TBD)	
Online photo storage		Shutterfly Photo Storage* *With qualifying pack purchase		
Child ID Cards:		SmileSafe Child Safety Card (all grades)	Operation Child Id (all grades)	
Complimentary Products for District:				
Administrative Calendars		50 calendars	Qty TBD	Qty TBD
School Branding		\$500 value *Banners, decals, floor graphics	\$500 value *Banners, calendars, decals Total School Portrait School Pride Custom Background *upto 5 custom backgrounds	1 Custom 3x5 Banner/Bldg 1 additional item/bldg: *Banner, calendars, mosaic
Teacher Classroom Picture (PK-5)		1 classroom picture/teacher	1 classroom picture/teacher	1 classroom picture/teacher
Staff Group Pictures				8x10 Group (1/staff member)
School Board Pictures				Group and Individual Package
Automated reminder system		Automated Email Pic Day Reminder	Automated Email Pic Day Reminder	
Shutterfly Storefront Fundraiser's		See RFP Details		
Yearbook Program		Lifetouch Yearbook Pgm *final yearbook sold separately		
Technical:				
Secure dowload site available		Available	Available	Available
Secure online payment system		Available	Available	Available
Additional Services:		See RFP for additional services	See RFP for additional services	See RFP for additional services

Package 1:		Package 2:		Package 3:	
Picture Size	Qty:	Picture Size	Qty:	Picture Size	Qty:
8 x 10	2	8 x 10	1	8 x 10	1
5 x 7	4	5 x 7	2	5 x 7	2
3.5 x 5	4	3.5 x 5	2	3.5 x 5	2
Wallets	16	Wallets	16	Wallets	8
Total:	26	Total:	21	Total:	13

REVISED 4/15/2019

*Includes sales tax in Lifetouch \$

The following represents average price per picture based on RFP proposals:

SY 2019-2020		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 25.00	\$ 24.58	\$ 24.00	\$ 30.00
	Ave Price/Pic.:	\$ 0.96	\$ 0.95	\$ 0.92	\$ 1.15
Package 2:	Price:	\$ 22.00	\$ 21.38	\$ 21.00	\$ 25.00
	Ave Price/Pic.:	\$ 1.05	\$ 1.02	\$ 1.00	\$ 1.19
Package 3:	Price:	\$ 20.00	\$ 17.10	\$ 18.00	\$ 20.00
	Ave Price/Pic.:	\$ 1.54	\$ 1.32	\$ 1.38	\$ 1.54

SY 2020-2021		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 27.00	\$ 24.58	\$ 24.00	\$ 30.00
	Ave Price/Pic.:	\$ 1.04	\$ 0.95	\$ 0.92	\$ 1.15
Package 2:	Price:	\$ 24.00	\$ 21.38	\$ 21.00	\$ 25.00
	Ave Price/Pic.:	\$ 1.14	\$ 1.02	\$ 1.00	\$ 1.19
Package 3:	Price:	\$ 22.00	\$ 17.10	\$ 18.00	\$ 20.00
	Ave Price/Pic.:	\$ 1.69	\$ 1.32	\$ 1.38	\$ 1.54

SY 2021-2022		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 27.00	\$ 24.58	\$ 26.40	\$ 30.00
	Ave Price/Pic.:	\$ 1.04	\$ 0.95	\$ 1.02	\$ 1.15
Package 2:	Price:	\$ 24.00	\$ 21.38	\$ 23.10	\$ 25.00
	Ave Price/Pic.:	\$ 1.14	\$ 1.02	\$ 1.10	\$ 1.19
Package 3:	Price:	\$ 22.00	\$ 17.10	\$ 19.80	\$ 20.00
	Ave Price/Pic.:	\$ 1.69	\$ 1.32	\$ 1.52	\$ 1.54

SY 2022-2023		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 29.00	\$ 24.58	\$ 27.72	\$ 30.00
	Ave Price/Pic.:	\$ 1.12	\$ 0.95	\$ 1.07	\$ 1.15
Package 2:	Price:	\$ 26.00	\$ 21.38	\$ 24.26	\$ 25.00
	Ave Price/Pic.:	\$ 1.24	\$ 1.02	\$ 1.16	\$ 1.19
Package 3:	Price:	\$ 24.00	\$ 17.10	\$ 20.79	\$ 20.00
	Ave Price/Pic.:	\$ 1.85	\$ 1.32	\$ 1.60	\$ 1.54

SY 2023-2024		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 29.00	\$ 24.58	\$ 29.11	\$ 30.00
	Ave Price/Pic.:	\$ 1.12	\$ 0.95	\$ 1.12	\$ 1.15
Package 2:	Price:	\$ 26.00	\$ 21.38	\$ 25.47	\$ 25.00
	Ave Price/Pic.:	\$ 1.24	\$ 1.02	\$ 1.21	\$ 1.19
Package 3:	Price:	\$ 24.00	\$ 17.10	\$ 21.83	\$ 20.00
	Ave Price/Pic.:	\$ 1.85	\$ 1.32	\$ 1.68	\$ 1.54

Memorandum of Understanding

Article XIII: Seniority

Section 1, Subd. 5. As of 2017 -18 a single seniority list will be developed for continuing contract teachers. By December 1st of 2017, any continuing contract teacher with prior part-time experience in the District may request recalculation of their seniority for the upcoming seniority list to include part-time experience. Full and partial accumulation will continue from this point forward and rounding will not occur for placement on seniority list. (Example: 4.66 accumulated years of experience would result in the member being between a group with 4 years and 5 years of experience). **Exception will be made for FMLA qualifying events not exceeding the 12 week maximum. (Example: Due to heart surgery an employee can take up to 12 weeks of which some is paid and some is unpaid – this is an FMLA qualifying event and FTE would not be affected. If an employee was granted by the school board an additional 4 weeks of unpaid leave, this would affect FTE for the 4 weeks and would impact accrued FTE.)**

Union President _____

Date _____

Vice President _____

Date _____

Chairperson _____

Date _____

Superintendent _____

Date _____