

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, November 18, 2019 at 5:00 PM
ARENA LOBBY, 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.*

This meeting is relocated to the Arena Lobby

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-Jeffries, Student Rep_____	

2. Pledge of Allegiance

Approval of Agenda

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

Open Forum

1. ***MOVE TO DECEMBER MEETING:*** Presentation of Elk's November Students of the Month: Tessa Frederickson and Bradyn Dremmel
2. Presentation of diploma to Ciara LaBelle, recent graduate of the ALC.
3. Public Open Forum

MOVE TO DECEMBER MEETING: Presentation and Acceptance of Fiscal Year 2019 Audit:

1. Presentation of the fiscal year 2019 Audit by Mary Reedy, CPA, CGFM of Clifton Larson Allen. Motion by __, second by __. Motion carried / failed.
2. Approve the fiscal year 2019 ISD 361 Financial Statement Report and ISD 361 Student Activity Financial Statement Report. Motion by __, second by __. Motion carried / failed.

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 October 21st.
2. Approve current accounts payable due in amount of \$862,829.15 .
3. Approve payroll in the amount of \$421,850.08 for pay periods 10/25/19 and 11/08/19.

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4. Second reading of School Board Policy 806 - Crisis Management Policy 34
5. Second reading of School Board Policy 529 - Staff Notification of Violent Behavior by Students 50
6. Second reading of School Board Policy 208 - Development, Adoption, and Impl. of Policies 56
7. Second reading of School Board Policy 402 - Disability Nondiscrimination Policy 59
8. Second reading of School Board Policy 410 - Family and Medical Leave Policy 61
9. Second reading of School Board Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults 71
10. Second reading of School Board Policy 420 - Students and Employees with Infectious Diseases 75
11. First reading of School Board Policy 416 - Drug and Alcohol Testing 79
12. First reading of School Board Policy 417 - Chemical Use and Abuse 104
13. First reading of School Board Policy 516 - Student Medication 112
14. First reading of School Board Policy 532 - Use of Peace Officers and Crisis Teams 117
15. First reading of School Board Policy 807 - Health and Safety Policy 123
16. First reading of School Board Policy 905 - Advertising 128
17. Accept resignation of Cory Miggins, Girls' Asst. Basketball Coach. 130
18. Approve the hire of Tawnya Porter for the position of fireman at Falls Elementary effective November 11.
19. Accept the resignation of Bill Shrader, custodian, effective 12/6/19. 131
20. Approve the hire of Brandon Vang for Student Council Advisor for the remainder of the school year.
21. Grant Superintendent Grover permission to sign agreements with the Department of Human Services with regards to Life Skills Grant.
22. Approve contract with K & K Meyers for demo and construction of softball dugouts not to exceed \$20,450. 132
23. Approve contract with Apptegy for hosting website, access to Thrillshare, and development of district app. 133
24. Approve the hire of Steve Joslyn as Boys' Swim Coach for the 2019-2020 season.
25. Approve the hire of Josh Sobkowicz as Ass't Boys' Swim Coach for the 2019-2020 season.
26. Approve 2019-20 Concurrent Enrollment Agreement with Hibbing Community College 141
27. Approve the hire of Jeff Trask for fireman at Falls Elementary effective December 2.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by ___, second by ___. Motion carried / 149

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failed.

2. Approve Local 510 2019-2021 Contract 150
3. Approve Superintendent goals for 2019-20 school year. 179
4. Approve the following volunteer wrestling coaches for 2019-20 school year: Mike Holden, Chris Thoresen, and Dan Schermerhorn. *Mike Holden to abstain from voting.*
5. *New Item:* Approve hire of Daniel McGonigle as Community Education Director effective January 1, 2020. Year one of contract will be \$55,000 prorated based on FTE for January 1, 2020 to June 30, 2020. Year two of contract will be July 1, 2020 to June 30, 2021 at a .95 FTE with annual wage of \$56,100.

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent:
4. Committee Reports:
 4. 1. Community Ed Advisory Board
 4. 2. Recreation Commission

Close Session

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to discuss the Districts labor negotiation strategy related to negotiations with L331. Motion by ____, second by ____. Motion carried / failed

Reopen and Adjournment

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

Payable Summary
November 18, 2019

Check	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
6997	GEISLINGER, KEVIN	10/16/2019	10/16/2019	FOOTBALL BOYS VARSITY VS VIRGINIA LINESMAN		0 \$ 85.00
6998	Geving, Rob	10/16/2019	10/16/2019	FOOTBALL BOYS VARSITY VS VIRGINIA 10/16/19 REFEREE		0 \$ 85.00
6999	Geving, Steve	10/16/2019	10/16/2019	FOOTBALL BOYS VARSITY VS VIRGINIA BACK JUDGE		0 \$ 85.00
7000	Johnson, Jeremiah	10/16/2019	10/16/2019	FOOTBALL BOYS VARSITY VS VIRGINIA LINE JUDGE		0 \$ 85.00
7001	Medure, Pat	10/16/2019	10/16/2019	FOOTBALL BOYS VARSITY VS VIRGINIA UMPIRE \$85 AND MILEAGE \$ 73		0 \$ 158.00
7002	Further	10/21/2019	39203429	Medical FSA: 10/11/2019 - 10/18/2019 Dep Care FSA: 10/15/2019		0 \$ 1,102.30
	Further	10/21/2019	39203429	Medical FSA: 10/11/2019 - 10/18/2019 Dep Care FSA: 10/15/2019		0 \$ (1,102.30)
7003	Further	10/21/2019	39203429	Medical FSA: 10/11/2019 - 10/18/2019 Dep Care FSA: 10/15/2019		0 \$ 1,102.30
7004	AFSCME Council 65	10/25/2019	20191025ADAF	Payroll accrual		0 \$ 946.57
	AFSCME Council 65	10/25/2019	20191025ADAF	Payroll accrual		0 \$ 263.82
	AFSCME Council 65	10/25/2019	20191025ADAF	Payroll accrual		0 \$ 13.74
	AFSCME Council 65	10/25/2019	20191025ADAF	Payroll accrual		0 \$ 17.67
	AFSCME Council 65	10/25/2019	20191025ADAF	Payroll accrual		0 \$ 9.00
	AFSCME Council 65	10/25/2019	20191025ADAF	Payroll accrual		0 \$ 0.33
7005	AFT Local #331	10/25/2019	20191025ADDU	Payroll accrual		0 \$ 3,319.97
	AFT Local #331	10/25/2019	20191025ADDU	Payroll accrual		0 \$ 93.66
7006	Falls Education Foundation	10/25/2019	20191025ADFEF	Payroll accrual		0 \$ 50.00
7007	MN Child Support Payment Center - S	10/25/2019	20191025ADcsp	Payroll accrual		0 \$ 325.05
7008	Para Local #4798	10/25/2019	20191025ADDU	Payroll accrual		0 \$ 720.91
	Para Local #4798	10/25/2019	20191025ADDU	Payroll accrual		0 \$ 21.64
7009	Range Credit Bureau, Inc.	10/25/2019	20191025ADGA	Payroll accrual		0 \$ 208.87

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7010	United Way of Northeastern MN	10/25/2019	20191025ADUW	Payroll accrual		0 \$ 8.00
7011	ISD #318	10/24/2019	G SWIM 10/26/	G SWIM ENTRY FEE 10/26/19		0 \$ 75.00
7012	ISD #706	10/24/2019	VB 9/17/19	B VB ENTRY FEE 9/17/19		0 \$ 75.00
7013	KING OF THE ROAD ENTERTAINMENT	10/24/2019	10222019	Dj for Student Council dance		0 \$ 300.00
7014	MN ASSOC OF SECONDARY SCHOOL	10/24/2019	10212019	MASC Fall Student Council Conference		0 \$ 200.00
7015	Parenteau, Louie	10/24/2019	FB PLAYOFF 10/	FB PLAYOFF CHAIN GANG		0 \$ 40.00
				10/22/2019		
7016	Parenteau, Nels	10/24/2019	FB PLAYOFF 10/	FB PLAYOFF CHAIN GANG		0 \$ 40.00
				10/22/2019		
7017	Section 7A	10/24/2019	CC 10/24/19	CC ENTRY FEE 10/24/19		0 \$ 200.00
7018	Stoskopf, Chad	10/24/2019	FB PLAY-OFF 10/	FB PLAY-OFF REIMBURSEMENT		0 \$ 1,177.00
7019	TAUS, Dave	10/24/2019	FB PLAYOFF 10/	FB PLAYOFF CHAIN GANG		0 \$ 40.00
				10/22/2019		
7020	ARROWHEAD REG COMPUTING CON	10/25/2019	2020-57	TUG Membership Dues		0 \$ 155.00
7021	BOWNET	10/25/2019	240910	VOLLEYBALL SUPPLIES	2922000009	\$ 275.00
	BOWNET	10/25/2019	243637	VOLLEYBALL SUPPLIES	2922000009	\$ 250.00
7022	COCA-COLA BOTTLING CO	10/25/2019	865832	Stu Co; Beverages for concessions	5002000038	\$ 36.00
	COCA-COLA BOTTLING CO	10/25/2019	22896	FHS; Ala Carte Drinks		0 \$ 361.25
7022	COCA-COLA BOTTLING CO	10/25/2019	23019	FHS; Ala Carte Drinks		0 \$ 277.00
	COCA-COLA BOTTLING CO	10/25/2019	22775	FHS; Ala Carte Drinks		0 \$ 239.50
7023	Falls Advanced Chiropractic Center	10/25/2019	93019	DOT Physical (E.W)		0 \$ 90.00
	Falls Advanced Chiropractic Center	10/25/2019	92919	Drug & Alcohol Test (K.S)		0 \$ 55.00
	Falls Advanced Chiropractic Center	10/25/2019	101619	Drug & Alcohol Tests (K.K,D.S,K.P)		0 \$ 105.00
7024	Fun Express, LLC	10/25/2019	689610390-01	ECFE Spooktacular	1302000075	\$ 213.21
7025	International Falls Rotary Club	10/25/2019	100	KAPE Radio Days		0 \$ 40.00
7026	INTERSTATE BATTERIES	10/25/2019	280014865	Transpor; Batteries		0 \$ 397.90
7027	Marco Technologies LLC	10/25/2019	6885377	Guid Office Cost per Copy	7102000000	\$ 33.35
	Marco Technologies LLC	10/25/2019	6885378	Bus Office Copy Per Copy	1102000004	\$ 35.33
7028	Marco Technologies LLC	10/25/2019	396780124	Comm Ed; Canon 1025N Copier	5002000001	\$ 80.34
	Marco Technologies LLC	10/25/2019	397072794	FES & FHS; B & W Copy Machine	3002000009	\$ 1,559.23

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				754E		
	Marco Technologies LLC	10/25/2019	397073024	Comm Ed; Canon C458 Copier	5002000001	\$ 275.85
	Marco Technologies LLC	10/25/2019	397666728	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 1,050.37
	Marco Technologies LLC	10/25/2019	397666728	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 829.23
7029	MN ENERGY RESOURCES CORP	10/25/2019	100919	Natural Gas Services	8102000013	\$ 266.25
	MN ENERGY RESOURCES CORP	10/25/2019	100919	Natural Gas Services	8102000013	\$ 93.59
	MN ENERGY RESOURCES CORP	10/25/2019	100919	Natural Gas Services	8102000013	\$ 15.31
7030	MN POWER	10/25/2019	100819	Electricity Bill	8102000012	\$ 509.61
	MN POWER	10/25/2019	100819	Electricity Bill	8102000012	\$ 757.01
	MN POWER	10/25/2019	100819	Electricity Bill	8102000012	\$ 1,969.52
	MN POWER	10/25/2019	100819	Electricity Bill	8102000012	\$ 2,842.52
	MN POWER	10/25/2019	100819	Electricity Bill	8102000012	\$ 5,908.54
	MN POWER	10/25/2019	100819	Electricity Bill	8102000012	\$ 342.40
7031	MN TELECOMMUNICATIONS	10/25/2019	5801	Monthly Broadband Services	6052000013	\$ 1,512.50
7032	NAPA FALLS SUPPLY	10/25/2019	828950	FHS; Supplies	8102000027	\$ 37.77
	NAPA FALLS SUPPLY	10/25/2019	829068	Welder Part	8102000027	\$ 26.60
	NAPA FALLS SUPPLY	10/25/2019	830296	Windshield Washer Fluid	8102000027	\$ 27.85
	NAPA FALLS SUPPLY	10/25/2019	830297	Transpor; Wrench	8102000027	\$ 17.09
7033	PAN O GOLD BAKING CO	10/25/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 71.25
	PAN O GOLD BAKING CO	10/25/2019	1.00099E+13	FES; Bread for Meal Service	0	\$ 77.10
	PAN O GOLD BAKING CO	10/25/2019	1.00099E+13	FES; Bread for Meal Service	0	\$ 126.15
	PAN O GOLD BAKING CO	10/25/2019	1.00099E+13	FES; Bread for Meal Service	0	\$ 131.88
	PAN O GOLD BAKING CO	10/25/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 58.38
	PAN O GOLD BAKING CO	10/25/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 56.00
	PAN O GOLD BAKING CO	10/25/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 21.00
	PAN O GOLD BAKING CO	10/25/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 24.51
7034	PEARSON CLINICAL ASSESSMENT	10/25/2019	7293199	Special Ed forms for Nancy Anderson	1302000053	\$ 46.50
7035	Pioneer Valley Books	10/25/2019	159177	FES Supplies for Jody Hamilton	1302000069	\$ 1,001.00
7036	RANGE CORNICE & ROOFING COMPA	10/25/2019	190423	Pool & Arena Roof Replacement	0	\$ 122,062.00

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	RANGE CORNICE & ROOFING COMPA	10/25/2019	190423	Pool & Arena Roof Replacement		0 \$ 59,699.00
7037	SHANNONS INC	10/25/2019	101519	Arena HVAC Project		0 \$ 48,200.00
	SHANNONS INC	10/25/2019	18325	Elem Boiler Parts		0 \$ 219.73
7038	SUPER ONE	10/25/2019	93019	FES; Food for Meal Service		0 \$ 3.19
	SUPER ONE	10/25/2019	93019	FES; Food for Meal Service		0 \$ 19.71
	SUPER ONE	10/25/2019	93019	FES; Food for Meal Service		0 \$ 31.78
	SUPER ONE	10/25/2019	93019	FES; Food for Meal Service		0 \$ 2.59
	SUPER ONE	10/25/2019	93019	FES; Food for Meal Service		0 \$ 7.73
	SUPER ONE	10/25/2019	90919	ECFE Snacks & Supplies	1302000045	\$ 61.29
7039	UPPER LAKES FOODS	10/25/2019	564762	FHS; Food for Meal Service		0 \$ 1,051.38
	UPPER LAKES FOODS	10/25/2019	562177	FHS; Food for Meal Service		0 \$ 481.80
	UPPER LAKES FOODS	10/25/2019	554287	Dishwasher Repair		0 \$ 1,743.98
7040	VARITRONICS	10/25/2019	PSRV001130	PCB Panel	6052000029	\$ 314.62
7041	Madison National Life	10/24/2019	1366322	LTD Insurance - November 2019		0 \$ 146.77
7042	Madison National Life	10/25/2019	1366321	Life Insurance - November		0 \$ 63.50
	Madison National Life	10/25/2019	1366321	Life Insurance - November		0 \$ 1,606.00
7043	DELTA DENTAL	10/25/2019	7790849	Dental Insurance - November		0 \$ 1,733.04
	DELTA DENTAL	10/25/2019	7790849	Dental Insurance - November		0 \$ 4,718.58
	DELTA DENTAL	10/25/2019	7790849	Dental Insurance - November		0 \$ 88.98
	DELTA DENTAL	10/25/2019	7790849	Dental Insurance - November		0 \$ 88.98
7044	Further	10/28/2019	39210923	Medical FSA: 10/18/2019 -		0 \$ 2,390.27
				10/25/2019		
7045	SCHOLASTIC	10/29/2019	10/23/2019	10/2019 FHS SCHOLASTIC BOOK FAIR PAYMENT PBIS		0 \$ 366.65
7046	Hendrickson, Sheryl	10/30/2019	CC STATE 11/1-2	STATE CC PER DIEM 11/1-2/19		0 \$ 120.00
7047	APPLE INC	11/1/2019	AB02638801	Apple Pencil	6052000048	\$ 168.90
	APPLE INC	11/1/2019	AB02638801	Apple Pencil	6052000048	\$ 360.60
	APPLE INC	11/1/2019	AB02638801	Apple Pencil	6052000048	\$ 360.50
	APPLE INC	11/1/2019	AB03072353	10 IPADS	6052000048	\$ 557.90
	APPLE INC	11/1/2019	AB03072353	10 IPADS	6052000048	\$ 1,191.05
	APPLE INC	11/1/2019	AB03072353	10 IPADS	6052000048	\$ 1,191.05
	APPLE INC	11/1/2019	AB03072354	3 Wi-Fi for IPADS	6052000048	\$ 170.22
	APPLE INC	11/1/2019	AB03072354	3 Wi-Fi for IPADS	6052000048	\$ 363.39

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	APPLE INC	11/1/2019	AB03072354	3 Wi-Fi for IPADS	6052000048	\$ 363.39
7048	AUTO-JET MUFFLER CORP	11/1/2019	447293	Bus Parts	0	\$ 203.72
7049	BSN SPORTS	11/1/2019	906478192	SPAULDING ALPHA FOOTBALL	2922000018	\$ 435.95
7050	CAROLINA BIOLOGICAL SUPPLY CO	11/1/2019	50850277	SCIENCE SUPPLIES D ROLANDO	2602000006	\$ 423.54
7051	CENGAGE LEARNING	11/1/2019	68724499	BUSINESS TEXTBOOKS C ANDERSON	2152000000	\$ 1,650.00
7052	Collaborative Classroom	11/1/2019	INV216420	FEF S STAPLES GRANT	3002000045	\$ 293.76
7053	Davenport Group	11/1/2019	104083	Chromebook 11	6052000053	\$ 1,584.00
7054	FLINN	11/1/2019	2413143	C JAKSA SCIENCE SUPPLIES	2602000005	\$ 354.05
7055	FLUENCY MATTERS	11/1/2019	81440	FEF R CHRISTIANSON ESL	3002000043	\$ 513.00
7056	FRONTIER	11/1/2019	101619	Monthly Telephone Service	8102000019	\$ 35.12
	FRONTIER	11/1/2019	101619	Monthly Telephone Service	8102000019	\$ 888.69
	FRONTIER	11/1/2019	101619	Monthly Telephone Service	8102000019	\$ 11.75
7057	HAWKINS INC	11/1/2019	4594230	Pool Chemicals	8102000039	\$ 1,508.69
7058	Inland Leasing	11/1/2019	68950978	Cafeteria Vending Rental	7702000001	\$ 182.13
7059	Innovative	11/1/2019	B02832571	Chairs	1302000039	\$ 647.62
7060	IXL	11/1/2019	S361527	License Upgrade	6052000049	\$ 844.00
∞	7061 K&K MEYERS INC	11/1/2019	22034	FES; Window Repair	0	\$ 56.24
	K&K MEYERS INC	11/1/2019	225	Arena New Ceiling Tiles	0	\$ 5,282.00
7062	LAKESHORE LEARNING MATERIALS	11/1/2019	2619331019	FEF for Lisa Auran	1302000103	\$ 134.99
	LAKESHORE LEARNING MATERIALS	11/1/2019	2456741019	FEF for Ginger Christianson	1302000092	\$ 244.92
	LAKESHORE LEARNING MATERIALS	11/1/2019	2456761019	FEF for Mandi Baron	1302000097	\$ 199.48
	LAKESHORE LEARNING MATERIALS	11/1/2019	2456711019	FEF for Kristie LaVigne	1302000087	\$ 233.92
	LAKESHORE LEARNING MATERIALS	11/1/2019	2456751019	FEF for Jody Hamilton	1302000091	\$ 141.92
	LAKESHORE LEARNING MATERIALS	11/1/2019	2456721019	FEF for Missy Walls	1302000085	\$ 244.93
	LAKESHORE LEARNING MATERIALS	11/1/2019	2456731019	FEF for Angie Schwartz	1302000082	\$ 449.43
7063	NORTHEAST SERVICE COOPERATIVE	11/1/2019	1857	3rd Qtr IEA Days	0	\$ 1,680.00
7064	OFFICE DEPOT	11/1/2019	3.90981E+11	FHS; Office Supplies	3002000049	\$ 123.56
	OFFICE DEPOT	11/1/2019	3.85417E+11	Supplies for Ariana Cipriano	1302000071	\$ 39.39
	OFFICE DEPOT	11/1/2019	3.83321E+11	CALCULATORS FOR SCIENCE DEPT. CAROL JAKSA	2602000004	\$ 421.60
	OFFICE DEPOT	11/1/2019	3.84507E+11	FHS; OFFICE SUPPLIES	3002000038	\$ 97.94
	OFFICE DEPOT	11/1/2019	3.8863E+11	Orange Stickey Notes for FES	1302000079	\$ 203.80
	OFFICE DEPOT	11/1/2019	3.84507E+11	OFFICE SUPPLIES	3002000038	\$ 148.78

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	OFFICE DEPOT	11/1/2019	3.84507E+11	OFFICE SUPPLIES	3002000038	\$ 9.39
7065	PEPPER JW & SON INC	11/1/2019	190364598	CHOIR SUPPLIES-ZANE BILES	2582000005	\$ 162.50
	PEPPER JW & SON INC	11/1/2019	174685280	Music for the school year - band	2582000001	\$ 422.99
	PEPPER JW & SON INC	11/1/2019	178721496	Music for the school year - band	2582000001	\$ 52.00
7066	PERMA BOUND	11/1/2019	1839657	FES Library Books	1302000052	\$ 324.53
7067	SCHOLASTIC EQUIPMENT COMPANY	11/1/2019	13281	White board FES	8102000051	\$ 455.93
7068	SCHOLASTIC CLASSROOM MAGAZINE	11/1/2019	M6870900	Scholastic News	2702000002	\$ 170.78
7069	TRAVELERS INSUR AGENCIES	11/1/2019	3557D8195-101	New Van Auto Policy	0	\$ 1,099.00
7070	UHL	11/1/2019	14543	FHS; Find & Trouble Shoot #6 AHU Valve	0	\$ 4,281.00
7071	UNITED TRUCK BODY	11/1/2019	537842	Nitrogen Oxide Sensors for Bus	0	\$ 1,231.71
7072	VOYAGEUR CHARTER COACH	11/1/2019	2887	Football Charter Bus (1/2 Pd by Boosters)	0	\$ 730.65
	VOYAGEUR CHARTER COACH	11/1/2019	2894	Football Charter Bus (1/2 Pd by Boosters)	0	\$ 501.85
7073	WATER DEPT	11/1/2019	102019	Water Usage	8102000014	\$ 559.06
	WATER DEPT	11/1/2019	102019	Water Usage	8102000014	\$ 2,331.86
	WATER DEPT	11/1/2019	102019	Water Usage	8102000014	\$ 2,176.74
	WATER DEPT	11/1/2019	102019	Water Usage	8102000014	\$ 50.21
	WATER DEPT	11/1/2019	102019	Water Usage	8102000014	\$ 336.59
7074	Further	11/4/2019	39218932	Medical FSA: 10/26/2019 - 10/31/2019 Dep Care FSA: 10/30/2019 - 10/31/2019	0	\$ 1,574.98
7075	US FOODSERVICE	11/5/2019	5931815	FES; NOI For McCain Potatoes	0	\$ (19.41)
	US FOODSERVICE	11/5/2019	5921533	FES; Food for Meal Service	0	\$ (48.09)
	US FOODSERVICE	11/5/2019	3955199	FES; Food for Meal Service	0	\$ 1,079.40
	US FOODSERVICE	11/5/2019	4027229	FES; Food for Meal Service	0	\$ 181.89
	US FOODSERVICE	11/5/2019	4027238	FES; Preschool Snacks	0	\$ 108.66
	US FOODSERVICE	11/5/2019	4027239	FES; Food for Meal Service	0	\$ 281.22
	US FOODSERVICE	11/5/2019	4027240	FES; Food for Meal Service	0	\$ 1,465.61

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	US FOODSERVICE	11/5/2019	4223231	FES; Food for Meal Service		0 \$ 1,529.96
	US FOODSERVICE	11/5/2019	4297222	FES; Preschool Snacks		0 \$ 122.85
	US FOODSERVICE	11/5/2019	4297223	FES; Food for Meal Service		0 \$ 1,652.86
	US FOODSERVICE	11/5/2019	4355895	FES; Preschool Snacks		0 \$ 94.42
	US FOODSERVICE	11/5/2019	4355896	FES; Food for Meal Service		0 \$ 1,112.53
	US FOODSERVICE	11/5/2019	4297213	FHS; Food for Meal Service		0 \$ 66.60
	US FOODSERVICE	11/5/2019	4355876	FHS; Food for Meal Service		0 \$ 5.84
	US FOODSERVICE	11/5/2019	4297212	FHS; Food for Meal Service		0 \$ 79.92
	US FOODSERVICE	11/5/2019	4355875	FHS; Food for Meal Service		0 \$ 8.34
	US FOODSERVICE	11/5/2019	5931814	FHS; NOI For McCain Potatoes		0 \$ (19.41)
	US FOODSERVICE	11/5/2019	3861488	FHS; Food for Meal Service		0 \$ 20.72
	US FOODSERVICE	11/5/2019	4027224	FHS; Food for Meal Service		0 \$ 1,832.25
	US FOODSERVICE	11/5/2019	4089302	FHS; Food for Meal Service		0 \$ 2,050.97
	US FOODSERVICE	11/5/2019	4223211	FHS; Food for Meal Service		0 \$ 2,799.55
	US FOODSERVICE	11/5/2019	4297199	FHS; Food for Meal Service		0 \$ 2,563.67
	US FOODSERVICE	11/5/2019	4355881	FHS; Food for Meal Service		0 \$ 1,600.23
	US FOODSERVICE	11/5/2019	4428450	FHS; Food for Meal Service		0 \$ 1,865.72
7076	NCPERS Group Life Ins.	11/4/2019	1.64913E+11	PERA Life Insurance -		0 \$ 144.00
					Nov-19	
7077	MSHSBCA	11/6/2019	BASEBBALL REG	2019 BASEBALL CLINIC REGISTRATION		0 \$ 75.00
7078	THE JOURNAL	11/6/2019	9761	12j (Coalition Brochure)		0 \$ 1,000.00
	THE JOURNAL	11/11/2019	9761	12j (Coalition Brochure)		0 \$ (1,000.00)
7079	AFT Local #331	11/8/2019	20191108ADDU	Payroll accrual		0 \$ 3,007.80
	AFT Local #331	11/8/2019	20191108ADDU	Payroll accrual		0 \$ 93.66
7080	Falls Education Foundation	11/8/2019	20191108ADFEF	Payroll accrual		0 \$ 50.00
7081	MN Child Support Payment Center - S	11/8/2019	20191108ADcsp	Payroll accrual		0 \$ 325.05
7082	Para Local #4798	11/8/2019	20191108ADDU	Payroll accrual		0 \$ 725.29
	Para Local #4798	11/8/2019	20191108ADDU	Payroll accrual		0 \$ 17.26
7083	Range Credit Bureau, Inc.	11/8/2019	20191108ADGA	Payroll accrual		0 \$ 78.21
	Range Credit Bureau, Inc.	11/8/2019	20191108ADGR	Payroll accrual		0 \$ 197.76
7084	United Way of Northeastern MN	11/8/2019	20191108ADUW	Payroll accrual		0 \$ 8.00
7085	Bemidji State University	11/8/2019	241366	Fall 2019 Concurrent		0 \$ 10,400.00

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Check	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
				Enrollment		
7086	BMI EDUCATIONAL SERVICES INC	11/8/2019	665510	FEF-DAWN SHINDELDECKER	3002000041	\$ 200.01
				READING		
7087	COCA-COLA BOTTLING CO	11/8/2019	23232	FHS; Beverages for Meal	0	\$ 396.25
				Service		
	COCA-COLA BOTTLING CO	11/8/2019	23321	FHS; Beverages for Meal	0	\$ 155.25
				Service		
	COCA-COLA BOTTLING CO	11/8/2019	23427	FHS; Beverages for Meal	0	\$ 266.75
				Service		
7088	COMMERICAL REFRIGERATION INC	11/8/2019	47082	Arena; Installed Compressor	0	\$ 1,815.00
				Motor		
	COMMERICAL REFRIGERATION INC	11/8/2019	47082	Arena; Installed Compressor	0	\$ 2,256.45
				Motor		
7089	FAIRCHILD SIGN	11/8/2019	101719	Zamboni Graphic	0	\$ 185.00
7090	FIT AND FUN PLAYSCAPES LLC.	11/8/2019	3002000047	FEF SPED SUPPLIES H THOMPSON	3002000047	\$ 1,115.07
7091	GUARDIAN PEST CONTROL INC	11/8/2019	2063937	Pest Control Service	8102000016	\$ 64.65
7092	HILLYARD HUTCHINSON	11/8/2019	603626757	FES Cleaning Supplies	8102000066	\$ 504.96
	HILLYARD HUTCHINSON	11/8/2019	603614711	FHS; Loop Safe	0	\$ 885.17
7093	INTERQUEST DETECTION CANINES	11/8/2019	114NM Oct2019	Canine Detection Services	3002000021	\$ 315.00
7094	KANTOR ELECTRIC INC	11/8/2019	15516	FHS; Dishwasher Repair	0	\$ 116.06
	KANTOR ELECTRIC INC	11/8/2019	15521	FES bathroom lights	8102000048	\$ 794.00
	KANTOR ELECTRIC INC	11/8/2019	15510	Install power outlet and cat	8102000059	\$ 883.00
				5 for new Huddle camera		
	KANTOR ELECTRIC INC	11/8/2019	15509	Fix air Handler FES	8102000061	\$ 141.00
	KANTOR ELECTRIC INC	11/8/2019	15477	Arena; Replace Outlet	6052000043	\$ 125.22
	KANTOR ELECTRIC INC	11/8/2019	15474	Supplies	6052000043	\$ 151.27
	KANTOR ELECTRIC INC	11/8/2019	15523	Replaced Outlet in WEE Comp	6052000059	\$ 94.00
				Lab		
	KANTOR ELECTRIC INC	11/8/2019	15486	Arena; Install Refridgerant	0	\$ 2,564.24
				Alarm System		
7095	Layman, Karen	11/8/2019	101619	PALS Catering	0	\$ 190.00
7096	Learning Sciences International	11/8/2019	SIN028292	Staff Development	0	\$ 14,700.00
7097	LOFFLER	11/8/2019	3237042	FHS; Upstairs Computer Lab	0	\$ 94.33

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				Toner		
7098	LOOKOUT BOOKS	11/8/2019	ARU0231923	FES Library Books	1302000077	\$ 808.38
7099	MIDCONTINENT COMMUNICATIONS	11/8/2019	102619	ALC Phone & Data	3002000007	\$ 168.34
7100	MN ENERGY RESOURCES CORP	11/8/2019	103019	Natural Gas Services	8102000013	\$ 2,179.28
	MN ENERGY RESOURCES CORP	11/8/2019	103019	Natural Gas Services	8102000013	\$ 242.03
7101	OFFICE DEPOT	11/8/2019	3.73762E+11	Ink	1102000010	\$ 4.19
	OFFICE DEPOT	11/8/2019	3.85347E+11	Sticky Notes for Ms. Tate	1302000072	\$ 122.28
	OFFICE DEPOT	11/8/2019	3.95051E+11	OFFICE SUPPLIES	3002000052	\$ 109.68
7102	PAN O GOLD BAKING CO	11/8/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 28.00
	PAN O GOLD BAKING CO	11/8/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 51.40
	PAN O GOLD BAKING CO	11/8/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 51.40
	PAN O GOLD BAKING CO	11/8/2019	1.00099E+13	FES; Bread for Meal Service	0	\$ 117.70
	PAN O GOLD BAKING CO	11/8/2019	1.00099E+13	FES; Bread for Meal Service	0	\$ 108.50
	PAN O GOLD BAKING CO	11/8/2019	1.00099E+13	FHS; Bread for Meal Service	0	\$ 42.00
7103	PERMA BOUND	11/8/2019	1839657.01	FES Library Books	1302000052	\$ 36.38
	PERMA BOUND	11/8/2019	1837555-02	LIBRARY BOOKS BRENDA HJELLE	6202000003	\$ 26.19
	PERMA BOUND	11/8/2019	1841764-00	FEF BRENDA HJELLE GRAND APPROVED LIBRARY SUPPLIES	3002000046	\$ 433.32
	PERMA BOUND	11/8/2019	1837555-01	LIBRARY BOOKS BRENDA HJELLE	6202000003	\$ 8.46
7104	REALLY GOOD STUFF INC	11/8/2019	7130491	FEF for Lisa Auran	1302000105	\$ 138.42
7105	SANDSTROM'S INC	11/8/2019	279364	FHS; Milk for Meal Service	0	\$ 140.00
	SANDSTROM'S INC	11/8/2019	279704	FES; Milk for Meal Service	0	\$ 370.00
	SANDSTROM'S INC	11/8/2019	281566	FHS; Milk for Meal Service	0	\$ 350.00
	SANDSTROM'S INC	11/8/2019	281519	FES; Milk for Meal Service	0	\$ 490.00
	SANDSTROM'S INC	11/8/2019	280550	FES; Milk for Meal Service	0	\$ 470.00
	SANDSTROM'S INC	11/8/2019	282571	FHS; Milk for Meal Service	0	\$ 333.00
	SANDSTROM'S INC	11/8/2019	275225	FES; Milk for Meal Service	0	\$ 590.00
	SANDSTROM'S INC	11/8/2019	280552	FHS; Milk for Meal Service	0	\$ 350.00
7106	SCHOLASTIC	11/8/2019	20205018	FEF for Angel Boe	1302000098	\$ 692.90
7107	SCHOOL SPECIALTY	11/8/2019	2.08124E+11	FEF for Jill Katrin	1302000089	\$ 165.64
7108	SKYWARD INC MN BRANCH	11/8/2019	201140	IT Network Services	6052000021	\$ 2,670.00
7109	THOMPSON, LORI	11/8/2019	639	PRINTING ON BOWLING TEAM JERSEYS	2922000022	\$ 180.00

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7110	Thompson, Sara	11/8/2019	110419	P & I Grant Marketing Consultant	7902000008	\$ 1,230.00
7111	TIERNEY BROTHERS INC	11/8/2019	810527	Chrome License	6052000060	\$ 150.00
7111	TIERNEY BROTHERS INC	11/8/2019	810060	SMART Board Display	6052000034	\$ 2,999.00
	TIERNEY BROTHERS INC	11/8/2019	810526	Epson Lamp	6052000055	\$ 88.20
7112	Tyson Foods Inc.	11/8/2019	25659594	Commodity Beef Processing	0	\$ 138.60
7113	WORTHINGTON DIRECT	11/8/2019	346764INT040	FEF for Sara Wendt	1302000101	\$ 727.44
	WORTHINGTON DIRECT	11/8/2019	346762INT040	FEF for Nicci Wood	1302000099	\$ 669.80
	WORTHINGTON DIRECT	11/8/2019	346761INT040	FEF for Katie Winkel	1302000083	\$ 706.58
7114	Bahr-Jefferis, Ella	11/7/2019	7142019	payment for payroll ach transaction which bank returned in august due to incorrect account.	0	\$ 130.32
7115	Gjertson, John	11/8/2019	11/8/2019	Early Retirement Incentive - John Gjertson	0	\$ 284.20
7116	MN PEIP	11/8/2019	893914	Medical Insurance - December 2019	0	\$ 9,011.16
	MN PEIP	11/8/2019	893914	Medical Insurance - December	0	\$ 97,187.48
7117	Further	11/11/2019	39228129	Medical FSA: 11/05/2019 - 11/11/2019	0	\$ 493.44
7118	Annie's Frozen Yogurt	11/19/2019	24075	Frozen Yogurt	7702000000	\$ 100.00
7119	ARROWHEAD LIBRARY SYSTEM	11/19/2019	7216	Library Catalog System	6202000000	\$ 625.00
7120	BEMIDJI WELDERS SUPPLY	11/19/2019	10021394	SUPPLIES FOR METAL SHOP	2552000006	\$ 607.69
7121	CITIZENS FOR BACKUS	11/19/2019	113019	ALC Lease Agreement	3002000015	\$ 703.73
7122	CliftonLarsonAllen LLP	11/19/2019	2282145	Audit Services	0	\$ 4,000.00
7123	CRANDALLS SEPTIC PUMPING	11/19/2019	6089	Cross Country Meet Port a Potties	0	\$ 340.00
7124	DOMINO'S PIZZA	11/19/2019	102419	ECFE Spooktacular Pizza Party	1302000117	\$ 87.49
7124	DOMINO'S PIZZA	11/19/2019	110619	FHS; Pizzas for Meal Service	0	\$ 1,720.80
7125	Education Innovation Partners	11/19/2019	1279	Monthly EIP Billing	6052000001	\$ 206.25
7126	EVOLVE U FITNESS & WELLNESS LLC	11/19/2019	110819	PALS Fitness Class	0	\$ 150.00
7127	FRIENDS GARBAGE SERVICE, LLC	11/19/2019	9165985	Garbage Pickups	8102000034	\$ 1,703.52
7128	FRONTIER	11/19/2019	102519	Monthly Telephone Service	8102000019	\$ 284.10

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7129	INTL FALLS CITY OF	11/19/2019	2019-19	Police Liason	1102000016	\$ 5,160.00
7130	KGHS-AM	11/19/2019	103119	School Matters	102000000	\$ 198.00
7131	KRUEGER, KENNETH	11/19/2019	103019	Tae Kwon Do Instructor	0	\$ 420.00
7132	MEDTOX LABORATORIES	11/19/2019	1.0202E+11	Employee Drug Screen	0	\$ 132.64
7133	MN DEPT OF HEALTH	11/19/2019	FBL14657 16421	FES; 2020 Cafeteria Food License	0	\$ 700.00
	MN DEPT OF HEALTH	11/19/2019	FBL1465616421	FHS; 2020 Cafeteria Food License	0	\$ 1,055.00
7134	MR FAITH SOUND & LIGHT INC	11/19/2019	101419	Mr. Faith DJ service	5002000066	\$ 481.24
7135	NORTH STAR PUBLISHING	11/19/2019	44942	KAPE Fall Posters	0	\$ 212.56
	NORTH STAR PUBLISHING	11/19/2019	44927	KAPE Banquet Placemats	0	\$ 98.07
7136	PEPPER JW & SON INC	11/19/2019	188488342	Classroom books for 6th grade band	2582000004	\$ 23.98
	PEPPER JW & SON INC	11/19/2019	179017366	Classroom books for 6th grade band	2582000004	\$ 73.92
7137	RAINY LAKE MEDICAL CENTER	11/19/2019	3432	PT/OT Services	3002000014	\$ 9,461.14
	RAINY LAKE MEDICAL CENTER	11/19/2019	3432	Speech Therapies Services	3002000014	\$ 3,305.92
	RAINY LAKE MEDICAL CENTER	11/19/2019	3432	Athletic Trainer	3002000014	\$ 138.00
7138	ROCHESTER TELECOM SYSTEMS INC	11/19/2019	102219	Long Distance Phone Calls	8102000033	\$ 51.65
	ROCHESTER TELECOM SYSTEMS INC	11/19/2019	102219	Long Distance Phone Calls	8102000033	\$ 51.65
7139	Southern Minnesota Inspection	11/19/2019	15081	Floor protection for batting cage	8102000058	\$ 328.00
	Southern Minnesota Inspection	11/19/2019	15081	Floor protection for batting cage	8102000058	\$ 742.00
7140	THE JOURNAL	11/19/2019	103119	Advertising Local Newspaper	1102000000	\$ 554.24
	THE JOURNAL	11/19/2019	103119	Advertising Local Newspaper	1102000000	\$ 300.00
7141	TIMBERPINS	11/19/2019	991800	AWD Pals Bowling	5002000016	\$ 208.60
7142	KGHS-AM	11/13/2019	9761	12j (Coalition Brochure)	0	\$ 1,000.00
192000020	Amdahl, Rachel	11/19/2019	110419	Mileage Reimbursement to Stu Co Conference	0	\$ 165.98
	Amdahl, Rachel	11/19/2019	102519	Mileage Reimbursement for Stu	0	\$ 255.42

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				Co Conf		
	Amdahl, Rachel	11/19/2019	102519	Mileage Reimbursement for Stu	0 \$	50.19
				Co Conf		
192000021	Anderson, Charles	11/19/2019	103119	Mileage Reimbursement	0 \$	12.18
192000022	Biles, Zane	11/19/2019	110419	Conference Fee Reimbursement	0 \$	144.50
192000023	Bragg, Brittany	11/19/2019	103119	Mileage Reimbursement	0 \$	30.74
192000024	Christianson, Ginger	11/19/2019	103119	Mileage Reimbursement	0 \$	224.34
192000025	Christianson, Rosa	11/19/2019	93019	Mileage Reimbursement	0 \$	5.80
	Christianson, Rosa	11/19/2019	103119	Mileage Reimbursement	0 \$	6.09
192000026	Ettestad, Sethen	11/19/2019	110119	Mileage Reimbursement	0 \$	6.38
192000027	Nemec, Marci	11/19/2019	102819	Mileage to Chisholm	0 \$	82.13
				Reimbursement		
192000028	Slatinski, BethAnne	11/19/2019	102819	Reimbursement for Community	0 \$	41.76
				Event Prizes		
	Slatinski, BethAnne	11/19/2019	102319	Reimbursement for Community	0 \$	19.78
				Event Candy		
192000029	Tessier, Wyatt	11/19/2019	103119	Mileage Reimbursement	0 \$	48.72
192000030	VOYAGEUR CHARTER COACH	11/19/2019	2917	Football Charter Bus	0 \$	404.80
	VOYAGEUR CHARTER COACH	11/19/2019	2917	Football Charter Bus	0 \$	404.80
	VOYAGEUR CHARTER COACH	11/19/2019	2904	Volleyball Charter Bus	0 \$	763.75
192000031	West, Lisa	11/19/2019	110419	Lyft & Meals Reimbursement	0 \$	80.04
192000032	Wilson, June	11/19/2019	103119	Mileage Reimbursement	0 \$	18.56
201900386	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSA	Payroll accrual	0 \$	53.08
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSA	Payroll accrual	0 \$	196.17
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSA	Payroll accrual	0 \$	1,519.89
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSA	Payroll accrual	0 \$	8.73
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSE	Payroll accrual	0 \$	2,526.39
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSE	Payroll accrual	0 \$	51.16
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSF	Payroll accrual	0 \$	2,458.14
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSC	Payroll accrual	0 \$	430.78
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSH	Payroll accrual	0 \$	350.51
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSN	Payroll accrual	0 \$	181.62
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTSS	Payroll accrual	0 \$	250.00

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	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTS\	Payroll accrual		0 \$ 3,410.05
	Educator Benefit Consultants, LLC	10/25/2019	20191025ADTS\	Payroll accrual		0 \$ 65.39
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSA	Payroll accrual		0 \$ 196.17
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSA	Payroll accrual		0 \$ 355.82
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSA	Payroll accrual		0 \$ 5.82
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSE	Payroll accrual		0 \$ 1,374.66
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSE	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSF	Payroll accrual		0 \$ 709.95
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSG	Payroll accrual		0 \$ 111.55
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSH	Payroll accrual		0 \$ 52.18
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSM	Payroll accrual		0 \$ 141.71
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSS	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSV	Payroll accrual		0 \$ 1,409.04
201900386	Educator Benefit Consultants, LLC	10/25/2019	20191025AFTSV	Payroll accrual		0 \$ 65.39
201900387	ING	10/25/2019	20191025ADG-4	Payroll accrual		0 \$ 9.89
	ING	10/25/2019	20191025ADG-4	Payroll accrual		0 \$ 21.69
	ING	10/25/2019	20191025AFDEF	Payroll accrual		0 \$ 9.89
	ING	10/25/2019	20191025AFDEF	Payroll accrual		0 \$ 21.69
	ING	10/25/2019	20191025AFHCS	Payroll accrual		0 \$ 2,824.41
	ING	10/25/2019	20191025AFHCS	Payroll accrual		0 \$ 6.92
201900388	Internal Revenue Service	10/25/2019	20191025ADFIC	Payroll accrual		0 \$ 17,472.01
	Internal Revenue Service	10/25/2019	20191025ADFIC	Payroll accrual		0 \$ 573.86
	Internal Revenue Service	10/25/2019	20191025ADFIC	Payroll accrual		0 \$ 675.54
	Internal Revenue Service	10/25/2019	20191025ADFIC	Payroll accrual		0 \$ 16.87
	Internal Revenue Service	10/25/2019	20191025ADFTA	Payroll accrual		0 \$ 200.00
	Internal Revenue Service	10/25/2019	20191025ADFTA	Payroll accrual		0 \$ 10.00
	Internal Revenue Service	10/25/2019	20191025ADFTF	Payroll accrual		0 \$ 106.94
	Internal Revenue Service	10/25/2019	20191025ADFTX	Payroll accrual		0 \$ 22,623.83
	Internal Revenue Service	10/25/2019	20191025ADFTX	Payroll accrual		0 \$ 564.93
	Internal Revenue Service	10/25/2019	20191025ADFTX	Payroll accrual		0 \$ 581.81
	Internal Revenue Service	10/25/2019	20191025ADFTX	Payroll accrual		0 \$ 4.49
	Internal Revenue Service	10/25/2019	20191025ADMC	Payroll accrual		0 \$ 4,086.25
	Internal Revenue Service	10/25/2019	20191025ADMC	Payroll accrual		0 \$ 134.22

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Check	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	10/25/2019	20191025ADMC	Payroll accrual	0	\$ 158.00
	Internal Revenue Service	10/25/2019	20191025ADMC	Payroll accrual	0	\$ 3.95
	Internal Revenue Service	10/25/2019	20191025AFFIC/	Payroll accrual	0	\$ 17,472.01
	Internal Revenue Service	10/25/2019	20191025AFFIC/	Payroll accrual	0	\$ 573.86
	Internal Revenue Service	10/25/2019	20191025AFFIC/	Payroll accrual	0	\$ 675.54
	Internal Revenue Service	10/25/2019	20191025AFFIC/	Payroll accrual	0	\$ 16.87
	Internal Revenue Service	10/25/2019	20191025AFMD	Payroll accrual	0	\$ 4,086.25
	Internal Revenue Service	10/25/2019	20191025AFMD	Payroll accrual	0	\$ 134.22
	Internal Revenue Service	10/25/2019	20191025AFMD	Payroll accrual	0	\$ 158.00
	Internal Revenue Service	10/25/2019	20191025AFMD	Payroll accrual	0	\$ 3.95
201900389	MINNESOTA REVENUE	10/25/2019	20191025ADSIT/	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	10/25/2019	20191025ADSIT/	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	10/25/2019	20191025ADSIT/	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	10/25/2019	20191025ADSIT/	Payroll accrual	0	\$ 10,659.99
	MINNESOTA REVENUE	10/25/2019	20191025ADSIT/	Payroll accrual	0	\$ 280.87
	MINNESOTA REVENUE	10/25/2019	20191025ADSIT/	Payroll accrual	0	\$ 300.56
201900389	MINNESOTA REVENUE	10/25/2019	20191025ADSIT/	Payroll accrual	0	\$ 2.50
	MINNESOTA REVENUE	10/25/2019	20191025ADSIT/	Payroll accrual	0	\$ 131.24
201900390	Minnesota Revenue	10/25/2019	20191025ADGA	Payroll accrual	0	\$ 215.47
201900391	MN Teachers Retirement Association	10/25/2019	20191025ADTR/	Payroll accrual	0	\$ 13,492.99
	MN Teachers Retirement Association	10/25/2019	20191025ADTR/	Payroll accrual	0	\$ 459.85
	MN Teachers Retirement Association	10/25/2019	20191025ADTR/	Payroll accrual	0	\$ 4.68
	MN Teachers Retirement Association	10/25/2019	20191025ADTR/	Payroll accrual	0	\$ 52.65
	MN Teachers Retirement Association	10/25/2019	20191025AFTRA	Payroll accrual	0	\$ 14,248.68
	MN Teachers Retirement Association	10/25/2019	20191025AFTRA	Payroll accrual	0	\$ 485.59
	MN Teachers Retirement Association	10/25/2019	20191025AFTRA	Payroll accrual	0	\$ 55.60
	MN Teachers Retirement Association	10/25/2019	20191025AFTRA	Payroll accrual	0	\$ 4.94
201900392	Public Employees Retirement Associa	10/25/2019	20191025ADPEF	Payroll accrual	0	\$ 6,530.60
	Public Employees Retirement Associa	10/25/2019	20191025ADPEF	Payroll accrual	0	\$ 163.55
	Public Employees Retirement Associa	10/25/2019	20191025ADPEF	Payroll accrual	0	\$ 651.26
	Public Employees Retirement Associa	10/25/2019	20191025ADPEF	Payroll accrual	0	\$ 13.65
	Public Employees Retirement Associa	10/25/2019	20191025AFPER	Payroll accrual	0	\$ 7,535.34
	Public Employees Retirement Associa	10/25/2019	20191025AFPER	Payroll accrual	0	\$ 188.71

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Payable Summary
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Check	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Public Employees Retirement Associa	10/25/2019	20191025AFPER	Payroll accrual		0 \$ 751.43
	Public Employees Retirement Associa	10/25/2019	20191025AFPER	Payroll accrual		0 \$ 15.75
201900393	Public Employees Retirement-DCP	10/25/2019	20191025ADDCI	Payroll accrual		0 \$ 24.00
	Public Employees Retirement-DCP	10/25/2019	20191025AFDCF	Payroll accrual		0 \$ 24.00
201900394- 2019000434	BMO	11/1/2019	C/C00000	Credit Card Payment AP		0 \$ 22,972.52
443-532				(See Credit Card Report)		
201900435	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSA	Payroll accrual		0 \$ 53.08
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSA	Payroll accrual		0 \$ 196.17
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSA	Payroll accrual		0 \$ 1,526.94
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSA	Payroll accrual		0 \$ 1.68
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSE	Payroll accrual		0 \$ 2,576.39
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSE	Payroll accrual		0 \$ 51.16
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSF	Payroll accrual		0 \$ 2,458.14
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSC	Payroll accrual		0 \$ 430.78
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSH	Payroll accrual		0 \$ 150.51
201900435	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSM	Payroll accrual		0 \$ 181.62
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSS	Payroll accrual		0 \$ 250.00
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSV	Payroll accrual		0 \$ 3,410.05
	Educator Benefit Consultants, LLC	11/8/2019	20191108ADTSV	Payroll accrual		0 \$ 65.39
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSA	Payroll accrual		0 \$ 196.17
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSA	Payroll accrual		0 \$ 360.52
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSA	Payroll accrual		0 \$ 1.12
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSE	Payroll accrual		0 \$ 1,374.66
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSE	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSF	Payroll accrual		0 \$ 709.95
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSG	Payroll accrual		0 \$ 111.55
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSH	Payroll accrual		0 \$ 52.18
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSM	Payroll accrual		0 \$ 141.71
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSS	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSV	Payroll accrual		0 \$ 1,409.04
	Educator Benefit Consultants, LLC	11/8/2019	20191108AFTSV	Payroll accrual		0 \$ 65.39
201900436	ING	11/8/2019	20191108ADG-4	Payroll accrual		0 \$ 10.89

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Payable Summary
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Check	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	ING	11/8/2019	20191108ADG-4	Payroll accrual	0	\$ 20.69
	ING	11/8/2019	20191108AFDEF	Payroll accrual	0	\$ 10.89
	ING	11/8/2019	20191108AFDEF	Payroll accrual	0	\$ 20.69
	ING	11/8/2019	20191108AFHCS	Payroll accrual	0	\$ 2,824.41
	ING	11/8/2019	20191108AFHCS	Payroll accrual	0	\$ 6.92
201900437	Internal Revenue Service	11/8/2019	20191108ADFIC	Payroll accrual	0	\$ 18,244.90
	Internal Revenue Service	11/8/2019	20191108ADFIC	Payroll accrual	0	\$ 844.26
	Internal Revenue Service	11/8/2019	20191108ADFIC	Payroll accrual	0	\$ 568.33
	Internal Revenue Service	11/8/2019	20191108ADFTA	Payroll accrual	0	\$ 205.00
	Internal Revenue Service	11/8/2019	20191108ADFTA	Payroll accrual	0	\$ 10.00
	Internal Revenue Service	11/8/2019	20191108ADFTF	Payroll accrual	0	\$ 718.27
	Internal Revenue Service	11/8/2019	20191108ADFTX	Payroll accrual	0	\$ 22,168.33
	Internal Revenue Service	11/8/2019	20191108ADFTX	Payroll accrual	0	\$ 1,284.78
	Internal Revenue Service	11/8/2019	20191108ADFTX	Payroll accrual	0	\$ 412.23
	Internal Revenue Service	11/8/2019	20191108ADMC	Payroll accrual	0	\$ 4,266.98
	Internal Revenue Service	11/8/2019	20191108ADMC	Payroll accrual	0	\$ 197.45
	Internal Revenue Service	11/8/2019	20191108ADMC	Payroll accrual	0	\$ 132.92
	Internal Revenue Service	11/8/2019	20191108AFFIC/	Payroll accrual	0	\$ 18,244.90
	Internal Revenue Service	11/8/2019	20191108AFFIC/	Payroll accrual	0	\$ 844.26
	Internal Revenue Service	11/8/2019	20191108AFFIC/	Payroll accrual	0	\$ 568.33
201900437	Internal Revenue Service	11/8/2019	20191108AFMD	Payroll accrual	0	\$ 4,266.98
	Internal Revenue Service	11/8/2019	20191108AFMD	Payroll accrual	0	\$ 197.45
	Internal Revenue Service	11/8/2019	20191108AFMD	Payroll accrual	0	\$ 132.92
201900438	MINNESOTA REVENUE	11/8/2019	20191108ADSIT/	Payroll accrual	0	\$ 65.00
	MINNESOTA REVENUE	11/8/2019	20191108ADSIT/	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	11/8/2019	20191108ADSIT/	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	11/8/2019	20191108ADSIT/	Payroll accrual	0	\$ 10,440.86
	MINNESOTA REVENUE	11/8/2019	20191108ADSIT/	Payroll accrual	0	\$ 561.02
	MINNESOTA REVENUE	11/8/2019	20191108ADSIT/	Payroll accrual	0	\$ 215.09
	MINNESOTA REVENUE	11/8/2019	20191108ADSIT/	Payroll accrual	0	\$ 325.14
201900439	MN Teachers Retirement Association	11/8/2019	20191108ADTR/	Payroll accrual	0	\$ 14,508.21
	MN Teachers Retirement Association	11/8/2019	20191108ADTR/	Payroll accrual	0	\$ 815.07
	MN Teachers Retirement Association	11/8/2019	20191108ADTR/	Payroll accrual	0	\$ 50.70

Payable Summary
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Check	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	MN Teachers Retirement Association	11/8/2019	20191108AFTRA	Payroll accrual		0 \$ 15,320.69
	MN Teachers Retirement Association	11/8/2019	20191108AFTRA	Payroll accrual		0 \$ 860.71
	MN Teachers Retirement Association	11/8/2019	20191108AFTRA	Payroll accrual		0 \$ 53.54
	MN Teachers Retirement Association	11/8/2019	20191108AFTRA	Payroll accrual		0 \$ (6.20)
201900440	MN TEACHERS RETIREMENT ASSN	11/8/2019	20191108ADTR/	Payroll accrual		0 \$ (5.90)
201900441	Public Employees Retirement Associa	11/8/2019	20191108ADPEF	Payroll accrual		0 \$ 5,932.25
	Public Employees Retirement Associa	11/8/2019	20191108ADPEF	Payroll accrual		0 \$ 162.01
	Public Employees Retirement Associa	11/8/2019	20191108ADPEF	Payroll accrual		0 \$ 538.77
	Public Employees Retirement Associa	11/8/2019	20191108AFPER	Payroll accrual		0 \$ 6,844.93
	Public Employees Retirement Associa	11/8/2019	20191108AFPER	Payroll accrual		0 \$ 186.92
	Public Employees Retirement Associa	11/8/2019	20191108AFPER	Payroll accrual		0 \$ 621.66
201900442	Public Employees Retirement-DCP	11/8/2019	20191108ADDCI	Payroll accrual		0 \$ 24.00
	Public Employees Retirement-DCP	11/8/2019	20191108AFDCF	Payroll accrual		0 \$ 24.00
Total						\$ 862,829.15

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	10/11/2019	5070	HEISSVIC000	Heiss Victoria L	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	11.29
	1					Tim's C/C00000	11/03/2019	11.29			
	10/10/2019	5071	HEISSVIC000	Heiss Victoria L	Hmco Books, Geneva, IL, 60134,	HOUGHTON003	10/28/2019		Invoiced	A	-741.35
	1					Tim's C/C00001	11/03/2019	-741.35			
	10/10/2019	5072	HEISSVIC000	Heiss Victoria L	Hmco Books, Geneva, IL, 60134,	HOUGHTON003	10/28/2019		Invoiced	A	693.00
	1					Tim's C/C00001	11/03/2019	693.00			
					3 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>						-37.06
XXXXXXXXXXXX8335	10/24/2019	5075	SteelEug000	Steele Eugene L	Auto Value Internation, Interna	AUTO VAL000	10/28/2019		Invoiced	A	63.20
	2	Misc. transportation parts (Blanket)			7602000002	Gene's C/C00000	11/03/2019	63.20			
	10/24/2019	5076	SteelEug000	Steele Eugene L	Waschke Family Gm Cent, Interna	WASCHKE 000	10/28/2019		Invoiced	A	5.74
	1	plug				Gene's C/C00001	11/03/2019	5.74			
	10/09/2019	5074	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	10/28/2019		Invoiced	A	611.07
	1	bus motor sensors				Gene's C/C00002	11/03/2019	611.07			
	10/03/2019	5073	SteelEug000	Steele Eugene L	Midwest Bus Parts Inc, 763-2639	MIDWEST 000	10/28/2019		Invoiced	A	1,740.95
	2	Core charge old steering gear.			7602000007	Gene's C/C00004	11/03/2019	781.45			
	3	New Steering gear			7602000007	Gene's C/C00004	11/03/2019	696.50			
	4	Shipping for new unit and to ship core back			7602000007	Gene's C/C00004	11/03/2019	150.00			
	5	Shipping 2nd parts				Gene's C/C00003	11/03/2019	113.00			
	10/01/2019	5078	SteelEug000	Steele Eugene L	Northern Lumber Yard I, Intl Fa	NORTHERN005	10/28/2019		Invoiced	A	17.24
	2	Transportation			8102000024	Gene's C/C00005	11/03/2019	17.24			
	09/30/2019	5077	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	10/28/2019		Invoiced	A	-718.14
	2	Misc. transportation parts			7602000003	Gene's C/C00006	11/03/2019	-718.14			
					6 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>						1,720.06
XXXXXXXXXXXX7362	10/25/2019	5089			Amzn Mktp US C47ok17u3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	24.49
	2	The Way We Work: Getting to Know the Amazing H			1102000013	Stacy's C/C00000	11/03/2009	20.50			
	3	Tax - Cost of tax, including shipping tax.			1102000013	Stacy's C/C00000	11/03/2009	3.99			
	10/24/2019	5084			Amazon.Com F68zz7fm3 A, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	25.43
	2	How to Use Parts of Speech, Grades 6-8			1102000013	Stacy's C/C00001	11/03/2009	8.99			
	3	Awesome Physics Experiments for Kids: 40 Fun S			1102000013	Stacy's C/C00001	11/03/2009	10.45			
	4	Tax - Cost of tax, including shipping tax.			1102000013	Stacy's C/C00001	11/03/2009	5.99			
	10/24/2019	5085			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	10/28/2019		Invoiced	A	175.00
	1	Football Field Internet				Stacy's C/C00002	11/03/2009	175.00			
	10/24/2019	5086			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	10/28/2019		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7612000000	Stacy's C/C00003	11/03/2009	85.00			
	10/24/2019	5087			Cts Frontier Onlinepay, 800-921	FRONTIER000	10/28/2019		Invoiced	A	182.78
	2	Arena Phone Service			8102000019	Stacy's C/C00004	11/03/2009	182.78			

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...										
	10/24/2019	5088			Amzn Mktp US 4t7yg5hn3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	9.59
	2	Key to Geometry, Book 4: Perpendiculars (KEY T			1102000013 Stacy's C/C00005	11/03/2009		4.90			
	3	Tax - Cost of tax, including shipping tax.			1102000013 Stacy's C/C00005	11/03/2009		4.69			
	10/23/2019	5082			Amzn Mktp US C20x70913, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	18.94
	3	Tax - Cost of tax, including shipping tax.			1102000013 Stacy's C/C00006	11/03/2009		3.99			
	4	Wordly Wise 3000® 3rd Edition Student Book 7			1102000013 Stacy's C/C00006	11/03/2009		14.95			
	10/23/2019	5083			Amzn Mktp US 5dlid4e63, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	13.61
	3	Tax - Cost of tax, including shipping tax.			1102000013 Stacy's C/C00007	11/03/2009		4.62			
	4	Key to Geometry, Book 5: Squares and Rectangle			1102000013 Stacy's C/C00007	11/03/2009		8.99			
	10/18/2019	5081			Lamar Media Corp, 225-237-1068,	LAMAR C0000	10/28/2019		Invoiced	A	965.00
	2	Billboard Contract Services.			7902000021 Stacy's C/C00008	11/03/2009		965.00			
	10/16/2019	5080			Innovative Office Solu, 952-237	INNOVATI000	10/28/2019		Invoiced	A	981.38
	2	Mid 2 Shelf No Drs, Casters 48x44x20 Oiled Che			1102000008 Stacy's C/C00009	11/03/2009		746.38			
	3	Fleet Freight			1102000008 Stacy's C/C00009	11/03/2009		235.00			
	10/11/2019	5079			Secretary Of State, 651-2011368		10/28/2019		Invoiced	A	120.00
	2	Notary Public Renewal			1102000012 Stacy's C/C00010	11/03/2009		120.00			
	10/01/2019	5090			Amzn Mktp US 4x55a2e73, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	64.61
	2	Post-it Super Sticky Easel Pad, 25 x 30 Inches			7902000033 Stacy's C/C00011	11/03/2009		40.71			
	3	Flavored Coffee Variety Sampler Pack for Keuri			7902000033 Stacy's C/C00011	11/03/2009		23.90			
	10/01/2019	5091			Paul Bunyan Communicat, 2184441	PAUL BUN000	10/28/2019		Invoiced	A	650.00
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5			6052000003 Stacy's C/C00012	11/03/2009		650.00			
	10/01/2019	5092			Rvt Skyward Users Of, 320-26988	SKYWARD 001	10/28/2019		Invoiced	A	160.00
	1	Skyward Conference - Bus Mgr			Stacy's C/C00013	11/03/2009		160.00			
	14 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>										3,475.83
XXXXXXXXXXXX7124	10/25/2019	5133	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	11.21
	2	Cat5e Wall Plate Insert			6052000061 Mike's C/C00000	11/03/2019		9.96			
	3	White Cat5e Wall Plate			6052000061 Mike's C/C00000	11/03/2019		1.25			
	10/18/2019	5132	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	59.56
	2	7Outlet Surge Protector			6052000054 Mike's C/C00001	11/03/2019		59.56			
	10/16/2019	5131	BLESIMIC000	Blesi Michael E	Apl Itunes.Com/Bill, 866-712-77	AMAZON B000	10/28/2019		Invoiced	A	1.39
	2	Itunes Music for Athletics.			6052000064 Mike B's C/C00000	11/03/2019		1.39			
	10/15/2019	5130	BLESIMIC000	Blesi Michael E	Amzn Mktp US O42qy3uo3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	88.20
	2	V13H010L88 Epson Replacement Lamp			6052000055 Mike's C/C00002	11/03/2019		88.20			
	10/14/2019	5129	BLESIMIC000	Blesi Michael E	Apl Itunes.Com/Bill, 866-712-77	AMAZON B000	10/28/2019		Invoiced	A	1.07
	2	Itunes Music for Athletics			6052000064 Mike B's C/C00001	11/03/2019		1.07			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7124	continued...										
	10/10/2019	5128	BLESIMIC000	Blesi Michael E	Amzn Mktp US So9gk3i03, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	165.88
	2	New Genuine Battery for Dell Latitude 5480 558			6052000050	Mike's C/C00003	11/03/2019	165.88			
	10/09/2019	5127	BLESIMIC000	Blesi Michael E	Sectigo, 973-928-0131, NJ, 0706		10/28/2019		Invoiced	A	1,598.00
	2	ComodoCA OV Wildcard SSL Certificate, 2 years,			6052000052	Mike's C/C00004	11/03/2019	1,598.00			
	10/07/2019	5126	BLESIMIC000	Blesi Michael E	Amzn Mktp US Rqlko9rd3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	559.00
	2	Canon EOS Rebel T7 DSLR Camera Bundle with Can			6052000035	Mike's C/C00005	11/03/2019	559.00			
	10/03/2019	5124	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL T0000	10/28/2019		Invoiced	A	12.00
	2	Used iPad cables, 30pin old generation type.			6052000037	Mike's C/C00006	11/03/2019	12.00			
	10/03/2019	5125	BLESIMIC000	Blesi Michael E	Wal-Mart #3233, Bemidji, MN, 56	WALMART.000	10/28/2019		Invoiced	A	152.78
	2	Western Digital 250GB SSD Hard Drive			6052000047	Mike's C/C00007	11/03/2019	138.00			
	3	3 pack 16GB Flash Drives.			6052000047	Mike's C/C00007	11/03/2019	14.78			
					10 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>						2,649.09
XXXXXXXXXXXX7132	10/24/2019	5134	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	10/28/2019		Invoiced	A	11.98
	2	Transportation			8102000011	Jeremy's C/C00000	11/03/2019	11.98			
XXXXXXXXXXXX5747	10/17/2019	5069	GROVEKEV000	Grover Kevin K	Olive Garden 100016188, Duluth,		10/28/2019		Invoiced	A	65.91
	1					Kevin's C/C00000	11/03/2019	65.91			
	10/10/2019	5068	GROVEKEV000	Grover Kevin K	Canal Park Lodge, Duluth, MN, 5		10/28/2019		Invoiced	A	521.55
	1					Kevin's C/C00000	11/03/2019	521.55			
					2 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>						587.46
XXXXXXXXXXXX7648	10/25/2019	5141	SLATIBET000	Slatinski BethAnne K	Radisson Duluth, Duluth, MN, 55	RADISSON000	10/28/2019		Invoiced	A	165.85
	1					Beth's C/C00000	11/01/2019	165.85			
	10/22/2019	5140	SLATIBET000	Slatinski BethAnne K	Amazon.Com Hg56o46v3, Amzn.Com/	AMAZON B000	10/28/2019		Invoiced	A	115.25
	24	Avery 47993 Two-Pocket Folder, 40-Sheet Capaci			7902000039	Beth's C/C00001	11/01/2019	27.99			
	25	ECR4Kids Kraft Edgers Craft Scissor Set - Deco			7902000039	Beth's C/C00001	11/01/2019	30.51			
	26	Sharpie Tank Style Highlighters, Chisel Tip, F			7902000039	Beth's C/C00001	11/01/2019	16.99			
	27	Elmer's Liquid School Glue, Washable, 1 Gallon			7902000039	Beth's C/C00001	11/01/2019	39.76			
	10/17/2019	5139	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	93.59
	2	Youth Group Refreshments (12h)			7902000040	Beth's C/C00002	11/01/2019	93.59			
	10/10/2019	5138	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	83.11
	2	12h (Youth Group Refreshments)			7902000038	Beth's C/C00003	11/01/2019	83.11			
	10/08/2019	5137	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	10/28/2019		Invoiced	A	28.00
	2	12i (Youth Group Activities)			7902000037	Beth's C/C00004	11/01/2019	28.00			
	10/03/2019	5135	SLATIBET000	Slatinski BethAnne K	The Deerstand Restaura, Deerwoo		10/28/2019		Invoiced	A	36.85
	1					Beth's C/C00005	11/01/2019	36.85			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	10/03/2019	5136	SLATIBET000	Slatinski BethAnne K	Ruttgers Dining, Deerwood, MN,		10/28/2019		Invoiced	A	42.22
	1					Beth's C/C00005	11/01/2019	42.22			
											7 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>
											564.87
XXXXXXXXXXXX2314	10/23/2019	5150	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	23.68
	1	Food for class				Karla's C/C00000	11/03/2019	23.68			
	10/22/2019	5149	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	92.69
	1	Food for class				Karla's C/C00000	11/03/2019	92.69			
	10/21/2019	5147	OLSONKAR000	Olson-Line Karla A	Studio 53, International, MN, 5	STUDIO 5000	10/28/2019		Invoiced	A	161.98
	1	Pillow cases for 8th grade				Karla's C/C00001	11/03/2019	161.98			
	10/21/2019	5148	OLSONKAR000	Olson-Line Karla A	Studio 53, International, MN, 5	STUDIO 5000	10/28/2019		Invoiced	A	-2.06
	1	Refund				Karla's C/C00001	11/03/2019	-2.06			
	10/18/2019	5146	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	40.54
	1	Food for class				Karla's C/C00000	11/03/2019	40.54			
	10/16/2019	5145	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	26.76
	1	Food for instruction				Karla's C/C00000	11/03/2019	26.76			
	10/11/2019	5144	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	7.95
	1	Food for instruction				Karla's C/C00000	11/03/2019	7.95			
	10/08/2019	5143	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	111.43
	1	Food for instruction				Karla's C/C00000	11/03/2019	111.43			
	10/03/2019	5142	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	41.48
	1	food for instruction				Karla's C/C00000	11/03/2019	41.48			
	09/30/2019	5151	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	131.06
	1	food for instruction				Karla's C/C00000	11/03/2019	131.06			
											10 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>
											635.51
XXXXXXXXXXXX2322	10/03/2019	5170	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	10/28/2019		Invoiced	A	65.70
	2					George's C/C00000	11/03/2019	65.70			
	10/02/2019	5171	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	93.46
	2	BLANKET PO				George's C/C00001	11/03/2019	93.46			
											2 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>
											159.16
XXXXXXXXXXXX2348	10/24/2019	5165	AMDAHRAC000	Amdahl Rachel J	Backus Community Cente, Intl Fa	CITIZENS000	10/28/2019		Invoiced	A	346.08
	1	PALS event tickets				Rachel's C/C00000	11/03/2019	346.08			
	10/23/2019	5164	AMDAHRAC000	Amdahl Rachel J	Craguns Lodge And Golf, Brainer	CRAGUNS 000	10/28/2019		Invoiced	A	107.38
	2	Hotel fee				5002000064 Rachel's C/C00001	11/03/2019	107.38			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX2348	continued...										
	10/22/2019	5163	AMDAHRAC000	Amdahl Rachel J	Amzn Mktp US 5402tlu83, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	65.94
		1		age to age supplies	Rachel's C/C00002	11/03/2019	65.94				
	10/17/2019	5161	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	35.94
		2		TAGS food and beverages	5002000009 Rachel's C/C00003	11/03/2019	35.94				
	10/17/2019	5162	AMDAHRAC000	Amdahl Rachel J	Dollar General 15619, Internati	DOLLAR G000	10/28/2019		Invoiced	A	18.22
		1		TAGS supplies	Rachel's C/C00004	11/03/2019	18.22				
	10/15/2019	5160	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	36.38
		2		Supplies for Age to Age events	5002000023 Rachel's C/C00005	11/03/2019	36.38				
	10/14/2019	5158	AMDAHRAC000	Amdahl Rachel J	Sq Sq Riverside Soy, Duluth, MN		10/28/2019		Invoiced	A	146.31
		1		adult candle making workshop	Rachel's C/C00006	11/03/2019	146.31				
	10/14/2019	5159	AMDAHRAC000	Amdahl Rachel J	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	10/28/2019		Invoiced	A	21.00
		2		Blanket	5002000057 Rachel's C/C00007	11/03/2019	21.00				
	10/10/2019	5157	AMDAHRAC000	Amdahl Rachel J	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	50.70
		2		Pals supplies	5002000060 Rachel's C/C00008	11/03/2019	50.70				
	10/07/2019	5155	AMDAHRAC000	Amdahl Rachel J	Battalion Distributing, Interna	BATTALIO000	10/28/2019		Invoiced	A	37.50
		2		candy for stuco concessions	5002000039 Rachel's C/C00009	11/03/2019	37.50				
	10/07/2019	5156	AMDAHRAC000	Amdahl Rachel J	Gearharts Floral & Gif, Interna	GEARHART000	10/28/2019		Invoiced	A	30.00
		1		Coronation flowers--Student Council	Rachel's C/C00010	11/03/2019	30.00				
	10/03/2019	5154	AMDAHRAC000	Amdahl Rachel J	Intuit In Lockerwork, 877-84580		10/28/2019		Invoiced	A	225.00
		2		locker organizers	5002000028 Rachel's C/C00011	11/03/2019	225.00				
	10/02/2019	5152	AMDAHRAC000	Amdahl Rachel J	Amazon.Com Wz3sk4713 A, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	13.13
		1		LORE books	Rachel's C/C00002	11/03/2019	13.13				
	10/02/2019	5153	AMDAHRAC000	Amdahl Rachel J	Safe Sitter Inc, 317-5965001, I	SAFE SIT000	10/28/2019		Invoiced	A	465.00
		2		Instructional Supplies	5002000022 Rachel's C/C00012	11/03/2019	465.00				
	10/01/2019	5167	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	13.25
		2		Supplies for Age to Age events	5002000023 Rachel's C/C00013	11/03/2019	13.25				
	09/30/2019	5166	AMDAHRAC000	Amdahl Rachel J	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	147.66
		2		Supplies for Adult Classes	5002000004 Rachel's C/C00014	11/03/2019	147.66				
					16 transaction(s) for XXXXXXXXXXXX2348. Total Amount ==>						1,759.49
XXXXXXXXXXXX3600	10/25/2019	5050	HUMBELAU002	Humbert Laurie A	Battalion Distributing, Interna	BATTALIO000	10/28/2019		Invoiced	A	30.00
		2		Tootsie Toll Bags for PBIS @ FES	1302000113 Laurie's c/c00000	11/03/2019	30.00				
	10/25/2019	5051	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 740n34ea3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	21.54
		2		Kekow Plastic Storage Baskets for Bathroom, Be	1302000111 Laurie's c/c00001	11/03/2019	15.55				
		3		Shipping - Cost of shipping, not including shi	1302000111 Laurie's c/c00001	11/03/2019	5.99				
	10/24/2019	5049	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	10/28/2019		Invoiced	A	276.24
		2			Laurie's c/c00002	11/03/2019	276.24				

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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				
XXXXXXXXXXXX3600	continued...										
	10/21/2019	5046	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 952-237	INNOVATI000	10/28/2019		Invoiced	A	763.32
	2	MARKER, SHARPE FN, 36/PK, BK	1302000108	Laurie's c/c00003	11/03/2019		50.50				
	3	CARTRIDGE, DUAL LAMNTE, RFL	1302000108	Laurie's c/c00003	11/03/2019		74.62				
	4	MARKER, PERM, CHSL, RG, BK	1302000108	Laurie's c/c00003	11/03/2019		17.76				
	5	MARKER, PERM, CHSL, RG, RD	1302000108	Laurie's c/c00003	11/03/2019		26.04				
	6	MARKER, PERM, CHSL, RG, BE	1302000108	Laurie's c/c00003	11/03/2019		26.04				
	7	MARKER, MARKSALOT, LRG, PP	1302000108	Laurie's c/c00003	11/03/2019		24.12				
	8	HIGHLIGHTER, DESK, FPK	1302000108	Laurie's c/c00003	11/03/2019		14.84				
	9	HIGHLIGHTER, DESK, FLGN	1302000108	Laurie's c/c00003	11/03/2019		14.84				
	10	HIGHLIGHTER, DESK, FOE	1302000108	Laurie's c/c00003	11/03/2019		14.84				
	11	HIGHLIGHTER, DESK, FBE	1302000108	Laurie's c/c00003	11/03/2019		14.84				
	12	TAPE, MASKING, 1" X60YD	1302000108	Laurie's c/c00003	11/03/2019		97.92				
	13	TAPE, MLNG, 2" X800", 6/PK, CR	1302000108	Laurie's c/c00003	11/03/2019		87.54				
	14	CLIP, BNDR, MINI, 144/PK	1302000108	Laurie's c/c00003	11/03/2019		6.60				
	15	PAPER, CNST, 9X12, 50PK, YW	1302000108	Laurie's c/c00003	11/03/2019		13.08				
	16	PAPER, CNST, 12X18, 50PK, YW	1302000108	Laurie's c/c00003	11/03/2019		25.80				
	17	PAPER, CNST, 12X18, 50PK, DBE	1302000108	Laurie's c/c00003	11/03/2019		12.78				
	18	PAPER, CNST, 9X12, 50PK, BE	1302000108	Laurie's c/c00003	11/03/2019		6.60				
	19	PAPER, CNST12X18, 50PK, SKBE	1302000108	Laurie's c/c00003	11/03/2019		13.44				
	20	PAPER, CNST, 9X12, 50PK, SKBE	1302000108	Laurie's c/c00003	11/03/2019		6.60				
	21	PAPER, CONST, 12X18, PE	1302000108	Laurie's c/c00003	11/03/2019		37.92				
	22	PAPER, CONST, 9X12, PE	1302000108	Laurie's c/c00003	11/03/2019		24.72				
	23	PAPER, CNST, 12X18, 50PK, WE	1302000108	Laurie's c/c00003	11/03/2019		37.40				
	24	PAPER, CNST, 9X12, 50PK, WE	1302000108	Laurie's c/c00003	11/03/2019		21.80				
	25	PAPER, CONST, 12X18, DKBN	1302000108	Laurie's c/c00003	11/03/2019		42.24				
	26	PAPER, CONST, 9X12, DKBN	1302000108	Laurie's c/c00003	11/03/2019		24.72				
	27	SHELF, MESH, OFF DESK, BK	1302000108	Laurie's c/c00003	11/03/2019		25.72				
	10/21/2019	5047	HUMBELAU002	Humbert Laurie A	Amzn Mktpl US Kp2wb5ph3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	53.87
	2	Silicone Water Bottle Brush, 15" Bottle Cleani	1302000107	Laurie's c/c00004	11/03/2019		10.99				
	3	Digital Medical Thermometer Baby Kids and Adul	1302000107	Laurie's c/c00004	11/03/2019		12.99				
	4	Lelung Emergency Silver Mylar Thermal Compact	1302000107	Laurie's c/c00004	11/03/2019		13.90				
	5	ATDAWN 50 Pack Emesis Bag, Disposable Vomit Ba	1302000107	Laurie's c/c00004	11/03/2019		15.99				
	10/21/2019	5048	HUMBELAU002	Humbert Laurie A	Amzn Mktpl US 2l60h8bu3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	59.99
	3	alaza Vintage Bookshelf Bookworm Library Back	1302000102	Laurie's c/c00005	11/03/2019		54.50				
	4	Shipping - Cost of shipping, not including shi	1302000102	Laurie's c/c00005	11/03/2019		5.49				
	10/18/2019	5045	HUMBELAU002	Humbert Laurie A	Amzn Mktpl US Wm0d6lls3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	264.27
	2	Carson Delloso Seasonal STEM Challenges Learni	1302000104	Laurie's c/c00006	11/03/2019		17.50				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	3	ORSEN LCD Writing Tablet, 8.5-inch Writing Boa			1302000104	Laurie's c/c00006	11/03/2019	199.80			
	4	Learning Resources Mental Blox Critical Thinki			1302000104	Laurie's c/c00006	11/03/2019	24.99			
	5	Melissa & Doug Fairy Tale Castle Floor Puzzle			1302000104	Laurie's c/c00006	11/03/2019	11.99			
	6	50 STEM Labs Cards (Volume 3)			1302000104	Laurie's c/c00006	11/03/2019	9.99			
10/17/2019	5043	HUMBELAU002 Humbert Laurie A			Amzn Mktp US Uv8n43ke3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	49.98
	2	ZooVaa Weighted Vest for Kids - Children's Wei			1302000102	Laurie's c/c00007	11/03/2019	49.98			
10/17/2019	5044	HUMBELAU002 Humbert Laurie A			Awl Pearson Education, 800-232-	PEARSON 011	10/28/2019		Invoiced	A	56.18
	2				Laurie's c/c00008		11/03/2019	56.18			
10/16/2019	5038	HUMBELAU002 Humbert Laurie A			Innovative Office Solu, 952-237	INNOVATI000	10/28/2019		Invoiced	A	321.78
	2	BOARD,TAG,9X12,100PK,WE			1302000078	Laurie's c/c00009	11/03/2019	26.70			
	3	PAPER,500SH,24LB,TGN			1302000078	Laurie's c/c00009	11/03/2019	63.48			
	4	PAPER,ASTROBRIGHTGALXY,GD			1302000078	Laurie's c/c00009	11/03/2019	63.48			
	5	PAPER,ASTRO SUNBURST,YL			1302000078	Laurie's c/c00009	11/03/2019	63.48			
	6	PAPER,BOND,PKN8.5X11,20#			1302000078	Laurie's c/c00009	11/03/2019	32.34			
	7	PAPER,MULIPURPOSE,24#PKN			1302000078	Laurie's c/c00009	11/03/2019	72.30			
10/15/2019	5041	HUMBELAU002 Humbert Laurie A			Amazon.Com 955ew8q73, Amzn.Com/	AMAZON B000	10/28/2019		Invoiced	A	101.02
	2	I Will Try (Mindful Mantras)			1302000090	Laurie's c/c00010	11/03/2019	11.00			
	3	A World without Failures: Growth Mindset			1302000090	Laurie's c/c00010	11/03/2019	12.99			
	4	Not Yet			1302000090	Laurie's c/c00010	11/03/2019	10.68			
	5	I Can Handle It (Mindful Mantras)			1302000090	Laurie's c/c00010	11/03/2019	10.97			
	6	You Can Face Your Fears (Persistence Project)			1302000090	Laurie's c/c00010	11/03/2019	10.99			
	7	The Most Magnificent Thing			1302000090	Laurie's c/c00010	11/03/2019	12.99			
	8	Still I Fly: Designed to help children build c			1302000090	Laurie's c/c00010	11/03/2019	9.79			
	9	I Can Do Hard Things: Mindful Affirmations for			1302000090	Laurie's c/c00010	11/03/2019	11.66			
	10	Sami vs The Negative Voice			1302000090	Laurie's c/c00010	11/03/2019	9.95			
10/15/2019	5042	HUMBELAU002 Humbert Laurie A			Amzn Mktp US Zo8dr38a3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	122.34
	2	VIAHART Brain Flakes 500 Piece Interlocking Pl			1302000088	Laurie's c/c00011	11/03/2019	14.98			
	3	Gorse Liquid Droppers for Kids Silicone and Pl			1302000088	Laurie's c/c00011	11/03/2019	7.59			
	4	Play Circle by Battat - Pantry in a Bucket - 7			1302000088	Laurie's c/c00011	11/03/2019	14.41			
	5	KidKraft 27pc Cookware Set - Pastel			1302000088	Laurie's c/c00011	11/03/2019	13.99			
	6	Carson Delloso Brown Bear, Brown Bear, What Do			1302000088	Laurie's c/c00011	11/03/2019	9.69			
	7	Melissa & Doug Food Groups - Wooden Play Food			1302000088	Laurie's c/c00011	11/03/2019	17.29			
	8	Howard B. Wigglebottom Learns to Listen			1302000088	Laurie's c/c00011	11/03/2019	13.49			
	9	Little Folk Visuals Pete the Cat: I Love My Wh			1302000088	Laurie's c/c00011	11/03/2019	20.95			
	10	My Mouth Is A Volcano			1302000088	Laurie's c/c00011	11/03/2019	9.95			
10/14/2019	5035	HUMBELAU002 Humbert Laurie A			Amazon.Com Se4kp17o3, Amzn.Com/	AMAZON B000	10/28/2019		Invoiced	A	181.14
	2	I Survived the Bombing of Pearl Harbor, 1941 (1302000086	Laurie's c/c00012	11/03/2019	30.00			

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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			
XXXXXXXXXXXX3600	continued...										
	3	I Survived the American Revolution, 1776 (I Su			1302000086	Laurie's c/c00012	11/03/2019	23.94			
	4	I Survived the Nazi Invasion, 1944 (I Survived			1302000086	Laurie's c/c00012	11/03/2019	35.94			
	5	I Survived the Battle of Gettysburg, 1863 (I S			1302000086	Laurie's c/c00012	11/03/2019	35.94			
	6	I Survived the Children's Blizzard, 1888 (I Su			1302000086	Laurie's c/c00012	11/03/2019	25.38			
	7	I Survived the Attacks of September 11th, 2001			1302000086	Laurie's c/c00012	11/03/2019	29.94			
10/14/2019	5037	HUMBELAU002 Humbert Laurie A			Amzn Mktp US B62i18hy3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	21.98
	2	Kekow Plastic Storage Baskets for Bathroom, Be			1302000100	Laurie's c/c00013	11/03/2019	15.99			
	3	Shipping - Cost of shipping, not including shi			1302000100	Laurie's c/c00013	11/03/2019	5.99			
10/14/2019	5039	HUMBELAU002 Humbert Laurie A			Amzn Mktp US Sc08f7i73, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	18.98
	2	The Legend of Spookley the Square Pumpkin			1302000080	Laurie's c/c00014	11/03/2019	12.99			
	3	Shipping - Cost of shipping, not including shi			1302000080	Laurie's c/c00014	11/03/2019	5.99			
10/14/2019	5040	HUMBELAU002 Humbert Laurie A			Amazon.Com Ne9c1lyc3, Amzn.Com/	AMAZON B000	10/28/2019		Invoiced	A	228.84
	2	Laurie's c/c00015				Laurie's c/c00015	11/03/2019	228.84			
10/11/2019	5034	HUMBELAU002 Humbert Laurie A			Amzn Mktp US Ye3623t03, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	179.98
	2	Hello Fit Yoga Mats - Budget-Friendly 10-Pack			1302000096	Laurie's c/c00016	11/03/2019	179.98			
10/11/2019	5036	HUMBELAU002 Humbert Laurie A			Amzn Mktp US 9c8ox9yu3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	10.15
	2	Laurie's c/c00015				Laurie's c/c00015	11/03/2019	10.15			
10/10/2019	5033	HUMBELAU002 Humbert Laurie A			Usps Po 2647200549, Intl Falls,	POSTMAST000	10/28/2019		Invoiced	A	150.00
	2	Roll of Stamps			1302000093	Laurie's c/c00017	11/03/2019	110.00			
	3	4 \$1 Sheets of Stamps			1302000093	Laurie's c/c00017	11/03/2019	40.00			
10/07/2019	5031	HUMBELAU002 Humbert Laurie A			Innovative Office Solu, 952-237	INNOVATI000	10/28/2019		Invoiced	A	72.05
	2	CLIP,JUMBO,SMOOTH,1M/PK			1302000073	Laurie's c/c00018	11/03/2019	22.50			
	3	WHISTLE,BALL,METAL,SV			1302000073	Laurie's c/c00018	11/03/2019	18.79			
	4	BADGE,CLIP,STRAP,25PK,CLR			1302000073	Laurie's c/c00018	11/03/2019	18.16			
	5	PEN,INKJY,BPT,1.0M,60,BE			1302000073	Laurie's c/c00018	11/03/2019	4.50			
	6	PEN,INKJY,BPT,1.0M,60,BK			1302000073	Laurie's c/c00018	11/03/2019	4.50			
	7	RUBBERBANDS,ASTD SZ,1/4LB			1302000073	Laurie's c/c00018	11/03/2019	3.60			
10/07/2019	5032	HUMBELAU002 Humbert Laurie A			Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	10/28/2019		Invoiced	A	-52.59
	2	Laurie's c/c00015				Laurie's c/c00015	11/03/2019	-52.59			
10/04/2019	5029	HUMBELAU002 Humbert Laurie A			Amazon.Com So8307h53 A, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	29.77
	2	The MindUP Curriculum: Grades PreK-2: Brain-F			1302000074	Laurie's c/c00019	11/03/2019	23.78			
	3	Shipping - Cost of shipping, not including shi			1302000074	Laurie's c/c00019	11/03/2019	5.99			
10/04/2019	5030	HUMBELAU002 Humbert Laurie A			Teacherspayteachers.Co, 6465880	TEACHERS007	10/28/2019		Invoiced	A	28.52
	2	#1593704 - Journeys 3rd Grade Unit 6 Spelling			1302000084	Laurie's c/c00020	11/03/2019	1.50			
	3	#1593701 - Journeys 3rd Grade Unit 5 Spelling			1302000084	Laurie's c/c00020	11/03/2019	1.50			
	4	#1596256 - Journeys 3rd Grade Unit 4 Spelling			1302000084	Laurie's c/c00020	11/03/2019	1.50			
	5	#1596252 - Journeys 3rd Grade Unit 3 Spelling			1302000084	Laurie's c/c00020	11/03/2019	1.50			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	6	#1596249 - Journeys 3rd Grade unit 2 Spelling			1302000084	Laurie's c/c00020	11/03/2019	1.50			
	7	#4026540 - Hispanic Heritage Month Bundle			1302000084	Laurie's c/c00020	11/03/2019	19.20			
	8	#000			1302000084	Laurie's c/c00020	11/03/2019	1.82			
	10/03/2019	5028	HUMBELAU002	Humbert Laurie A	Purehockey.Com, Holliston, MA,	PURE HOC000	10/28/2019		Invoiced	A	410.97
	1					Laurie's c/c00021	11/03/2019	410.97			
	10/02/2019	5027	HUMBELAU002	Humbert Laurie A	Scholastic, Inc., 573-632-1834,	SCHOLAST001	10/28/2019		Invoiced	A	48.00
	2	Library Book			1302000059	Laurie's c/c00022	11/03/2019	16.00			
	3	Library Book			1302000059	Laurie's c/c00022	11/03/2019	16.00			
	4	Library Books			1302000059	Laurie's c/c00022	11/03/2019	16.00			
	10/01/2019	5055	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Df2zg9kg3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	170.97
	2	AmazonBasics Service Cart, 20x30, 300 lbs Capa			1302000055	Laurie's c/c00023	11/03/2019	149.99			
	3	Wholesale Bulk Earphone Earbud Headphone-Kayse			1302000055	Laurie's c/c00023	11/03/2019	20.98			
	10/01/2019	5056	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Zz47u52i3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	129.72
	2	Victsing Computer Mouse 2 Pack, 2019 Upgraded			1302000054	Laurie's c/c00024	11/03/2019	26.97			
	3	Wholesale Bulk Headphone Earphone Earbud - Kay			1302000054	Laurie's c/c00024	11/03/2019	34.98			
	4	Samsill Economy 3 Ring View Binders, 1 Inch Ro			1302000054	Laurie's c/c00024	11/03/2019	67.77			
	09/30/2019	5052	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 952-237	INNOVATI000	10/28/2019		Invoiced	A	185.25
	2	STOOL,HEIGHT ADJUSTBLE,BK			1302000057	Laurie's c/c00025	11/03/2019	185.25			
	09/30/2019	5053	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 952-237	INNOVATI000	10/28/2019		Invoiced	A	500.40
	2	CALENDAR,DESK,MNTHLY			1302000061	Laurie's c/c00026	11/03/2019	5.99			
	3	MARKER,SHARPE FN,36/PK,BK			1302000061	Laurie's c/c00026	11/03/2019	50.50			
	4	TAPE,SEALING,HI-PERF,2",C			1302000061	Laurie's c/c00026	11/03/2019	60.60			
	5	TAPE,MLNG,2"X800",6/PK,CR			1302000061	Laurie's c/c00026	11/03/2019	58.36			
	6	FLUID,CORRECT,.7OZ,WHT			1302000061	Laurie's c/c00026	11/03/2019	30.62			
	7	PADS,SS,NOTES,2"X2",MIAMI			1302000061	Laurie's c/c00026	11/03/2019	22.04			
	8	CARD,INDEX,RULED,3X5,WE			1302000061	Laurie's c/c00026	11/03/2019	8.40			
	9	FOLDER,REIN,1/3CT,MLA,LTR			1302000061	Laurie's c/c00026	11/03/2019	30.74			
	10	MARKER,MARKSALOT,LRG,BR			1302000061	Laurie's c/c00026	11/03/2019	18.84			
	11	MARKER,PERM,CHSL,RG,RD			1302000061	Laurie's c/c00026	11/03/2019	8.68			
	12	MARKER,MARKSALOT,LRG,YL			1302000061	Laurie's c/c00026	11/03/2019	18.84			
	13	MARKER,MARKSALOT,LRG,OR			1302000061	Laurie's c/c00026	11/03/2019	12.06			
	14	MARKER,EXPO2,DE,FN,12/ST			1302000061	Laurie's c/c00026	11/03/2019	35.61			
	15	TAPE,MASKING,.5X60YD			1302000061	Laurie's c/c00026	11/03/2019	68.16			
	16	CLIPBOARD,STD CLP,LETTER			1302000061	Laurie's c/c00026	11/03/2019	8.20			
	17	CLIP,STIKKICLPS,20/PK,WHT			1302000061	Laurie's c/c00026	11/03/2019	38.16			
	18	ENVELOPE,CLSP,10X13,28#BN			1302000061	Laurie's c/c00026	11/03/2019	24.60			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	09/30/2019	5054	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 952-237	INNOVATI000	10/28/2019		Invoiced	A	119.64
	2	SHARPENER,ELECT,PENCIL,BK			1302000063	Laurie's c/c00027	11/03/2019	77.79			
	3	NOTE,EXT,3X3,12PDS/PK,OR			1302000063	Laurie's c/c00027	11/03/2019	41.85			
					30 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>						4,554.30
XXXXXXXXXXXX2606	10/23/2019	5103	HOLT THO000	Holt Thomas T	Istate Truck Center, Inver Grov	ISTATE T000	10/28/2019		Invoiced	A	169.35
	1	Flow truck power steering reservoir				Tom's c/c00000	11/03/2019	169.35			
	10/23/2019	5104	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	10/28/2019		Invoiced	A	408.44
	2	HS AWUS231 AIRWORKS 6X10CAURINAL SCREEN CITRUS			8102000063	Tom's c/c00001	11/03/2019	103.31			
	3	DAL 416 RAYON 24OZ WHITE 12CACUT END 1" HB FIN			8102000063	Tom's c/c00001	11/03/2019	55.08			
	4	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102000063	Tom's c/c00001	11/03/2019	250.05			
	10/23/2019	5105	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	10/28/2019		Invoiced	A	61.84
	2	JP 4277285 OXIVIR TB RTU 12X1QTDISINFECTANT CL			8102000065	Tom's c/c00003	11/03/2019	46.73			
	3	shipping				Tom's c/c00002	11/03/2019	15.11			
	10/23/2019	5106	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	10/28/2019		Invoiced	A	1,116.59
	2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102000064	Tom's c/c00004	11/03/2019	443.04			
	3	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8102000064	Tom's c/c00004	11/03/2019	87.22			
	4	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102000064	Tom's c/c00004	11/03/2019	66.68			
	5	SP 106205 DMQ CLEANER 5GADISINFECTANT CLEANER			8102000064	Tom's c/c00004	11/03/2019	41.48			
	6	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102000064	Tom's c/c00004	11/03/2019	386.40			
	7	shipping				Tom's c/c00002	11/03/2019	91.77			
	10/18/2019	5102	HOLT THO000	Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	10/28/2019		Invoiced	A	234.01
	2	FHS cafeteria actuator			8102000067	Tom's c/c00005	11/03/2019	234.01			
	10/16/2019	5100	HOLT THO000	Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	10/28/2019		Invoiced	A	1,232.20
	2	Dura drive Actuators			8102000062	Tom's c/c00006	11/03/2019	1,232.20			
	10/16/2019	5101	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	10/28/2019		Invoiced	A	-55.46
	1	return handhole gaskets				Tom's c/c00007	11/03/2019	-55.46			
	10/14/2019	5099	HOLT THO000	Holt Thomas T	American Time, 8003288996, MN,	AMERICAN018	10/28/2019		Invoiced	A	662.01
	2	Pack of 5 All sync 12" round clocks			8102000060	Tom's c/c00008	11/03/2019	662.01			
	10/08/2019	5098	HOLT THO000	Holt Thomas T	Decker Equipment, 800-7624899,	DECKER I000	10/28/2019		Invoiced	A	47.95
	1	traffic signs				Tom's c/c00009	11/03/2019	47.95			
	10/07/2019	5097	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	10/28/2019		Invoiced	A	55.46
	1	handhole gaskets				Tom's c/c00007	11/03/2019	55.46			
	10/04/2019	5095	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	10/28/2019		Invoiced	A	14.44
	2	FHS			8102000011	Tom's c/c00010	11/03/2019	14.44			
	10/04/2019	5096	HOLT THO000	Holt Thomas T	Wherley Motors, International,	WHERLEY 000	10/28/2019		Invoiced	A	109.99
	1	Floor mats for new van				Tom's c/c00011	11/03/2019	109.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	10/02/2019	5107	HOLT	THO000	Holt Thomas T	Comfort Inn, Eden Prairie, MN,		10/28/2019	Invoiced	A	111.83
	1	Nick pool training				Tom's c/c00012	11/03/2019	111.83			
											13 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>> 4,168.65
XXXXXXXXXXXX5690	10/21/2019	5067	HEISSVIC000	Heiss Victoria L	Quizlet.Com, 8778877815, CA, 94	QUIZLET 000	10/28/2019		Invoiced	A	35.99
	1					Vicki's C/C00000	11/03/2019	35.99			
	10/17/2019	5063	HEISSVIC000	Heiss Victoria L	Senor Wooly Llc, Skokie, IL, 60	SENR WO000	10/28/2019		Invoiced	A	248.00
	2	EXTEND SUBSCRIPTION TO DEC. 13, 2020 MELLAMO V			2302000000	Vicki's C/C00001	11/03/2019	248.00			
	10/17/2019	5064	HEISSVIC000	Heiss Victoria L	Usps Po 2647200549, Intl Falls,	POSTMAST000	10/28/2019		Invoiced	A	129.00
	1	STAMPS FOR THE OFFICE				Vicki's C/C00002	11/03/2019	129.00			
	10/17/2019	5065	HEISSVIC000	Heiss Victoria L	Soundnorth., International, MN,	SOUND NO000	10/28/2019		Invoiced	A	175.00
	1	SPECIAL EXCUSE FOR THE OFFICE				Vicki's C/C00003	11/03/2019	175.00			
	10/17/2019	5066	HEISSVIC000	Heiss Victoria L	Amzn Mktp US P23jj85z3, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	266.61
	2	Really Good Stuff 306888 Common Core Reading C			3002000042	Vicki's C/C00004	11/03/2019	125.61			
	3	Teacher Created Resources Foam Nonfiction Comp			3002000042	Vicki's C/C00004	11/03/2019	29.85			
	4	Sharpie 28101 Accent Retractable Highlighters,			3002000042	Vicki's C/C00004	11/03/2019	8.08			
	5	1480 Pieces Flag Tabs 6 Sizes Page Markers Col			3002000042	Vicki's C/C00004	11/03/2019	5.99			
	6	Teacher Created Resources 20635 Foam: Retell a			3002000042	Vicki's C/C00004	11/03/2019	21.58			
	7	TableTopics Original - 10th Anniversary Editio			3002000042	Vicki's C/C00004	11/03/2019	25.00			
	8	Sharpie 1761791 Accent Pocket Highlighters, Ch			3002000042	Vicki's C/C00004	11/03/2019	24.92			
	9	Learning Resources Answer Buzzers, Set of 4 As			3002000042	Vicki's C/C00004	11/03/2019	25.58			
	10/16/2019	5062	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Aw6241283, Amzn.Co	AMAZON B000	10/28/2019		Invoiced	A	278.15
	2	Strathmore Series 400 Sketch Pad 9 in. x 12 in			3002000044	Vicki's C/C00005	11/03/2019	39.57			
	3	Avery Durable View Binder, 1-1/2" Slant Rings,			3002000044	Vicki's C/C00005	11/03/2019	76.20			
	4	Madisi Painting Canvas Panels 48 Pack, 8X10, C			3002000044	Vicki's C/C00005	11/03/2019	59.98			
	5	NEX&CO Removable Gel Tape Picture Hangers, Dou			3002000044	Vicki's C/C00005	11/03/2019	16.99			
	6	Pentel Arts Oil Pastel Set, 5/16 x 2-7/16 Inch			3002000044	Vicki's C/C00005	11/03/2019	35.40			
	7	Avery 8-Tab Binder Dividers, Write & Erase Mul			3002000044	Vicki's C/C00005	11/03/2019	40.02			
	8	Professional Drawing Sketching Pencil, 24 Piec			3002000044	Vicki's C/C00005	11/03/2019	9.99			
	10/15/2019	5061	HEISSVIC000	Heiss Victoria L	Scholastic Education, Jefferson	SCHOLAST001	10/28/2019		Invoiced	A	-299.47
	1					Vicki's C/C00006	11/03/2019	-299.47			
	10/14/2019	5060	HEISSVIC000	Heiss Victoria L	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	34.15
	1	SPED SUPPLIES HEIDI T.				Vicki's C/C00007	11/03/2019	34.15			
	10/10/2019	5059	HEISSVIC000	Heiss Victoria L	Paypal Minnesotain, 4029357733,		10/28/2019		Invoiced	A	1,020.00
	1					Vicki's C/C00008	11/03/2019	1,020.00			
	10/07/2019	5058	HEISSVIC000	Heiss Victoria L	Chegg Order, 8558681054, CA, 95	CHEGG 000	10/28/2019		Invoiced	A	-99.61
	1					Vicki's C/C00009	11/03/2019	-99.61			

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			
XXXXXXXXXXXX5690	continued...										
	10/04/2019	5057	HEISSVIC000	Heiss Victoria L	Innovative Office Solu, 952-237	INNOVATI000	10/28/2019		Invoiced	A	371.82
	2	TAB, 3.5"W, PRIM, 24/PK, AST			3002000037	Vicki's C/C00010	11/03/2019	12.60			
	3	TAPE, PACKG, 2"X800", 6PK, CR			3002000037	Vicki's C/C00010	11/03/2019	26.86			
	4	PAPER, 92 BRITE #20, WHT			3002000037	Vicki's C/C00010	11/03/2019	106.18			
	5	BADGE, NECK LNYRD, 24/BX, BK			3002000037	Vicki's C/C00010	11/03/2019	25.49			
	6	BATTERY, PROCELL, AAA, 24/BX			3002000037	Vicki's C/C00010	11/03/2019	36.44			
	7	TAPE, 3/4"X1000", 12/PK, CLR			3002000037	Vicki's C/C00010	11/03/2019	164.25			
					11 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>						2,159.64
XXXXXXXXXXXX6650	10/22/2019	5168	JORGELOR000	Jorgenson Lori R	Swimoutlet.Com, 8006914065, CA,	SWIM OUT000	10/28/2019		Invoiced	A	36.89
	2	ROBIC CLIPBOARD			2922000012	Lori's C/C00000	11/03/2019	31.90			
	3	SHIPPING/HANDLING			2922000012	Lori's C/C00000	11/03/2019	4.99			
XXXXXXXXXXXX8848	10/14/2019	5094	HOLT THO000	Holt Thomas T	Holiday Stations 0041, Virginia		10/28/2019		Invoiced	A	20.00
	1	Fuel for community ED trip				Car Fuel c/c00000	11/03/2019	20.00			
	10/02/2019	5093	HOLT THO000	Holt Thomas T	Holiday Stations 0253, Forest L		10/28/2019		Invoiced	A	34.26
	1	Fuel for Nick's Pool training				Car Fuel c/c00000	11/03/2019	34.26			
					2 transaction(s) for XXXXXXXXXXXX8848. Total Amount ==>						54.26
XXXXXXXXXXXX8863	10/23/2019	5122	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	147.76
	2	FES blanket			8102000009	Custodian's c/00000	11/03/2019	147.76			
	10/21/2019	5117	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	38.09
	2	FHS blanket			8102000009	Custodian's c/00001	11/03/2019	38.09			
	10/21/2019	5118	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	8.10
	2	FHS blanket			8102000009	Custodian's c/00002	11/03/2019	8.10			
	10/21/2019	5119	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	1.98
	2	FHS blanket			8102000009	Custodian's c/00003	11/03/2019	1.98			
	10/21/2019	5120	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	44.24
	2	FES blanket			8102000009	Custodian's c/00004	11/03/2019	44.24			
	10/21/2019	5121	HOLT THO000	Holt Thomas T	Shannons Inc, International, MN	SHANNONS000	10/28/2019		Invoiced	A	13.59
	1	Wax toilet gasket				Custodian's c/00005	11/03/2019	13.59			
	10/18/2019	5116	HOLT THO000	Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	10/28/2019		Invoiced	A	17.58
	2	FHS			8102000024	Custodian's c/00006	11/03/2019	17.58			
	10/17/2019	5115	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	3.79
	2	FHS blanket			8102000009	Custodian's c/00007	11/03/2019	3.79			
	10/14/2019	5114	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	31.42
	2	FHS blanket			8102000009	Custodian's c/00008	11/03/2019	31.42			

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			
XXXXXXXXXXXX8863	continued...										
	10/11/2019	5112	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	31.98
	2	FHS blanket			8102000009	Custodian's c/00009	11/03/2019	31.98			
	10/11/2019	5113	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	18.67
	2	FHS blanket			8102000009	Custodian's c/00010	11/03/2019	18.67			
	10/09/2019	5111	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	35.38
	2	FHS blanket			8102000009	Custodian's c/00011	11/03/2019	35.38			
	10/07/2019	5110	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	4.86
	2	FHS blanket			8102000009	Custodian's c/00012	11/03/2019	4.86			
	10/03/2019	5108	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	33.93
	2	FHS blanket			8102000009	Custodian's c/00013	11/03/2019	33.93			
	10/03/2019	5109	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	24.99
	2	FHS blanket			8102000009	Custodian's c/00014	11/03/2019	24.99			
	09/30/2019	5123	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	10/28/2019		Invoiced	A	1.09
	2	FHS blanket			8102000009	Custodian's c/00015	11/03/2019	1.09			
					16 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>						457.45
XXXXXXXXXXXX9077	10/07/2019	5169	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	10/28/2019		Invoiced	A	14.94
	1				FHS Cafe c/c00000		11/03/2019	14.94			
					145 transaction(s). Total Amount ==>						22,972.52

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

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

**BOARD POLICY 806
Crisis Management Policy**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. ~~Id. The policies must be developed in consultation with school administrators, teachers, employees, students, parents/guardians, community members, community emergency response agencies, including law enforcement and fire officials, county attorney offices, social service agencies, and any other appropriate individuals or organizations (such as Safe and Drug Free School coordinators and bus contractors). Id. Effective for the 2006-07 school year and later, the policy must include at least five school lock-down drills, five school fire drills consistent with Minn. Stat. § 299F.30, and one school tornado drill. This Model Crisis Management Policy is was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]~~

I. Purpose

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with ~~first~~ emergency responders and other relevant community organizations. The school district will ensure that relevant ~~first~~ emergency responders in the community have access to their building-specific crisis management

plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency **first responder** response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (**2011 Edition**) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for **the safe evacuation of children and employees** with special needs such as physical, sensory, motor, developmental, and mental health challenges.

~~All general crisis procedures will address specific procedures for children and staff with special needs such as physical, sensory, motor, developmental, and mental health challenges. The school's crisis management team will meet in the fall of each year to ensure that there are specific procedures for the safe evacuation of each student and staff member with special needs. If an emergency situation/crisis occurs, the assignments made for each student and staff member~~

~~at the fall planning meeting will be implemented by the assigned staff and will include the school district crisis team's specific procedures for evacuating students and staff with special needs.~~

~~(1) — The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. This may include students who do not have a 504 plan or an individualized education program (IEP).~~

~~(2) — The evacuation procedures should also address transporting necessary medications and medical equipment used by students and staff during the school day.~~

[Note: More specific information on planning for children with special needs can be found in the attached Comprehensive School Safety Guide (2011 edition), ~~under the preparedness/Planning Section, and the United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities," at page 6.30. A website link is provided in the resource section of this Policy.]~~

- a) Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. ~~Code words will not be used. Emergency responders use plan language when responding to emergencies/crisis situations, and it is recommended that school district staff also use plan language rather than code words.~~ Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]~~The attached Comprehensive School Safety Guide (2011 edition), under the Preparedness/Planning Section, has a sample lockdown schedule and log.~~

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]

- c) Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

Note: The ~~attached~~ Comprehensive School Safety Guide (2011 edition), ~~under the Response Section~~, has sample lock-down procedures, evacuation procedures, “sheltering in place,” and severe weather and sheltering procedures.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

~~[Note: The attached Emergency Planning and Procedures Guide for Schools includes crisis-specific procedures.]~~

~~[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]~~

3. School Emergency Response Teams.

~~b) — Purpose. The school's emergency response team serves as a first responder for school emergencies and assists building and district administration in developing and revising district and building level~~

~~emergency plans. The school emergency response team implements the building level crisis management plan. A school, depending upon its size and individual need, may have more than one team to manage various responsibilities and needs in an emergency.~~

a) Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts. ~~The list may be in an electronic and/or paper format, but must be accessible in the event of a power outage.~~

[Note: The ~~attached~~ Comprehensive School Safety Guide (2011 edition), has a sample School Emergency Response Team list.] ~~under the preparedness/Planning Section, provides a description of the national incident management system and school incident command system for school emergency response teams. It also includes a school incident command structure for school and guidelines.~~

b) Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication ~~of the Crisis Management Plan~~

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their

role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire Visitors

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.) ~~Entrance Procedures. The school district shall implement procedures mandating visitor sign in and sign out at a specific location and the use of an identifying visitor badge while in school buildings.~~

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. ~~Building Entrances. The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.~~
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in

the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or is or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

~~Individual School Building Diagram and Site Plan.~~ All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be ~~available in the office of the building administrator and in other appropriate areas and will be easily accessible and on file in the school district office.~~ Facility diagrams and site plans maintained by the building administrator and will be easily accessible and on file

in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

1. ~~Districts with single sites.—For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.~~

D. Emergency Telephone Numbers

~~External Communication~~

~~Emergency Response Contact Information.~~ Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

~~Staff Training on Making Emergency Calls.~~ School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

~~Internal Building Communication.~~ School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary

use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The attached Comprehensive School Safety Guide (2011 edition), under the Preparedness/Planning Section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

~~Maintenance of the District Warning system.~~ The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

~~Notification of the District Warning System to Staff and Students. It~~ The building administrator shall be ~~the responsible of the building administrator to~~ for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

~~Decision Making by Superintendent:~~ The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

~~External Communication Methods for Parents and Guardians.~~ Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The ~~attached~~ Comprehensive School Safety Guide (2011 edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The

superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

~~Short-Term Intervention Procedures.~~ Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention counselors, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention procedures.

~~The following components may involve both short term and long term recovery planning~~ Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery
2. Fiscal recovery
3. Academic recovery
4. Social/emotional recovery

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

~~A.—— Safe Area. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire department is arriving, and the location of fire equipment, the distance may need to be extended).~~

~~B.—— Accessibility of Building Facility Diagram and Site Plan. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. (See III.C. above)~~

~~C.—— Staff Training on Evacuation Routes. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.~~

~~D.—— Additional Staff Training. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.~~

~~E.—— Conducting Fire Drills. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.~~

~~*Note: The State Fire Marshal advises schools to defer fire drills during the winter months.*~~

~~F.—— Fire Drill Schedule and Log. A record of fire drills conducted at the building will be maintained in the building administrator's office.~~

~~*Note: The attached Comprehensive School Safety guide (2011 edition), under the Preparedness/Planning Section, has a sample fire drills schedule and log.*~~

~~G.—— Preparation and Planning for Sites. The school district will have prearranged sites for emergency sheltering, relocation and reunification and transportation as needed.~~

~~H.—— Essential Staff Functions. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.~~

Note: The attached Comprehensive School Safety Guide (2011 edition), under the Response Section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.

~~V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY~~

~~A. Purpose. A template for universal and emergency specific procedures for the various hazards/emergencies listed below are attached to this Policy. The template is to be used by schools when drafting specific crisis management plans. After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.~~

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures

- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

~~B. Universal Response Procedures for All types of Emergency Response~~

- ~~1. Evacuation/relocation~~
- ~~2. Lock-down procedures~~
- ~~3. Reverse evacuation~~
- ~~4. Severe weather shelter~~
- ~~5. Shelter in place procedures~~
- ~~6. Student reunification/release~~

~~C. Emergency Specific Response Procedures:~~

- ~~1. Assault (physical and sexual)~~
- ~~2. Bomb threat~~
- ~~3. Demonstration~~
- ~~4. Fight/disturbance~~
- ~~5. Fire~~
- ~~6. Hazardous materials~~
- ~~7. Hostage~~
- ~~8. Intruder~~
- ~~9. Media procedures~~
- ~~10. Medical emergency~~
- ~~11. Severe weather: tornado/severe thunderstorm/flooding~~
- ~~12. Sexual assault~~
- ~~13. Shooting~~
- ~~14. Suicidal threat or attempt~~
- ~~15. Suspicious package or mail: chemical/biological threat~~
- ~~16. Terrorism~~
- ~~17. Threat~~
- ~~18. Threat incident report form~~
- ~~19. Weapons~~

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents.

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

~~B. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]~~

B. Visitors

The school district shall implement procedures mandating visitor sign in for visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

~~C. Required Plan. School districts within a ten (10) mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.~~

~~D. Plan Evaluation. The plan is evaluated by the radiological emergency planning unit of the Division of Homeland Security at the Minnesota Department of Public Safety.~~

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner Of Labor and Industry)
~~Minnesota Rules Chapter 7511 (Minnesota State Fire Code)~~
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules ~~Part 7510~~ Ch. 7511 (Fire Safety)
~~Title IX, Part E, Subpart 2, Section 9532 and~~
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

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

**BOARD POLICY 529
Staff Notification of Violent Behavior by Students**

Adopted ___ By Reference ___

Revised ___ July 2016 _____

[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the **principal of the building in which the student attends school.** ~~administrator named in this Policy.~~

- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of ~~notification notifying~~ and ~~the determination determining~~ of how staff will manage such student.
- C. Only staff members ~~whose work assignment reasonably requires access to the information~~ who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School Staff Member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or of any student enrolled in the school district shall immediately report the information to the building principal **where the student is enrolled or seeks to enroll. and the superintendent of schools**

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.

2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Rules Pts. 1205.0100 - 1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: [MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)

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

**BOARD POLICY 208
Development, Adoption, and Implementation of Policies**

Adopted ___ By Reference ___

Revised ___ April 2016 ___

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda ~~for one of two~~ school board meetings. The proposals shall be distributed and public comment will be allowed at both ~~the meetings it is presented at as well as the meeting where said policy is scheduled for action~~ prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. ~~It shall be the responsibility of the superintendent~~ The superintendent shall be responsible for ~~to~~ implementing school board policies other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]

- B. Each school board member shall have access to this policy manual, and a copy shall be placed ~~on the district website in the office of each school attendance center~~. A manual shall be available in the central office and made available for reference purposes to other interested persons.
- C. ~~It shall be the responsibility of~~ The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for ~~to~~ keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the

school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 internet Acceptable Use and Safety Policy; ~~and~~ 616 School District System Accountability; ~~and~~ 806 Crisis Management Policy.

- E. When ~~there is~~ no school board policy ~~exists in existence~~ to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

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

**BOARD POLICY 402
Disability Nondiscrimination Policy**

Adopted ___ By Reference ___

Revised ___ June 2019 ___

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities **of such individuals** in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school district's appointed ADA/Section 504 coordinator. Contact information is as follows:

Elementary Section 504 Officer
Melissa Tate, Elementary Principal
1414 15th Avenue

Secondary Section 504 Officer
Marc Glowack, Dean of Students
1515 11th Street

International Falls, MN 56649
218-283-2571 ext 1232
Alternate: Marc Glowack

International Falls, MN 56649
218-283-2571 ext 1110
Alternate: Melissa Tate

E. ~~The school district requires all employees to have the capability and capacity to perform and exercise the essential function of their assigned job duties and responsibilities. The school district states and represents that it does not have, nor will it create, "light duty" positions or positions requiring less than full capacity in order to perform essential functions required of a position. Employees who are unable to complete their assigned tasks due to accident, illness, or injury will be allowed to access their accumulated sick leave, FMLA leave, and other appropriate leaves in accord with collective bargaining agreements and in accord with federal and state law, and in the case of workers compensation injury, to access benefits accruing to an employee under Minnesota Workers Compensation rule and statute.~~

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

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et. seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 35
34 C.F.R. Part 104

1
Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

**BOARD POLICY 410
Family and Medical Leave Policy**

Adopted ___ By Reference ___

Revised ___ April 2016 ___

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

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or

therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.
- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.
- F. “Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or

2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member’s child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to ~~fifteen~~ 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
~~and~~
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

- J. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave Under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered duty, or notified of an impending call or order to covered duty, in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement for FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and

that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran. and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis,

based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the **school district. Superintendent.** When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who

does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall ~~only~~ be available ~~only~~ during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the ~~Family and Medical Leave Act of 1993~~ ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by ~~that Act~~ the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

IV. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. §101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family Medical Leave Act Summary)

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

**BOARD POLICY 415
Mandated Reporting of Maltreatment of Vulnerable Adults**

Adopted ___ By Reference ___

Revised ___ April 2016 ___

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district ~~is~~ to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. ~~It shall be~~ A violation of this policy ~~occurs when for~~ any school personnel ~~to~~ fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not

limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2) (3) receives services from a licensed home care provider or

person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. §13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. §245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. State. §609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. §609.235(Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. §609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. §609.341 (Definitions)
Minn. State. §§609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
MSBA/MASA Model Policy 403 (Discipline Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

BOARD POLICY 420

**Students and Employees with Sexually Transmitted Infections and
Diseases and Certain Other Communicable Diseases and Infectious
Conditions**

Adopted ___ By Reference _____

Revised ___ August 2019 _____

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

~~It is~~ The policy of the School Board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

~~It is~~ The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are

physically, mentally, and emotionally able to **safely** perform tasks assigned to them and so long as their employment does not create a **substantial significant** risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances And Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The School Nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;

7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.44-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
20 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

**BOARD POLICY 416
Drug and Alcohol Testing**

Adopted ___ By Reference ___

Revised ___ August 2019 ___

[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will not only be safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950 - 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.

- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 - 181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy.

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions.

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.

2. “Alcohol Screening Device” (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. “Breath Alcohol Technician” (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the (EBT).
4. “Commercial motor vehicle” (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.”
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. “Evidential Breath Testing Device” (EBT) means ~~EBT~~ a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a

confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

C. Policy and Educational Materials.

[Note: The federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 C.F.R. § 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of this Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.

2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. 49 C.F.R. § 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager.

[Note: School districts are required by the federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 C.F.R. § 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers.

[Note: The specific prohibitions for drivers are contained, in large part, in 49 C.F.R. §§ 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.

2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct.

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 C.F.R. § 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least 24 hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test

results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs.

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements.

1. Pre-Employment Testing

[Note: 49 C.F.R. § 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for alcohol and controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is now permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.] ~~modify this subparagraph and test all applicants uniformly.]~~

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or ~~greater~~ higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: The federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety sensitive functions, if feasible. 49 C.F.R. §

382.413 and 49 C.F.R. § 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

[Note: 49 C.F.R. § 382.303 governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

[Note: 49 C.F.R. § 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration [FHWA] lowered the random alcohol selection and testing rate from 25% of the average number of driver positions to 10% for 1998 and evaluates this minimum percentage each year. School districts can elect to stay at 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

[Note: 49 C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.

- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within **twenty-four (24)** hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

- 5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

[Note: 49 C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]

- 6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

- 7. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 C.F.R. §§ 382.501-382.507 and in 49 U.S.C. § 521(b).]

~~8. Right to Refuse and Consequence~~

- a. A driver or driver applicant ~~has the right to~~ may refuse to ~~undergo~~ ~~submit to~~ drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing ~~will~~ establishes a presumption that the driver or driver applicant would test positive if a test were conducted and, ~~therefore,~~ makes the driver or driver applicant ~~is~~ subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- f. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures.

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 C.F.R. § 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER

shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has **seventy-two (72)** hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within **seventy-two (72)** hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Service - SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within **seventy-two (72)** hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within **seventy-two (72)** hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results; ~~or~~

- (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; ~~or~~
- (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test.]

- a. The federal alcohol testing ~~rules regulations~~ require ~~breath~~ testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. ~~For initial screening tests, non-evidential test devices are approved. The school district may use these devices for screening purposes, and the STT will perform the test.~~ If the screening test results shows alcohol concentration of 0.02 or higher , a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights.

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver’s or driver applicant’s expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in paragraph 2., below, is contained soley in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minn. Stat. § 221.031, Subd. 10. Nevertheless, school districts

may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory.

The testing laboratory for controlled substances will be [Dr. Gary Potter, 1322 Third St., Int'l Falls, MN., 218-283-2243](#), **which is** a laboratory certified by the Department of Health and Human Services - SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results.

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Record-keeping Requirements and Retention of Records.

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 C.F.R. §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records 5 years

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training.

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least **sixty (60)** minutes of training on alcohol misuse and at least **sixty (60)** minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement.

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
2. Referral, Evaluation, and Treatment
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 C.F.R. § 40.289.]

- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP’s evaluation recommendations (education, treatment,

follow-up evaluations(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing.

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be

conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950 through 181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of “other employees” covered by Section IV of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minn. Stat. §§ 181.950-181.957. See Minn. Stat. § 221.031, Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug Or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant’s passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently

withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test.

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions.

1. "Drug" means a controlled substance as defined in Minnesota Statutes including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:

- a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. “Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. “Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal.

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant’s Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver’s license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards.

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment **E D** to this policy on which to acknowledge that the employee or job applicant has received the school district’s drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or

job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G. below, whichever is applicable.

Attachments ~~F E~~ and ~~G F~~ to this policy provides the Notices described in paragraphs 2. through 6. of this section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License.

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
- 4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
- 5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, **or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.**
- 6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
- 7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License.

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures.

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards.

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees.

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment **H G** to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Cross-References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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

**BOARD POLICY 417
Chemical Use and Abuse**

Adopted ___ By Reference ___

Revised ___ August 2019 ___

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical 417-2 dependency.]

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any schoolsponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

- A. Instruction
 - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a

school district may wish to adopt one or all of the listed components as part of its mandatory program.]

2. Each school shall have age-appropriate and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.

- c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
- 2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:

- a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
 4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law 417-6 and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and

- b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
 1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, reentry, and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 138.163 (Records Management Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, 417-8 Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

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

**BOARD POLICY 516
Student Medication**

Adopted ___ By Reference ___

Revised ___ August 2019 ___

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, and 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.

- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school dayare not governed by this policy.

[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to

self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent" for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

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

- Legal References:** Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. 1400, *et seq.* (~~IDEA~~ Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. 794, *et seq.* (~~Section 504~~ Rehabilitation Act of 1973, § 504)
- Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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

**BOARD POLICY 532
Use of Peace Officers and Crisis Teams to Remove Students with
IEP's From School Grounds**

Adopted ___ By Reference ___

Revised ___ August 2019 ___

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

[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minn. Stat. §§ 121A.66, 121A.67, Subd. 1, as well as Minn. Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp.5. These laws and rules were replaced effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minn. Stat. § 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a

student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury. ~~or to prevent serious property damage.~~
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. §121A.58;
2. Requiring child to assume and maintain a specified physical position, activity, or posture that induces physical pain
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting the child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the **equipment or** device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. §626.556;
6. Physical holding (as defined in Minn. Stat. §125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat. §125A.0942, Subd. 5, and otherwise comply with the requirements of §125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of ~~prone restraints seclusion~~. By ~~June 30~~ **January 15, April 15, July 15, and October 15** of each year, districts must report ~~summary data on the use of restrictive procedures to the MDE~~, in a form and manner determined by the Commissioner, **about individual students who have been secluded**. **By July 15 each year, districts must report summary data**. The summary data must include information ~~about~~ **on** the use of restrictive procedures **for the prior school year, July 1 through June 30**, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. § 13.~~01~~, ~~et seq.~~ (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. § 125A.094-125A.0942 (Restrictive Procedures for children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

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

**BOARD POLICY 807
Health and Safety Policy**

Adopted___ By Reference_____

Revised___April 2016_____

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education.]

The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with

specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe 807-2 work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools 807-3
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and

corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify 807-4 potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)

Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

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

**BOARD POLICY 905
Advertising**

Adopted ___ By Reference ___

Revised ___ April 2015 ___

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained ~~on school district property or~~ within 100 feet of a school that is visible to and primarily intended to advertise

and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

Bill Mason,

Please accept my resignation of Girls Assistant Basketball coach.

Cory Miggins

Cory Miggins 10/14/19



Barb Johnson <bjohnson@isd361.org>

Fwd: Resignation

1 message

Tina Besch <tbesch@isd361.org>
To: Barb Johnson <bjohnson@isd361.org>

Tue, Nov 5, 2019 at 3:24 PM

Barb,

Please add this to the next school board meeting agenda.

Thanks!

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

----- Forwarded message -----

From: **William Schrader** <wschrader@isd361.org>
Date: Tue, Nov 5, 2019 at 3:24 PM
Subject: Resignation
To: Tina Besch <tbesch@isd361.org>, Tom Holt <tholt@isd361.org>

To I.S.D. 361 and the school board. First I would like to thank you all for my years of employment. It was a difficult decision but I have decided to take a position with Rainy Lake Medical Center. My last day of employment will be December 6th 2019.

Thank You
William Schrader

This email message is intended only for the use of the individual, individuals, or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately. Thank you.

This email message is intended only for the use of the individual, individuals, or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately. Thank you.



Contract

1201 THIRD STREET
INTERNATIONAL FALLS, MINNESOTA 56649
PHONE: 218-283-8446 FAX: 218-283-4743



K & K MEYERS, INC. dba

MEYERS GLASS

GENERAL CONTRACTORS / COMPLETE GLASS SERVICE & BUILDING SUPPLIES
LICENSE NO. BC634610

NAME:

School Dist 361

Storage on which
one

MAILING ADDRESS:

PHONE:

DESCRIPTION OF WORK:

Softball Dug outs

QUANTITY	MATERIALS USED	
1-	8 x 32 w/Storage Treated wood	3150 cement
	Steel Roof & walls	3470
	Labor	3540
		<u>10,160</u> <i>NK</i>
1	8 x 24	
		cement 2660
		Material 2990
		Labor 2720
		<u>8370</u> <i>NK</i>
\$5/sqft	Per Slab Existing 20x30	
	Batting Cage 20x20	6,000 <i>Hold til later</i>
	20x50 cement	15,600
	Fence ?	
Could Be Volunteered →	Demo old Dug outs 2 x 960	1,920 <i>NK</i>

Approve contract with ~~Meyers Glass~~ K&K Meyers for Demo & construction of softball dug outs not to exceed \$20,450

1. Powering Your School's Identity

Apptegy was founded to help schools build their identity. We believe that by making it really simple for schools to engage with parents, students, faculty, and community members; schools will see more community interaction and student success.

In our mobile and increasingly connected world, schools have been stuck updating a myriad of different tools to make sure parents hear their messages. At Apptegy, we've developed a platform which allows you and your team to manage all of your communication channels from a single place. This means you'll share more stories with your community without creating more work for your staff.

We build beautiful mobile apps for Android and iPhone that focus on what really matters: the user experience. No pinching and zooming to read cafeteria menus or redirections to websites within the app. A user experience that delights parents and community members means they will continue to come to the app for meaningful information.

Get access to the most powerful communication tool on the education market: our Thrillshare publishing platform. With Thrillshare, you can share a message once and it will automatically update your website, iPhone app, Android App, Facebook, Twitter, as well as send text messages, voice calls, emails, and push notifications.

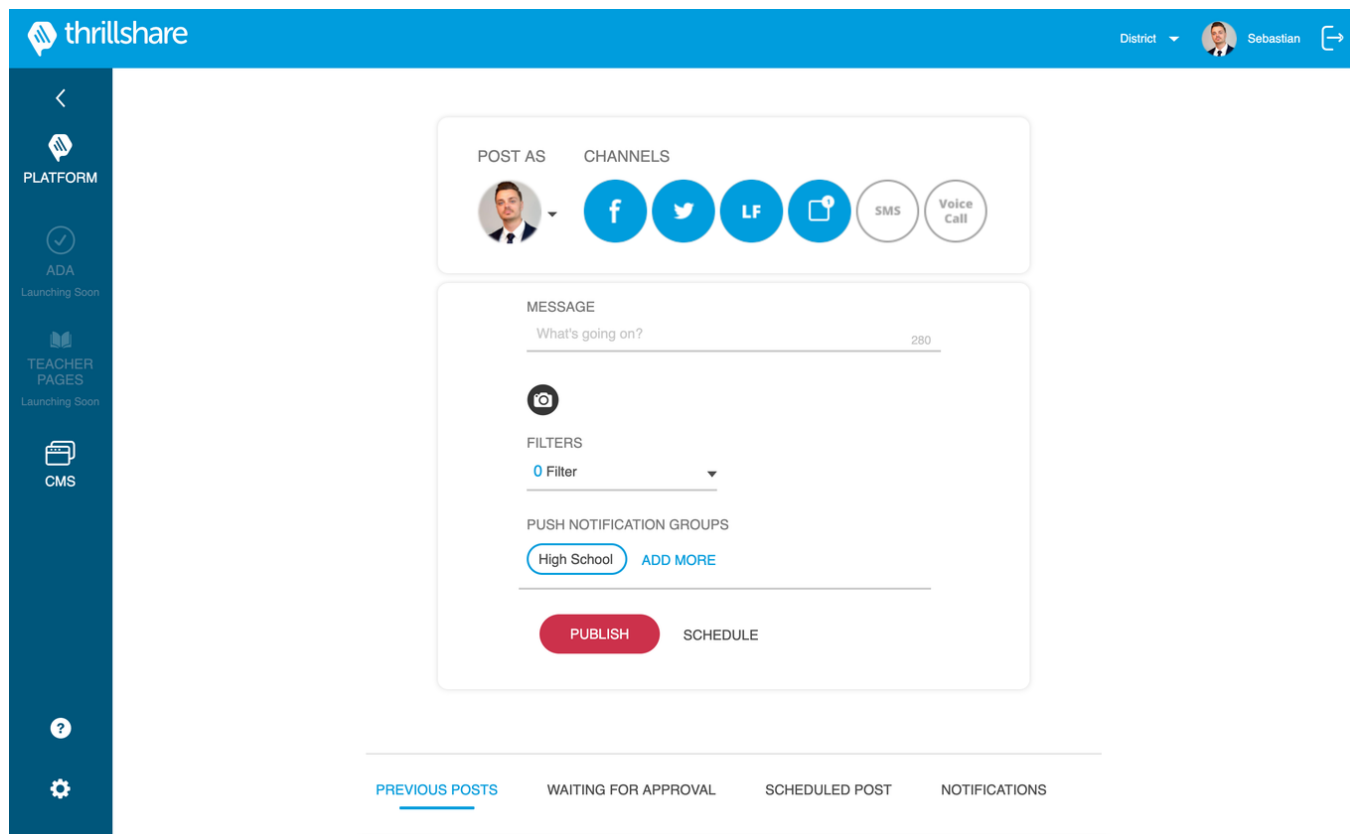
Mobile apps, websites, and a district's social media presence are only valuable if they are kept updated. Thrillshare makes it easy to assign roles and privileges to your team to update the information that they care most about. Coaches can update sports scores, teachers can share what is happening in class, and principals can post upcoming events.

By eliminating the technological barrier required to communicate, opportunities for content creation are shared with your whole team. With this level of customization and control, you can be confident about the message that is shared with your community.

Now, with Thrillshare, you can build your school's identity by making it as easy as possible to share your stories of student success, culture, and values across all of your online channels.

Thrillshare

With Thrillshare, a user can post a story with one click and it automatically shares to the mobile app, website, Facebook, Twitter, in addition to sending push notifications, text messages, and voice calls. It doesn't get any easier than that.



Mobile Apps

How many times a day do you check your phone versus your computer? Your audience is using mobile devices at twice the rate to connect with what they are about. A mobile app is **the best** way to connect with your school community.



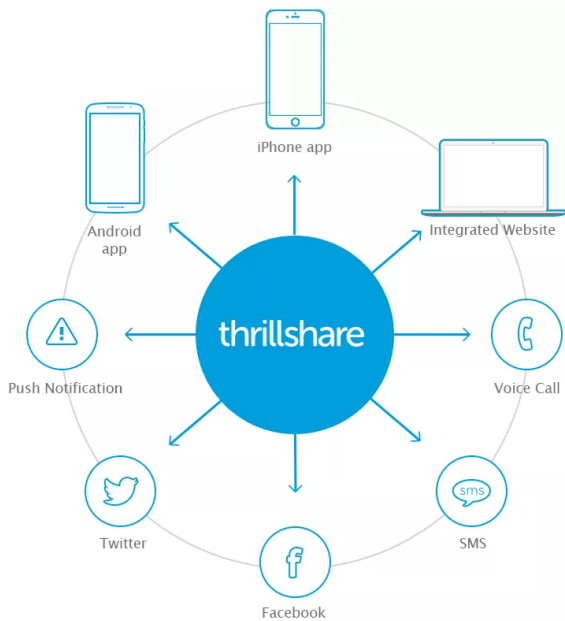
Websites

Your website is the first impression for your district. When prospective teachers and families



look you up online, how well does your website reflect your identity?

Your website shouldn't just store content; it should highlight what makes you unique.



Alerts: text messages, voice calls & push notifications.

Imagine being able to send Push Notifications, Text Messages, and Voice Calls from the same system you use to update your website, mobile apps, and social media.

With SIS integration capabilities, you can set up automated alerts for major issues like attendance, low lunch balances, and tardies so you don't have to manually notify families.

2. Software and Services Agreement

A. SCHEDULE OF PROFESSIONAL SERVICES

SCOPE OF PROJECT	TIME ESTIMATES
<p>Consultation & Planning On the consultation call, you will first choose a website design. We will then discuss app design and Thrillshare. We will outline resources and develop a timeline for the entire project.</p>	1 WEEK
<p>Apple Developer Call During the Apple Developer process, you will create an Apple Developer account and provide us with your EIN.</p>	1-2 WEEKS
<p>Design and Revision We provide designs based on our consultation call and resources received from you. Once initial designs are completed, we begin the revision process. We cannot move to the next step until Final Design is approved by the client.</p>	1-2 WEEKS
<p>Development Three development projects occur simultaneously: Website, iOS app & Android app.</p>	2 WEEKS
<p>App Store Review We submit apps to iTunes Connect and Google Play for approval on your behalf. This timeframe is usually 7-20 days, but is largely determined by the app store approval process.</p>	1-2 WEEKS
<p>Testing & QA (Quality Assurance) Before we hand the keys over to you, we take the apps and website for a test drive to make sure everything is running smoothly.</p>	1 WEEK
<p>Training Training is scheduled once your apps have undergone QA (Quality Assurance) Testing.</p>	TBD
<p>Total Time to Thrillshare Go-Live: 7-14 Weeks *See software and service agreement for details</p>	

B. SCHEDULE OF PRICING

Name	Price	QTY	Subtotal
Mobile App Development (one-time) One-time app development for iOS and Android apps *Billed one-time	\$9,000.00	1	\$9,000.00
October contracts discount (one-time) Discounting the development cost by the cost of current contracts for signing on or before October 31, 2019	-\$4,934.00	1	-\$4,934.00
Thrillshare (annual) Thrillshare Publishing Platform (desktop and mobile) for ~1,050 students *Billed and payable in full annually	\$7,650.00	1	\$7,650.00
Website design and hosting Up to 1 re-design per contract year Included in Thrillshare cost	\$0.00	1	\$0.00
Alerts Unlimited text, voice, and email alerts included in Thrillshare cost	\$0.00	1	\$0.00
Support, service, and training Included in Thrillshare cost	\$0.00	1	\$0.00
Static content migration Included in development cost	\$0.00	1	\$0.00

Total \$11,716.00

C. PAYMENT SCHEDULE

Bill Date	Amount
60 days from signature	\$4,066 discounted development + \$7,650 annual

1 year from first bill date (if renewed)

\$4,500/year + \$3/student (if renewed)

BY THE SIGNATURE ABOVE, the institution (“Client”) agrees that this Software and Services Agreement of Apptegy, Inc. (consisting of the foregoing Schedule of Professional Services and Schedule of Pricing, the “Agreement”) includes and is subject to the additional Terms and Conditions of Service (the “Terms”) attached to and incorporated in this Agreement.

Client acknowledges receipt of this Agreement and the Terms, and hereby accepts and agrees to be bound by this Agreement and the Terms. By signing above, the person warrants that she or he has the authority to act on behalf of and bind Client to this Agreement and the Terms.

D. TERMS AND CONDITIONS OF SERVICE

The following Terms and Conditions of Service (the “Terms”) are a binding part of the Software and Services Agreement of Apptegy, Inc. (together with its affiliates, agents, and assigns, “Apptegy”), to which they are attached. References to the “Agreement” below collectively include the Software and Services Agreement and these Terms. Capitalized terms used but not otherwise defined in these Terms will have the meanings given to them in the Software and Services Agreement.

1. Services; License

Apptegy will provide the products and services at the prices and for the Term (collectively, the “Services”) as set out in this Agreement. During the Term, Client hereby grants Apptegy a limited, nonexclusive, revocable, worldwide, fully-paid, royalty-free license to use, copy, and modify Client’s information, photographs, videos, intellectual property (including without limitation all copyrights, trademarks, service marks, and similar rights), and other content (collectively, “Client Content”) for providing and improving the Services. Upon termination or expiration of this Agreement, Client’s right and license to use the Services, and Apptegy’s right and license to Client Content, will automatically terminate.

2. Fees

Client will pay to Apptegy all fees set out in the Schedule of Pricing of this Agreement. Client acknowledges that (i) Thrillshare fees are payable in annual portions for each year of the Term as set out in the Schedule of Pricing, and (ii) all service and implementation fees are due in full upon execution of this Agreement. Upon execution of this Agreement, Apptegy will submit an initial invoice to Client for the first year of Thrillshare and for all other fees due upon execution. Client agrees to pay all invoices in full within 30 days of the date of the invoice.

Client acknowledges that the fees for the Services do not include sales and use taxes, as applicable, and Client is solely responsible for any such taxes.

3. Term; Termination

The term of this Agreement (the “Term”) will start on the date Apptegy receives an executed Agreement from Client and will terminate on the anniversary date of the Thrillshare start date that is after the number of term years purchased by client, as set out in the Schedule of Pricing. The first 60 days will consist of the implementation period, and the official Thrillshare start date will be 61 days from contract execution.

The parties agree this agreement will auto-renew for additional periods of the same duration as the initial service term, unless either party requests termination in writing at least thirty days prior to the end of the initial service term December 2020 or the then-current renewal term, as applicable. Client agrees that it may not terminate this Agreement before the expiration of the Term without cause, unless Client pays Apptegy all fees in full for the Term, as set out in the Schedule of Pricing, plus payment of any previously discounted amounts for the Services during the Term.

4. Client Restrictions and Responsibilities

Client’s Thrillshare account is solely for Client’s use. Client is exclusively responsible for all activities under its Thrillshare account and for maintaining the confidentiality of its username and password. Client agrees to notify Apptegy immediately of any unauthorized use or any other breach of security involving its account. Apptegy will not be liable for any loss incurred as a result of unauthorized use of Client’s account. Client will not, directly or indirectly, use the Services in a manner that violates any laws; infringes on anyone’s rights; is offensive; interferes with the Services; or reverse engineers, decompiles, disassembles, or otherwise attempts to discover the source code, object code, or underlying structure,

know-how, or algorithms of the Services. Client will only post Client Content for which it owns all rights or has express permission to post from the rights holder.

5. Third Party Functions

The Services include features that operate in conjunction with third party tools and resources (ex: Facebook, and Twitter). In addition to this Agreement, access and use of third party tools and resources through the Services is also subject to the terms of service and other agreements of those third parties. Client is solely responsible for ensuring that your use of those tools and resources complies with the applicable terms of service or other agreements.

6. Warranties; Disclaimers; Limited Liability

Apptegy will provide the Services according to prevailing industry standards and will use reasonable efforts to minimize errors and interruptions in the Services; however, Apptegy does not warrant that the Services will be error-free or uninterrupted. Services may temporarily be unavailable for scheduled and unscheduled maintenance, either by Apptegy or third parties, or because of other causes beyond Apptegy's reasonable control. EXCEPT AS EXPRESSLY SET OUT IN THIS AGREEMENT, APPTEGY EXPRESSLY DISCLAIMS ALL WARRANTIES CONCERNING THE SERVICES, INCLUDING WITHOUT LIMITATION, WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL IMPLIED WARRANTIES. THE SERVICES ARE PROVIDED "AS IS." EXCEPT WHERE PROHIBITED, APPTEGY WILL NOT BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES ARISING FROM THE SERVICES. IN NO EVENT WILL APPTEGY'S TOTAL LIABILITY RELATED TO THIS AGREEMENT EXCEED THE TOTAL AMOUNT PAID BY CLIENT FOR THE SERVICES IN THE TERM YEAR DURING WHICH THE ACTIONS AT ISSUE OCCURRED.

7. Confidentiality

Each party (the "Disclosing Party") may disclose to the other party (the "Receiving Party") proprietary or non-public business, technical, financial, or personal information (collectively, "Confidential Information"). The Receiving Party will protect and keep confidential all Confidential Information, and will not use Confidential Information for any reason except for performing this Agreement. Without limiting the generality of the foregoing, Client acknowledges that non-public information about the features, functionality, and performance of the Services is Confidential Information.

8. Miscellaneous

This Agreement is governed by the laws of Delaware, without regard to conflict of law principles. The parties irrevocably submit to the exclusive jurisdiction and venue of the federal courts of Pulaski County, Arkansas for any dispute that relates to the Services or this Agreement. The Software and Services Agreement, together with these Terms, is the entire agreement between the parties with respect to the subject matter, and supersedes all prior agreements and understandings, whether written or oral. This Agreement may not be amended or modified without the prior written consent of both parties. If any provision(s) of this Agreement are held invalid or unenforceable, such invalidity or unenforceability will not invalidate or render the Agreement unenforceable, but rather the Agreement will be construed as if not containing the unenforceable provision(s), and the rights and obligations of the parties will be construed and enforced to honor the parties' original intent to the maximum extent permitted under applicable law. This Agreement will inure to the benefit of the successors and assigns of the parties. The Agreement may be executed in multiple counterparts and executed by original, facsimile, or electronic signature (including PDF, HelloSign, and similar methods), each of which when delivered will be deemed an original, and all of which together will constitute one agreement.

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Hibbing Community College

CONCURRENT ENROLLMENT AGREEMENT 2019-2020 Academic Year

THIS CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (hereinafter "Minnesota State"), on behalf of HIBBING COMMUNITY COLLEGE (hereinafter "The COLLEGE"), and INTERNATIONAL FALLS HIGH SCHOOL, ISD361, (hereinafter "HIGH SCHOOL(S)").

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

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

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

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

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

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

Definitions

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

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

Post-Secondary Enrollment Options Expectations

The Minnesota State Colleges and Universities shall provide opportunities for students to participate in the Post-Secondary Enrollment Options Program. Students shall be admitted according to criteria that promote progress through college-level coursework and that augment their continued academic growth consistent with board policies and system procedures.

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

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

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

and;

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

NOW, THEREFORE, it is agreed:

I. DUTIES OF each participating COLLEGE and HIGH SCHOOL

A. COLLEGE'S DUTIES. COLLEGE shall:

Ensure that the coordinator:

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

Ensure that the assessment coordinator:

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

Ensure that the records office:

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

Ensure that each college faculty collaborator:

- Supports the high school CEP teachers, giving additional time and attention to teachers new to the program.
- Initiates an orientation session with new high school teachers and initial contacts with experienced teachers at the time of the CEP assignment (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 1).
- Collaborates with the high school CEP teacher to clarify the approved college course outline and to create a course syllabus for the CEP course.

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

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

Ensure the following program logistics:

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

- To the extent possible, provide counseling services to students and their parents or guardian before students enroll in CEP courses. This ensures that the students and their parents or guardian are fully aware of the risks and possible consequences of enrolling in CEP courses.
- Provide all textbooks and other instructional materials/equipment required for the course as these are described in the course syllabus.

Ensure the following course scheduling requirements:

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

Ensure that each high school CEP teacher does the following:

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

Ensure the following program support:

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

II. OTHER PROVISIONS.

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

Teacher Qualifications

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

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

Student Admissions Requirements

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

Exceptions Requirements

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

Student Requirements

- Potential CEP students shall inform the high school by March 30 of each year of the student's intent to enroll in CEP courses during the following school year. (This is to assist in planning. A student is not bound by notifying or not notifying the district by this time.) [See Minnesota Statute, 124D.09 Post-secondary Enrollment Options Act, Subd 7.]
- Potential CEP students must return to their high school guidance counselor their completed *Student Information Form* and *Student-Parent Agreement Form*.
- Potential CEP students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.
- The COLLEGE's Drop-Add and Withdrawal Policy applies to enrolled CEP students. It is understood that adjustments will be made to the student's record by the COLLEGE's records office in accordance to the Drop/Add and Withdrawal policies outlined below.

Dropping and Adding a Course

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

Withdrawal

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

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

III. CONSIDERATION AND TERMS OF PAYMENT.

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

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

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

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

- V. TERMS OF AGREEMENT. This agreement shall be effective January 13, 2020, or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until June 30, 2020, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

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

VII. AUTHORIZED REPRESENTATIVES.

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

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

Superintendent, International Falls School District

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

HIBBING COMMUNITY COLLEGE: Provost, Hibbing Community College, 1515 East 25th

Street, Hibbing, MN 55746.

- VIII. ASSIGNMENT. Neither the COLLEGE nor the HIGH SCHOOL(S) may assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.
- IX. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.
- X. LIABILITY. HIGH SCHOOL(S) agree to indemnify and save and hold the COLLEGE, their representatives and employees, harmless from any and all claims or causes of action arising from the performance of this contract by the HIGH SCHOOL(S) or the HIGH SCHOOL(S)' agents or employees. This clause shall not be construed to bar any legal remedies the HIGH SCHOOLS may have for the COLLEGES' failure to fulfill their obligations pursuant to this contract.
- XI. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. HIGH SCHOOL(S) agree that in fulfilling the duties of this contract, HIGH SCHOOL(S) are responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The COLLEGE(S) is not responsible for issues or challenges related to compliance with the ADA beyond their own routine use of facilities, services, or other areas covered by the ADA.
- XII. GOVERNMENT DATA PRACTICES ACT. HIGH SCHOOL(S) must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the HIGH SCHOOL(S) in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either HIGH SCHOOL(S) or the COLLEGE.
- In the event a HIGH SCHOOL receives a request to release the data referred to in this Article, the HIGH SCHOOL must immediately notify the COLLEGE. The COLLEGE will give HIGH SCHOOL instructions concerning the release of the data to the requesting party before the data is released.
- XIII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. The COLLEGE shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the COLLEGE and its employees and contractors individually or jointly. Materials developed jointly between any COLLEGE employee and/or contractor and any HIGH SCHOOL employee in the performance of its obligations under this contract shall be jointly owned by the COLLEGE and HIGH SCHOOL. Materials developed individually by any HIGH SCHOOL employee in performance of his/her duties under this contract shall belong to HIGH SCHOOL; however, the COLLEGE shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the COLLEGE, their contractors and/or employees, or those developed by the HIGH SCHOOL or any HIGH SCHOOL employee prior to the existence of this contract.
- XIV. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the HIGH SCHOOL or its employees individually or jointly with others, or any subcontractors shall identify the COLLEGE as the sponsoring agency and shall not be released prior to approval by COLLEGES' authorized representative.

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

APPROVED:

1. SCHOOL DISTRICT

By (authorized signature)
Title: Kevin Grover, Superintendent, International Falls School District #361
Date

2. HIBBING COMMUNITY COLLEGE

By (authorized signature)
Title: Aaron Reini, Interim Provost, Hibbing Community College
Date

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

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

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

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

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

District donations received:

Arena Weight Room Project		
	From Falls Education Foundation	\$1500.00
Girl Swim Team Suits		
	From Girls Swim Boosters	\$70.00

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

89 AGREEMENT FOR CONDITIONS OF EMPLOYMENT

**INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA**

AND

**AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL
EMPLOYEES; LOCAL #510**

July 1, ~~2017-2019~~ to June 30, ~~2019~~2021

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AGREEMENT BETWEEN:

THE SCHOOL BOARD OF INDEPENDENT SCHOOL
DISTRICT NO. 361,

Hereinafter referred to as the School Board,

And,

AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES, LOCAL #510

Hereinafter referred to as the Union;

ARTICLE 1: PURPOSE

SECTION A: It is the purpose of this agreement entered into between the School Board and the Union, pursuant to and in compliance with the Public Employment Labor Relations Act to set forth the working conditions of the employees.

SECTION B: The provisions of this agreement constitute the sole procedure for the processing and settlement of any claim by an employee or the Union of a violation by the School Board of this agreement.

ARTICLE 2: RECOGNITION

SECTION A: The School Board hereby recognizes American Federation of State, County and Municipal Employees, Local #510 as the Exclusive Representative (Union) for the following full-time and part-time employees: secretaries, janitors, chief fireman, fireman, mechanic, transportation coordinator, and cooks; excluding accountant, bookkeepers, superintendent's secretaries, crossing guards, transportation director, maintenance director, food service director, noon supervision employees, and all other employees as certified by the Minnesota State Labor Conciliator on August 2, 1968.

SECTION B: The Union shall represent all such employees of the School Board contained in the appropriate unit as defined in Article II, Section A and who meet the mandatory employment levels of at least fourteen (14) hours per week or thirty five (35) percent of the normal workweek in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period in excess of 67 working days in any calendar year, and part time employees working at least one hundred (100) days if they are under the age of 22 and full-time students. The School Board shall not enter into any agreement with the employees under the jurisdiction of this agreement, either individually or collectively, which in any way conflicts with the terms or conditions of this agreement.

ARTICLE 3: DEFINITION OF TERMS

SECTION A - EMPLOYEE: Any person employed by the School Board and under the jurisdiction of the Union.

SECTION B - FULL-TIME EMPLOYEE: Any employee who regularly works eight (8) hours per day and/or forty (40) hours per week, with annual service year of 2,080 hours. Secretaries and head cooks hired prior to July 1, 2010 or those employees hired prior to July 1, 2010 and promoted to a head cook position are considered full-time for the purposes of receiving paid holidays, paid vacation, and benefits.

SECTION C - PART-TIME EMPLOYEE: Any employee who regularly works less than eight (8) hours per day and/or forty (40) hours per week, but at least fourteen (14) hours per week, with part-time FTE calculated on service year base of 2,080 hours.

SECTION D - FULL TIME EQUIVALENCY (FTE): Ratio of full-time to part time used to calculate benefits. Calculation is # daily hours regularly assigned times the # days regularly assigned divided by 2,080 hours. Assigned days for food service personnel will be student contact days (currently 174) as annually approved by the School Board along with any days before school is in session, after school is out of session, or in-service days as assigned by Administration. FTE is exclusive of any overtime hours, but does include paid holiday and/or vacation hours. Daily FTE is ratio of hours assigned in a typical day divided by eight (8).

SECTION E - SENIORITY DATE: The first day of uninterrupted service as either part-time or full-time employee, as defined in Section B and Section C of this article, in a position represented by the Union. Service for an employee on leave, thus substitute service, shall not be recognized as service for the purpose of establishing seniority or for the purpose of probationary service as probationary period is defined in this contract.

SECTION F - ANNIVERSARY DATE: The date that the employee started to accumulate vacation benefits under this contract. (Vacation benefits shall be applied to employees account on an annual basis effective July 1, 2019)

ARTICLE 4: RIGHTS AND RESPONSIBILITIES OF PARTIES

SECTION A - INHERENT MANAGERIAL RIGHTS: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

SECTION B - MANAGEMENT RESPONSIBILITIES: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for

the students of the School District. The exclusive representative also recognizes the School Board's responsibility to provide facilities for the education of the students of the School District.

SECTION C - EFFECT OF LAWS, RULES AND REGULATIONS: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota and by School Board rules, regulations directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations and directives and orders are not inconsistent with the terms of this Agreement.

SECTION D: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

SECTION E: All grievances by employees shall be processed in accordance with the grievance procedure in this agreement.

SECTION F - DUES CHECK OFF: Upon receipt of a properly executed authorization card from the employee, the School Board will deduct from the employee's paycheck the dues and other deductions that the employee has agreed to contribute to the Union during the period provided in said authorization.

All employees in this bargaining unit who are not members of the Union shall be required to contribute through payroll deduction to maintenance of service fee per month as determined by the Union in accordance with Minnesota Public Employment Relations Act, as amended. (This paragraph shall be suspended due to the Janus v AFSCME Supreme Court Ruling and shall be reinstated upon any future court cases reestablishing a Fair Share fee)

Membership may be terminated by the employee by giving thirty (30) days written notice to the District Payroll Clerk.

Contributions shall be made the second pay period of each month and transmitted to the Union, together with a list of names of the employees from whom deductions were made.

ARTICLE 5: RATES OF PAY

SECTION A - RATES OF PAY:

Subd. 1: The wages and salaries reflected in Schedules A, and B attached hereto shall be a part of the Agreement for the period commencing July 1, ~~2017-2019~~ to June 30, ~~2019~~2021.

Subd. 2: The Administration and School Board shall make final determination as to what the employee's classification shall be.

Subd. 3: Employees will be paid a total of twenty-six (26) pay periods on a bi-weekly basis with payroll to be made through direct deposit.

SECTION B - BUS DRIVER SALARIES:

Subd. 1: Employees who operate school buses shall have their rate of pay increased to the minimum bus driver rate of pay when ~~working in said classification;~~ driving bus for regular routes/local transportation; but in the event said minimum wage rate is less than the employees regular rate of pay the employee shall be paid their regular rate of pay for bus driving duties.

Subd. 2: Employees who operate school buses on planned out of town extra-curricular trips shall be paid the At Will bus driver rate.

Subd. 3: Employees hired prior to July 1, 2007, in the following employee classifications: janitor, pool janitor, chief fireman, fireman, mechanic, transportation coordinator and who held a bus driving license prior to July 1, 2007, may elect not to drive regular to and from school runs if they give at least thirty (30) days notification with notice to remain in effect until further notice by the employee. Employees in said classifications who hold a bus driving license as of July 1, 2007, must still maintain their license whether actively driving a regular to and from school run. All employees hired in said classifications after July 1, 2007 shall secure and maintain a bus driver's license and drive bus routes as directed by the District.

Maintenance Category employees will acquire bus driving license within one hundred ten (110) days of being hired or this will be cause for dismissal. Employee will notify Supervisor when written test(s) is completed. Supervisor will arrange behind the wheel training following notification of completed written test. Hours required by the District for training and testing will be within reason.

Subd. 4: The Transportation Coordinator position shall be assigned primarily to the Bus Garage and will follow the Transportation Coordinator job description. The position will be included in the Maintenance Category and compensation shall be as per the Rates of Pay Schedule. This position may be assigned dispatching duties which could include assigned overtime as part of the regular assignment. Said overtime is exclusive to this position. This position will have first priority to accept a bus route on an annual basis if need exists and schedule allows, and would result in overtime for actual hours worked over eight in one day.

SECTION C - OVERTIME:

Subd. 1: The work week for all full-time employees in this unit shall be forty (40) hours. Time in excess of forty hours in one week or eight (8) hours in one day will be paid at one and one-half (1 1/2) times the employee's hourly base rate of pay.

Subd. 2: Employees assigned for Sunday duty as part of their regularly assigned weekly shift shall be compensated at one and one-half times their regular hourly rate. Employee providing assigned service on Sundays where such service is in excess of the employee's forty (40) hour work week, or in excess of an eight (8) hour work day, shall be compensated at double time.

Subd. 3: Properly licensed firemen required to check buildings will be allowed one (1) hour at the overtime pay rate if in excess of eight (8) daily hours or forty (40) weekly hours unless more time is authorized by the administration.

Subd. 4: Employees will be paid a minimum of two (2) hours overtime for emergency call outs.

Subd. 5: The School District and L510 employees may utilize compensatory time as per the F.L.S.A. All overtime assigned shall be approved by the Administration and shall be paid in accord with this agreement. In those instances where compensatory time is approved in lieu of overtime payment, such compensatory time must be approved by the Administration and be acceptable to the employee. All approved compensatory time shall not exceed eighty (80) hours annually, and shall be taken with administration approval prior to August 15th of each contract year. Any unused compensatory time shall be paid as overtime at the pay rate in effect when overtime was served.

Subd. 6: Planned overtime shall be offered to the most senior available qualified employee in the building in which overtime arises whenever possible. In the event of an emergency the Supervisor is encouraged to call the most senior qualified employee, however, may call whoever is available and qualified. This provision is not grievable. This subdivision will sunset June 30, ~~2019~~2021.

Subd. 7: Overtime will be paid bi-weekly.

SECTION D – CERTIFICATION PAY:

Subd. 1: Should any maintenance employee be required by the employer to be the Chief Engineer in charge of all aspects of the boilers within the district, he/she shall be paid an additional \$.50 per hour for normal scheduled hours (2,080) during the period of which this responsibility is expected by management (District does not have a Supervisor with appropriate boiler license to oversee duties).

ARTICLE 6: HOLIDAYS

SECTION A: All full-time employees shall receive the following paid holidays: New Year's Day; President's Day; Good Friday; Memorial Day; July 3; July 4; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day; and two (2) floating holidays to be taken with Administrative approval, after one week's advanced notice. Effective July 1, 2013 payment of the July 3 and July 4 holiday shall be excluded for those employees who are not scheduled to work the full month of July.

Any qualifying employee who has served the district a minimum of fifteen (15) years shall receive Christmas Eve as a compensable holiday in recognition of years of service.

SECTION B: Employees who are required to work on any of the above holidays shall receive two (2) times their hourly rate of pay for all hours actually worked in addition to their holiday pay. (This section does not apply to Christmas Eve for employees with less than 15 years of service to the district)

SECTION C: When a holiday falls on a Saturday, it shall be observed on the preceding Friday, and when a holiday falls on a Sunday, it shall be observed on the following Monday. If July 3rd, July 4th, or both

fall on a weekend, the holiday shall be observed in conjunction with that weekend, but as set by the Superintendent of Schools.

ARTICLE 7: VACATIONS

SECTION A - FULL-TIME EMPLOYEES: This section provides for vacation benefits for all full-time employees.

Subd. 1: Full-time, twelve (12) month employees shall be entitled to the following vacation benefits per year with pay:

- a. 80 hours vacation ~~after one year of full-time service upon hire date (prorated for partial year of service)~~
- b. 120 hours vacation ~~after seventh~~ years of full-time service.
- c. 160 hours vacation ~~after thirteenth~~ years of full-time service.
- d. 200 hours vacation ~~after eighteenth~~ years of full-time service.
- e. 240 hours vacation ~~after twenty-fifth~~ years of full-time service.

~~Employees covered under this section shall not receive vacation benefits until they have completed one (1) full year of employment with the District. All employees who qualify for vacation will be prorated effective 6-30-2019 for the 2018-2019 calendar year. Effective July 1, 2019 employees shall receive front loaded vacation benefits for the 2019-2020 calendar year. During this transition a grace period will allow employees to have until June 30, 2021 to utilize vacation.~~

- ~~In the event the employee's employment is severed with the District prior to completing the full contract year, that year's vacation leave would be prorated to the date of severance. Should an overpayment of vacation occur, the overpayment will be deducted from the employee's last payroll check or the employee is fiscally responsible for any overpayment.~~

- ~~In the event an employee is hired mid-year whom qualifies for vacation leave, employee would be awarded pro-rated vacation leave on first day of service for that contract year.~~

Subd. 2: All employees hired prior to July 1, 2010 who are full-time or subsequently promoted to full-time and who work 1,733.3 hours or more, but less than 2,080 hours and full time cooks shall have vacation prorated. Proration for current employees hired prior to July 1, 2010 shall be rounded up to the nearest half day prior to conversion to hours.

Subd. 3: Any employee less than 1.0 FTE hired after July 1, 2010 shall not be eligible for vacation benefits under Article 7, Section A, Subd 1 or 2, but receive benefits pursuant to Article 10, Section F, Other Leave.

SECTION B: Vacations cannot be accumulated and must be taken before the next anniversary date. However, exceptions might be made by request of the Administration. Employees working less than

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2,080 hours and are eligible for vacation shall have unused vacation time paid off prior to the employee's anniversary date.

SECTION C: Full-time employees will arrange their vacation schedule through their Supervisor. Application for vacation approval shall be submitted in the computer system five (5) days prior to the vacation date. Vacation change may be granted with less than five (5) days' notice if agreed to by the employee's Supervisor. Vacation pay on a non-student day for those employees who work less than 2080 hours will be allowed; however, the FTE assignment as of July 1 of each year will not be altered due to the use of vacation on a non-student day. (This provision applies solely to employees ~~Debbie Mitchell~~, Lori Jorgenson and Josie Toninato).

Vacation records shall be kept by the District electronically.

SECTION D: Seniority shall govern whenever possible, in the choice of vacations, but vacations must not be permitted to interfere with the efficient and continuous operation of the School District.

ARTICLE 8 - GROUP INSURANCE

SECTION A - HEALTH AND HOSPITALIZATION INSURANCE:

Subd. 1 - Single Coverage: The School Board shall contribute a maximum sum of \$524 per month for ~~2017-2019~~– ~~2018-2020~~ and ~~2018-2020~~ – ~~2019-2021~~ toward the premium cost for individual coverage for each full-time employee who qualifies for and is enrolled in the School District Group Health and Hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2 - Family Coverage: The School Board shall contribute a maximum sum of \$1,276 per month for ~~2017-2019~~ – ~~202018~~ and ~~2018-2020~~ – ~~202119~~ toward the premium cost for family coverage for each full-time employee who qualifies for and is enrolled in the School District Group Health and Hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction

Subd. 3 - Prorated Benefits: (Employees hired prior to July 1, 2010) All health insurance benefits shall be prorated for those full time employees working less than 2080 hours in a year. If the assigned duty is 1,733.3 hours or more, employee would receive twelve (12) months of District paid health contribution.

Subd. 4 - Prorated Benefits: Employees hired at less than 1.0 FTE after July 1, 2010 and working a minimum of 1456 hours in a contract year would receive pro-rated health benefits pursuant to their FTE.

Subd. 5: Employees hired at less than 1.0 FTE, and working a minimum of thirty (30) hours per week, but not qualifying for insurance in the above subdivisions will receive \$415.83 per month towards the premium cost for individual or family coverage in the School District Group Health and Hospitalization plan.

Subd. 6: The District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the District as a result of denial of insurance benefits by an insurance carrier.

Subd. 7: Employee who retires and is eligible to receive annuity payments from a Minnesota public pension plan, and who has provided the District with ten (10) years of professional service, may continue coverage under the District's medical insurance plan at the employee's own expense. The employee may elect either single or family coverage. Upon the death of the employee, any family members covered by the medical insurance plan at the time of the employee's death may continue coverage at their own expense.

An employee who becomes permanently disabled and discontinues service to the District may continue coverage under the District's medical insurance plan at the employee's own expense. The employee may elect either single or family coverage.

Employee's spouse and dependents shall be able to continue in the District's medical insurance program, at their own expense, as such continued participation is allowed under law and State and Federal Rule.

When an employee or dependent spouse covered under the District's medical insurance becomes eligible for Federal Medicare or other similar coverage, the employee or dependent spouse shall be able to continue in the District's medical insurance program, at their own expense, as such as continued participation is allowed under law and State and Federal Rule.

SECTION B - DENTAL INSURANCE: Employees hired after July 1, 2010 and assigned a minimum of 1,456 hours in a contract year will qualify for benefits under this section. Employee's annual FTE will be applied against the following contribution caps in determination of benefit amount.

Subd. 1 - Single Coverage: The School Board shall contribute up to the sum of ~~\$19,7924.17~~ per month toward the premium for individual coverage for all full-time employees who qualify for and are enrolled in the School District group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2 - Family Coverage: The School Board shall contribute up to ~~\$49,4060.25~~ per month toward the premium for family coverage for all full-time employees who qualify for and are enrolled in the School District group dental plan and who qualify for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. To qualify for family coverage, an employee must have bona fide legal dependents consisting of a spouse or child or both.

Subd. 3 - Prorated Benefits: All dental insurance benefits for employees hired prior to July 1, 2010 shall be prorated for those full-time employees working less than ten (10) consecutive months in a year.

SECTION C - FLEX BENEFITS: All employees shall have the right to participate in the District's 125 flexible benefit plan with no District contribution.

SECTION D - TERM INSURANCE: The School Board shall pay the total cost of \$50,000 group term life insurance for all full-time employees. The School Board shall pay the total cost of \$25,000 group term

life insurance for all part-time employees. Additional insurance may be purchased at the employee's own expense as stipulated in the insurance policy. Per Madison National Life (National Insurance Services) the amount of Basic and Optional Life Insurance reduces to 65% of state coverage upon attainment of age 70, reduces to 40% of state coverage upon attainment of age 75 and reduces to 25% of stated coverage upon attainment of age 80 and terminates upon retirement.

SECTION E - DURATION OF INSURANCE CONTRIBUTION: An employee is eligible for School Board contributions as provided in this Article as long as the employee is employed by the School Board. Upon termination of employment, all School Board participation and contributions shall cease effective on the last working day.

ARTICLE 9: POST-EMPLOYMENT COMPENSATION

SECTION A - PLAN ELIGIBILITY

Subd. 1: Employees who are covered by this agreement, have provided the School District with a minimum of ten (10) years of continuous service, and qualify for a PERA annuity shall be eligible for post-employment benefits to be contributed to the employee's health care savings plan (HCSP) administered by the Minnesota State Retirement System.

- A. **Maximum District Contribution:** The maximum District contribution to the employee's health care savings plan (HCSP) will be the product of 50% of accumulated sick leave times his/her rate of pay at the time of severance not to exceed 720 hours of the employee's accumulated sick leave. Those employees severing service with the accrued maximum of 1,440 hours sick leave shall receive an additional 80 hours value contributed to his/her HCSP account.
- B. **Time of Contribution:** One lump-sum payment of the calculated value of the employee's HCSP will be placed into the employee's HCSP account within thirty (30) days following severance of employment.
- C. **Death of Qualifying Employee:**
 - 1. Employee qualified, but had not severed service: One lump-sum payment of the calculated value will be paid to the employee's estate within thirty (30) days following the death of the employee.
 - 2. Employee qualified and severed service, but had not received full payment into HCSP: Remaining amount owed to employee would be paid in a lump sum to employee's estate.

ARTICLE 10: LEAVES OF ABSENCE

SECTION A - SICK LEAVE: All full-time, 2,080 hour employees shall receive 120 hours sick leave annually accumulative to 1,440 hours.

All employees excluded by Section A and covered by this agreement shall receive sick leave annually at a rate of one hundred twenty 120 hours times their annual FTE rounded to the nearest half hour. Sick leave is accumulative to 1,440 total hours.

Subd. 1: Sick leave shall be allowed by the School Board whenever an employee's absence is found to have been due to illness of the member, dependent minor child, adult child, spouse, sibling, parent, grandparent, or stepparent, and which prevents his/her attendance and performance of duties on that day or days with a limit of one hundred sixty (160) hours in any twelve (12) month period for all except the member, spouse, and dependent minor child.

Subd. 2: Unused sick leave hours may accumulate to a maximum credit of 1,440 hours. When his/her sick leave account is at its maximum, any additional sick leave hours earned will accrue in a separate individual catastrophe account. The hours in the catastrophe sick leave account may be used only if the following criteria are met.

- A. A health catastrophe(s) must have caused an extreme depletion of accrued sick leave hours in accordance with the following:
 - a. A health catastrophe is defined as being any illness or injury resulting in loss of accrued sick leave in excess of 640 sick leave hours during any 365 day period. An illness cannot be considered a catastrophe until the employee has accumulated an unused balance in his sick leave account of 1,440 hours.
 - b. For the purpose of this subdivision, health absences within a 365 day period need not be consecutive to be considered catastrophic.
 - c. The balance of catastrophe sick leave days will be transferred to the regular sick leave account only at the time of retirement and only if the employee had a catastrophic illness. The maximum number of catastrophe hours that can accumulate is 800 hours. Accumulation of catastrophe sick leave shall start July 1, 1989.
 - d. The maximum number of combined catastrophe and sick leave hours which can accumulate for purposes of the Health Care Savings Plan contribution cannot exceed 1440 hours.
- B. The School Board may at its option, grant the use of catastrophic sick leave account days in unusual circumstances covered by this section.
- C. At the beginning of each fiscal year (July 1), sick leave hours will be credited to the regular sick leave account first. Any hours remaining shall be credited to catastrophic sick leave in accord with Subd. 2, of this section.

Subd. 3: The School Board may require an employee to furnish a medical certificate from the school health officer or from a Licensed Practitioner of the Healing Arts as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

Subd. 4: In the event that a medical certificate will be required, the employee will be so advised. Any leave under this section of 3 or more working days will require employee to furnish a medical certificate.

Subd. 5: Sick leave allowed shall be deducted from the accrued sick leave hours earned by the employee.

Subd. 6: Sick leave pay shall be approved only upon electronic submission of a request on the District Skyward Employee Access system or the District paper form if requested by Supervisor. Sick leave pay on a non-student day for those employees who work less than 2080 hours will be allowed if the following conditions are met:

- A. Employee was scheduled to work that day
- B. Medical appointment was scheduled prior to being declared a non-student day.

Subd. 7: During the last year of employment, employee may accumulate up to 1,560 hours of sick leave of which only 1,440 hours may be retained for purposes of Article 9, Section A, Subd. 1.

SECTION B - WORKER'S COMPENSATION:

Subd. 1: If an employee of the School Board receives a compensable injury and has accrued benefits under either sick leave or vacation plan, the School Board shall pay the difference between the compensation received by the employee and his/her regular monthly pay rate, same to be deducted first from the said accrued sick leave benefits or upon exhaustion of sick leave, accrued vacation benefits; the School Board will provide for the payments described in this section during the periods of disability. It is understood that the additional payments made to the employee over and above that paid by the Worker's Compensation shall not exceed the amount of credits which an employee is entitled to from such accrued sick leave and vacation benefits.

A deduction shall be made first from the employee's accumulated sick leave and second from vacation accrual time for time lost due to injury under Worker's Compensation.

SECTION C - OTHER EMERGENCY LEAVE:

Subd. 1: All employees shall be allowed for death or critical illness in the immediate family of the employee or the employee's spouse (father, mother, sister, brother, son, daughter, grandparents and grandchildren), a leave of absence with pay of five (5) assigned shifts per year when travel is required and three (3) assigned shifts per year without travel, not cumulative. This leave is to be deducted from sick leave. Leave in case of any relatives not listed will be judged by the Superintendent on the merits of each individual case. Repetition of leave for illness or death in a family in the same year must be approved by the Superintendent. Emergency leave is only for that period of time that an emergency exists. Employees are expected to return to work once the emergency passes. Critical illness is defined as meeting any one of the following criteria:

- 1. The family member is listed by a hospital in critical condition
- 2. The family member is in the hospital and in intensive care
- 3. The family member is to be administered a general anesthetic for inpatient or outpatient surgery
- 4. The family member is hospitalized due to an emergency accident or illness and the condition of the family member is not known immediately

5. The Superintendent of Schools may make other approvals based upon special circumstances
6. Employee may appeal Superintendent's decision to the School Board.

SECTION D - JURY DUTY: Any employee who is required to be absent from work because of jury duty will be paid the difference between the compensation received for such duty and the amount of salary he/she would have earned during the period that he/she was on jury duty. Such payment will be made only upon presentation of a voucher to the school Payroll Clerk showing jury fees received from the court. When an employee is required to perform jury duty only part of his/her regularly scheduled day, it is agreed that he/she will report to work at his/her school for that portion of the day not required for jury duty. The employee will be required to furnish evidence of time spent on jury service.

Any employee who is required to be absent from work because of being subpoenaed, except as a hostile witness or an adversary of the School District when the party is seeking judgment against the School District, will be paid the difference between the compensation as a witness and the compensation received for the employee's regular duties.

SECTION E – PROFESSIONAL LEAVE: Two (2) paid days per year for each of three (3) union officers or their designee will be allowed for professional, union leave.

SECTION F - OTHER LEAVE: Employees not qualifying for vacation in Article 7 will receive the following paid leave:

- | | |
|----------------------------------|---|
| 1. Starting year through year 6: | Forty (40) hours per year times daily FTE |
| 2. Year 7 and beyond: | Sixty (60) hours per year times daily FTE |

Other leave will be awarded the first day of service of each contract year. In the event the employee's employment is severed with the District prior to completing the full contract year, that year's other leave would be prorated to the date of severance. Should an overpayment of other leave occur, the overpayment will be deducted from the employee's last payroll check.

In the event an employee is hired mid-year whom qualifies for other leave, employee would be awarded pro-rated other leave on first day of service for that contract year. If annual FTE is greater than or equal to .5, that portion of a year will count as a full year in terms of other leave steps for future movement.

Employee may carryover a maximum of sixteen (16) hours of other leave to be used the following year.

Employees requesting Other Leave will schedule leave through their supervisor. Application for leave approval shall be submitted in the computer system five (5) DAYS PRIOR TO THE LEAVE DATE. Leave may be granted with less than five (5) days notice if agreed to by the employee's supervisor. Seniority shall govern whenever possible in the choice of Other leave, but must not be permitted to interfere with the efficient and continuous operation of the School District

The employee's daily FTE will be based on their regular school year assignment defined as the period of August 15th through June 15th of each year. Additional leave will be given for any summer hours assigned from June 16th through August 14th. Calculation of additional leave will be as follows:
 Summer hours / 2080 = ___ fte x 40 or 60 hours per above schedule.

SECTION G – FMLA: All leaves under this article qualifying for Family Medical Leave, under state and federal Family Medical Leave Act (FMLA) statute and rule will be considered to run concurrently with FMLA eligible leave, with the exception that the first three (3) days of an employee’s absence due to illness, accident or injury will not initiate FMLA; concurrent FMLA leave would begin on the fourth (4) day of such an event.

SECTION H - LEAVES WITHOUT PAY: Leaves without pay shall be considered only if such leave meets the definition of paid leaves as defined by this article and the employee has exhausted all leave of absence relative to the request.

SECTION I – EXTENDED PERSONAL LEAVE: An employee with a minimum of three (3) years of experience with the District shall be eligible for a one (1) year leave of absence without pay or benefits. The employee may apply in writing to the School Board no later than August 1 of the upcoming school year and must notify the district in writing of their intent to return the following school year no later than February 1 of the year of the leave. The employee is guaranteed their former position assuming the exact position remains and if not, is guaranteed a position based on seniority. The request for extended personal leave may be denied if no qualified or required licensed replacement can be obtained. An employee shall not be eligible for such leave again for a period of three (3) more years.

ARTICLE 11: HOURS OF SERVICE

SECTION A - BASIC WORK WEEK: A work week shall consist of forty (40) hours for full-time employees. A work day shall be eight (8) hours.

SECTION B - PART-TIME EMPLOYEES: The School Board reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

SECTION C - SHIFTS AND STARTING TIME: All employees will be assigned starting times and shifts as determined by the School Board. Employee work week shall be scheduled between 12:01 a.m. Monday and 11:59 p.m. Sunday. An employee will be given advance notice of five (5) calendar days for a shift change unless it is for snowplowing or deemed an emergency by the supervisor. The five (5) day shift change notice shall not apply to the part-time or full time floater position. Any employee unable to report for his/her shift shall contact his/her immediate supervisor or leave a message on supervisor’s school district voice mail prior to the beginning of the employee’s scheduled shift.

SECTION D - SCHOOL CLOSING: On days when school is closed due to emergency situations, all employees are to report for work unless it is announced on the local radio stations(s) or a phone message is transmitted by the District that they are not to report. Those who are not required to work may choose to be docked in pay, take vacation, other leave, compensatory time, or take a floating holiday. Those employees who are required to report for work are to receive a minimum of four hours of pay or up to the length of time of their shift, whichever is least. If an employee is required to report for work, he/she may work the entire shift. If any employee is required to report for work and cannot make it, then he/she must notify their supervisor as soon as possible.

ARTICLE 12: PHYSICAL EXAMINATIONS

SECTION A - CHEST X-RAYS: Chest x-rays, if required by the School Board, will be paid for by the School Board.

SECTION B: Annual physical examinations required of bus drivers shall be paid by the School Board. An employee who fails to pass his/her State required bus driver physical but who substantiates with a doctor's statement his/her capability to perform all other regular and normal work duties, shall not be terminated by the School Board due to failing the bus driver's physical examination.

ARTICLE 13: SENIORITY

SECTION A: Employees under jurisdiction of the Union, as determined by the State Labor Conciliator, shall be covered herein and placed on the seniority list. The following categories shall have separate seniority lists: Facilities Personnel (janitors, certified pool janitor, fireman/mechanic, transportation coordinator); Food Service Personnel (head cook, assistant cook, cafeteria helper); Program Support Personnel (secretaries).

SECTION B: Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous service while under the jurisdiction of the Union. All new employees permanently hired by the School Board shall be on probation for a period of one hundred twenty (120) working days and upon successful completion of such probationary period, then seniority will revert to the first day of their employment under the jurisdiction of the Union, unless more than one employee is hired on the same date, then seniority shall be determined by order of hire as recorded in official board minutes. During such one hundred twenty (120) working days of employment, the employees may be discharged by the School Board without cause, without a right to a hearing. Employees who are temporarily employed by the School Administration without formal action of the School Board in a position to which no member has rights to and are in continuous service in a position under the jurisdiction of the Union in excess of one hundred twenty (120) working days, shall be placed on the seniority list and their seniority shall revert to their employment date.

SECTION C: An employee shall lose his seniority standing upon voluntary resignation from employment or upon discharge. An employee's seniority shall not be terminated because of absence due to paid sick leave, authorized leave of absence either paid or unpaid, or temporary layoff exclusive of ULA.

SECTION D: In the event a general lay-off is contemplated, the School Board shall advise the employees and the Union, to discuss the problem with them before any action is taken.

SECTION E - UNREQUESTED LEAVES OF ABSENCE AND RECALL:

Subd. 1: In the event of a layoff, employees shall be laid off according to seniority in the inverse order of hiring. Employees shall be recalled according to seniority in the inverse order of layoff.

Subd. 2: When placed on unrequested leave of absence the employee will file his/her name and address with the Superintendent's Office to which any notice of reinstatement or availability of

positions shall be mailed. Notification of change in address will be the responsibility of the employee. Failure of a notice to reach the employee will not be the responsibility of the school district if any notice has been as provided herein.

Subd. 3: If a position covered by this agreement becomes available to a qualified employee on unrequested leave of absence, the School District shall by certified mail notify such employee. The employee will have fifteen (15) calendar days from the date of such notice to accept the notice of reemployment, and twenty-one (21) calendar days to report for work. Failure to reply or report for work as stipulated herein will constitute a waiver on the part of the employee. An employee may reject any offer of employment not equal to or greater than the level of employment of the employee at the time the employee was placed on unrequested leave, with such rejection not affecting the employee's right to recall. An employee refusing a recall offer that would be equal to or greater than the employee's pre-layoff status, within the timelines in this subdivision, shall forfeit all recall rights under terms of this section.

Subd. 4: Recall rights shall be for two (2) years (24 calendar months) following date of placement on unrequested leave. Employees on ULA who have exhausted their recall rights, will have accrued sick leave and other accrued benefits restored if the employee is hired to fill a vacancy within one year of termination of recall rights.

Subd. 5: Any employee placed on unrequested leave of absence may accept employment outside the school district during the period of unrequested leave and still sustain recall rights under the terms of this agreement. Any temporary employment by the school district (less than thirty (30) consecutive working days) during an employee's layoff period in a position less than the position formerly held by the employee and in the employee's same job classification shall be compensated in accord with wages specified in Schedules A, B and C of this agreement.

Subd. 6 - Summer Workers: The District reserves the right to hire summer workers to aid in the process of keeping facilities clean, maintained and grounds manicured prior to recalling members from ULA as long as the classifications of janitor, pool janitor, fireman, transportation coordinator and mechanic are at the same level as they were on January 1 of the current school year. Summer workers will collaboratively work with union members to complete tasks that are typically completed during summer months. In the event that staff in said classifications are reduced between January 1 and the end of the current school year, summer help will not be allowed to be hired that summer unless members that were reduced are returned to whole.

SECTION E: The employer shall notify the employee no less than fourteen (14) days prior to any reductions or eliminations. In the case of a reduction of forces or the elimination of a position, a senior employee may exert his/her seniority preference over a junior employee first within the same seniority list and job category. If no position exists to remain whole within the employee's category, then the employee may exert his/her preference over a junior employee in any classification provided he/she has the necessary qualifications to perform the duties of the job involved to remain whole. The School Board and/or the appropriate supervisor shall make the determination as to whether or not the employee possesses the necessary qualifications.

SECTION G: Temporary vacancies will be filled by administration using union or nonunion members. In the event said vacancy has a higher rate of pay and administration fills with a union member not on ULA

then the qualified employee filling such vacancy shall receive such higher rate of pay when such an appointment is made by the supervisor. Temporary vacancies known to be in excess of thirty (30) days shall be provided to the Union President for posting on designated Local 510 bulletin boards. Temporary vacancies are defined to be positions where the employee assigned to the position is on leave of absence recognized by this agreement.

SECTION H: Notice of all vacancies and newly created positions shall be provided to the Union President for posting on designated Local 510 bulletin boards and the employees shall be given seven (7) days' time in which to make application to fill the vacancy or new position. The senior employee making application shall be transferred to fill the vacancy or new position, provided he/she has the necessary qualifications to perform the duties of the job involved. The School Board and/or other appropriate Supervisor shall make the determination as to whether or not an applicant possesses the necessary qualifications. In the event the Union does not concur in the determination, the applicant shall have the right of appeal through the normal grievance procedure. Newly created positions or vacancies are to be posted in the following manner: rate of pay and the classification.

Employees serving probationary period do not have a right to a newly posted position, but may be considered for the position.

SECTION I: Seniority lists shall be brought up to date on February 1 of each calendar year and provided to the Union President for posting on designated Local 510 bulletin boards. A copy of the seniority lists shall be sent by email to the Secretary and the President of the Union.

SECTION J: Part-time employees who have met the seniority qualifications as provided for in Section B, Seniority, shall not be required to file application for re-employment from year to year. All such employees shall attain seniority rights on the basis of accumulated hours worked. One (1) month shall be equivalent to 173.3 hours and one year of seniority shall be equivalent to 2,080 hours. Employees who are on lay-off shall report to the school administration or business office each six (6) months of their availability for employment.

SECTION K: Seniority ranking of cooks will be accomplished by the date that the employee came under the jurisdiction of the Union regardless of hours worked.

SECTION L: All employees must serve a ninety (90) working day probationary period when changing job classifications. During the probationary period, the employee may choose to return to their previous position or the employee may be required to return to their previous position by administrative directive if their job performance was not satisfactory.

ARTICLE 14: DEMOTIONS AND TRANSFERS

SECTION A: Demotions and transfers shall be made only for good and sufficient reason. The employees affected shall receive prior notice upon stated charges, in writing, of any such action.

~~SECTION B: Any full time employee employed prior to July 1, 1981 and who has his/her position reduced from full time to part time shall retain fringe benefits but on a pro-rata basis.~~

ARTICLE 15 - SUSPENSION AND DISCHARGES

SECTION A: When there is a good and sufficient reason, and the employee has been temporarily suspended without pay, the employee shall be notified of the reasons of his/her suspension in writing at the time of suspension. If the employee feels he/she has been suspended without good reason, or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) days of the date of suspension. If it is determined that the suspension was made without good reason, the employee shall be reinstated immediately, and shall receive full pay for any time lost as a result of the suspension.

SECTION B: Discharge shall be made only for cause. An action to discharge an employee shall be taken by the School Board only after a hearing upon request of the employee within 5 days of due notice, upon stated charges, in writing. The statement of the charges and the notice of hearing shall be filed with the employee at least ten (10) days in advance of the hearing. The employee and his/her representative shall have the right to present witnesses, introduce evidence and to examine witnesses and evidence presented against him/her. The employee subject to discharge shall be suspended without pay until such time as the hearing's findings of fact and recommendations to the school board have been considered by the school board and the school board has taken its action. Should the School Board, or a subsequent authority such as grievance arbitrator reinstate the employee, any lost wages shall be reinstated to the employee.

ARTICLE 16: GRIEVANCE PROCEDURE

SECTION A - DEFINITION OF A GRIEVANCE: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

SECTION B – REPRESENTATIVE: The School Board will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the School Board in writing of the names of such Union representatives and of their successors when so designated.

SECTION C – DEFINITIONS:

1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.
2. Days: "Days" mean calendar days excluding Saturday, Sunday, and legal holidays as defined by Minnesota Statutes.
3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a

Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

4. Service: "Service" means personal service or by certified mail.
5. Reduced to Writing: "Reduced to writing" means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.
6. Decision: "Decision" means a concise response outlining the employer's position on the grievance.

SECTION D - TIME LIMITATION: Grievance shall not be valid for consideration unless the grievance is submitted in writing, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought, within twenty days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof.

SECTION E - PROCESSING A GRIEVANCE: The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the School Board during normal working hours.

SECTION F – PROCEDURE:

Step 1: Informal Discussion - The Supervisor shall meet and discuss the grievance with the grievant and the grievant's representative, within ten (10) days after the receipt of the grievance.

Step 2: In the event the grievance is not resolved in Step 1, the decision rendered may be appealed to the Superintendent, provided such appeal is made within ten (10) days after receipt of the decision in Step 1. If a grievance is properly appealed to the Superintendent, he/she shall set a time to hear the grievance within ten (10) days after the appeal is received. After the meeting the Superintendent shall issue his decision in writing within ten (10) days to the parties involved.

Step 3: In the event the grievance is not resolved in Step 2, the decision rendered may be appealed to the School Board Grievance Committee, provided such appeal is made within ten (10) days after receipt of decision in Step 2. If a grievance is properly appealed to the School Board Grievance Committee, they shall set a time to hear the grievance within thirty (30) days after the appeal is received. After the meeting, the School Board Grievance Committee shall issue their decision in writing within ten (10) days to the parties involved.

Step 3a: Upon completion of the previous procedure and prior to requesting arbitration, the Union or the School Board may request mediation of the grievance by the Bureau of Mediation Services. Such request must be made within ten (10) days following the decision in Step 3. The timeline for arbitration shall commence immediately after the scheduled mediation session is concluded if the mediation session does not resolve the grievance and no further mediation sessions are scheduled. If mediation is not

scheduled within ninety (90) days following notification, either party may move forward with arbitration.

Step 4: If the grievance remains unresolved, the Union may, within ten (10) days after the response of the School Board Grievance Committee, by written notice to the School Board, request arbitration of the grievance. The arbitration proceedings shall be conducted by an arbitrator to be selected by mutual agreement of the School Board and the Union. If the parties fail to mutually agree upon an arbitrator within seven (7) days, either party may request the Bureau of Mediation Services to submit a panel of five (5) arbitrators. Both the Employer and the Union shall have the right to strike two names from the panel. The party requesting arbitration shall strike the first name; and the other party shall then strike one name. The process will be repeated, and the remaining person shall be the arbitrator.

SECTION G - ARBITRATOR'S AUTHORITY: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted to him in writing by the employee and by the School Board at the arbitration hearing and shall have no authority to make a decision on any other issue not so submitted to him/her.

The arbitrator shall submit his/her decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. Subject to the Uniform Arbitration Act, Minnesota Statutes 572.08 et seq., the decision shall be binding on both the School Board and the Union. It shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

SECTION H: The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the School Board and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.

SECTION I - WAIVER: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the School Board's last answer. If the School Board does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the School Board and the Union.

ARTICLE 17 - DURATION

SECTION A - TERM AND REOPENING NEGOTIATIONS: This agreement shall remain in full force and effect for a period commencing on July 1, ~~2017-2019~~ through June 30, ~~2019-2021~~ and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent no later than sixty (60) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than sixty (60) days prior to the expiration of this agreement.

SECTION B – EFFECT: This agreement constitutes the full and complete agreement between the School Board and the Union representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION C – SEVERABILITY: The provisions of this agreement shall be severable and if any provision thereof of the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application or any provisions of this agreement or the application of any provision thereof.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT AS FOLLOWS:

For Local 510, A.F.S.C.M.E.

For Independent School District 361

President _____

Chairperson _____

Secretary _____

Clerk _____

Chief Negotiator _____

Chief Negotiator _____

Dated this ____ day of _____, 201~~9~~⁷

Dated this 20th day of November, 202~~1~~⁷

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

SCHEDULE "A"
HOURLY RATES OF PAY
~~2017 - 2018~~ 2019 - 2020

	Maintenance Category					Office Category	Food Service Category		
	Janitor	Transportation Coordinator	Certified Pool Janitor	Fireman	Mechanic	Secretary	Head Cook	Assistant Cook	Cafeteria Helper
Year 1	\$ 19.05	\$ 19.55	\$ 19.35	\$ 19.30	\$ 23.87	\$ 19.05	\$ 17.25	\$ 14.39	\$ 12.45
Year 2	\$ 19.78	\$ 20.28	\$ 20.08	\$ 20.04	\$ 24.61	\$ 19.78	\$ 17.85	\$ 14.87	\$ 12.84
Year 3	\$ 20.70	\$ 21.20	\$ 21.00	\$ 20.94	\$ 25.51	\$ 20.70	\$ 18.54	\$ 15.38	\$ 13.31
Year 7	\$ 20.85	\$ 21.35	\$ 21.14	\$ 21.10	\$ 25.67	\$ 20.85	\$ 18.66	\$ 15.68	\$ 13.66
Year 11	\$ 21.01	\$ 21.51	\$ 21.30	\$ 21.28	\$ 25.85	\$ 21.01	\$ 18.81	\$ 16.11	\$ 14.00
Year 16	\$ 21.18	\$ 21.68	\$ 21.47	\$ 21.42	\$ 25.99	\$ 21.18	\$ 18.92	\$ 16.37	\$ 14.35
Year 21	\$ 21.31	\$ 21.81	\$ 21.61	\$ 21.60	\$ 26.17	\$ 21.31	\$ 19.06	\$ 16.62	\$ 14.57
Year 26	\$ 21.44	\$ 21.94	\$ 21.75	\$ 21.78	\$ 26.35	\$ 21.44	\$ 19.20	\$ 16.87	\$ 14.79

Classification	Maintenance Category					
	Janitor	Transportation Coordinator	Certified Pool Janitor	Fireman	Chief Fireman	Mechanic
Year 1	<u>\$19.81</u>	<u>\$20.31</u>	<u>\$20.11</u>	<u>\$20.06</u>	<u>\$21.86</u>	<u>\$24.63</u>
Year 2	<u>\$20.54</u>	<u>\$21.04</u>	<u>\$20.84</u>	<u>\$20.80</u>	<u>\$21.94</u>	<u>\$25.37</u>
Year 3	<u>\$21.46</u>	<u>\$21.96</u>	<u>\$21.76</u>	<u>\$21.70</u>	<u>\$22.04</u>	<u>\$25.27</u>
Year 7	<u>\$21.61</u>	<u>\$22.11</u>	<u>\$21.90</u>	<u>\$21.86</u>	<u>\$22.18</u>	<u>\$25.43</u>
Year 11	<u>\$21.77</u>	<u>\$22.27</u>	<u>\$22.06</u>	<u>\$22.04</u>	<u>\$22.36</u>	<u>\$25.61</u>
Year 16	<u>\$21.94</u>	<u>\$22.44</u>	<u>\$22.23</u>	<u>\$22.18</u>	<u>\$22.42</u>	<u>\$25.75</u>
Year 21	<u>\$22.07</u>	<u>\$22.57</u>	<u>\$22.37</u>	<u>\$22.36</u>	<u>\$22.48</u>	<u>\$25.93</u>
Year 26	<u>\$22.20</u>	<u>\$22.70</u>	<u>\$22.51</u>	<u>\$22.54</u>	<u>\$22.54</u>	<u>\$27.11</u>

<u>Classification</u>	<u>Office</u>	<u>Food Service</u>		
	<u>Category</u>	<u>Category</u>	-	-
	<u>Secretary</u>	<u>Head Cook</u>	<u>Assistant Cook</u>	<u>Cafeteria Helper</u>
<u>Year 1</u>	<u>\$19.81</u>	<u>\$18.41</u>	<u>\$15.55</u>	<u>\$13.61</u>
<u>Year 2</u>	<u>\$20.54</u>	<u>\$19.01</u>	<u>\$16.03</u>	<u>\$14.00</u>
<u>Year 3</u>	<u>\$21.46</u>	<u>\$19.70</u>	<u>\$16.54</u>	<u>\$14.47</u>
<u>Year 7</u>	<u>\$21.61</u>	<u>\$19.82</u>	<u>\$16.84</u>	<u>\$14.82</u>
<u>Year 11</u>	<u>\$21.77</u>	<u>\$19.97</u>	<u>\$17.27</u>	<u>\$15.16</u>
<u>Year 16</u>	<u>\$21.94</u>	<u>\$20.08</u>	<u>\$17.53</u>	<u>\$15.51</u>
<u>Year 21</u>	<u>\$22.07</u>	<u>\$20.22</u>	<u>\$17.78</u>	<u>\$15.73</u>
<u>Year 26</u>	<u>\$22.20</u>	<u>\$20.36</u>	<u>\$18.03</u>	<u>\$15.95</u>

At the discretion of the District, new employees hired into the classifications of Mechanic, Fireman, Chief Fireman, or Head Cook may be assigned up to seven (7) year's experience credit to count toward placement on the step plan at time of hire.

Effective 07/01/2019 employee step increases shall be applied on 7/1/2019 of each calendar year. For the purposes of transition, parties agree to the following process:

<u>Seniority Date</u>	<u>Step Application</u>
<u>7/1-12/31</u>	<u>Earn step increase effective 7/1/2019</u>
<u>1/1-6/30</u>	<u>Earn step increases effective 7/1/2020</u>
-	-

Employees hired mid-year: If annual FTE is greater than or equal to .5, that portion of a year will count as a full year in terms making a step on salary schedule. If less than .5, will wait until first full year to move a step.

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

SCHEDULE "B"
HOURLY RATES OF PAY
~~2018 - 2019~~ 2020 - 2021

	Maintenance Category					Office Category	Food Service Category		
	Janitor	Transportation Coordinator	Certified Pool Janitor	Fireman	Mechanic	Secretary	Head Cook	Assistant Cook	Cafeteria Helper
-									
Year 1	\$ 19.41	\$ 19.91	\$ 19.71	\$ 19.66	\$ 24.23	\$ 19.41	\$ 17.61	\$ 14.75	\$ 12.81
Year 2	\$ 20.14	\$ 20.64	\$ 20.44	\$ 20.40	\$ 24.97	\$ 20.14	\$ 18.21	\$ 15.23	\$ 13.20
Year 3	\$ 21.06	\$ 21.56	\$ 21.36	\$ 21.30	\$ 25.87	\$ 21.06	\$ 18.90	\$ 15.74	\$ 13.67
Year 7	\$ 21.21	\$ 21.71	\$ 21.50	\$ 21.46	\$ 26.03	\$ 21.21	\$ 19.02	\$ 16.04	\$ 14.02
Year 11	\$ 21.37	\$ 21.87	\$ 21.66	\$ 21.64	\$ 26.21	\$ 21.37	\$ 19.17	\$ 16.47	\$ 14.36
Year 16	\$ 21.54	\$ 22.04	\$ 21.83	\$ 21.78	\$ 26.35	\$ 21.54	\$ 19.28	\$ 16.73	\$ 14.71
Year 21	\$ 21.67	\$ 22.17	\$ 21.97	\$ 21.96	\$ 26.53	\$ 21.67	\$ 19.42	\$ 16.98	\$ 14.93
Year 26	\$ 21.80	\$ 22.30	\$ 22.11	\$ 22.14	\$ 26.71	\$ 21.80	\$ 19.56	\$ 17.23	\$ 15.15

Classification	Maintenance Category					
	Janitor	Transportation Coordinator	Certified Pool Janitor	Fireman	Chief Fireman	Mechanic
Year 1	\$20.24	\$20.74	\$20.54	\$20.49	\$22.29	\$25.06
Year 2	\$20.97	\$21.47	\$21.27	\$21.23	\$22.37	\$25.80
Year 3	\$21.89	\$22.39	\$22.19	\$22.13	\$22.47	\$26.70
Year 7	\$22.04	\$22.54	\$22.33	\$22.29	\$22.61	\$26.86
Year 11	\$22.20	\$22.70	\$22.49	\$22.47	\$22.79	\$27.04
Year 16	\$22.37	\$22.87	\$22.66	\$22.61	\$22.85	\$27.18
Year 21	\$22.50	\$23.00	\$22.80	\$22.79	\$22.91	\$27.36
Year 26	\$22.63	\$23.13	\$22.94	\$22.97	\$22.97	\$27.54

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Office Category	Food Service Category	-	-
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<u>Classification</u>	<u>Secretary</u>	<u>Head Cook</u>	<u>Assistant Cook</u>	<u>Cafeteria Helper</u>
<u>Year 1</u>	<u>\$20.24</u>	<u>\$18.91</u>	<u>\$16.05</u>	<u>\$14.11</u>
<u>Year 2</u>	<u>\$20.97</u>	<u>\$19.51</u>	<u>\$16.53</u>	<u>\$14.50</u>
<u>Year 3</u>	<u>\$21.89</u>	<u>\$20.20</u>	<u>\$17.04</u>	<u>\$14.97</u>
<u>Year 7</u>	<u>\$22.04</u>	<u>\$20.32</u>	<u>\$17.34</u>	<u>\$15.32</u>
<u>Year 11</u>	<u>\$22.20</u>	<u>\$20.47</u>	<u>\$17.77</u>	<u>\$15.66</u>
<u>Year 16</u>	<u>\$22.37</u>	<u>\$20.58</u>	<u>\$18.03</u>	<u>\$16.01</u>
<u>Year 21</u>	<u>\$22.50</u>	<u>\$20.72</u>	<u>\$18.28</u>	<u>\$16.23</u>
<u>Year 26</u>	<u>\$22.63</u>	<u>\$20.86</u>	<u>\$18.53</u>	<u>\$16.45</u>

At the discretion of the District, new employees hired into the classifications of Mechanic, Fireman, Chief Fireman, or Head Cook may be assigned up to seven (7) year's experience credit to count toward placement on the step plan at time of hire.

Effective 07/01/2019 employee step increases shall be applied on 7/1/2019 of each calendar year. Employees hired mid-year: If annual FTE is greater than or equal to .5, that portion of a year will count as a full year in terms making a step on salary schedule. If less than .5, will wait until first full year to move a step.

- 1) This will serve as both the district and site goals, pending State approval.
 - We will assess all students that attended ISD 361 for grades 2-10 both 1st and 2nd semester using the Star Reading and Math assessments.
 - Our goal for Reading is that 75% of our students in grades 2-10 will either:
 - A) test above the 40th percentile spring scaled score mark during 2nd semester of the school year, or
 - B) have an SGP at or above the 40th percentile during the 2nd semester of the school year.

 - Our goal for Math is that 80% of our students in grades 2-10 will either:
 - A) test above the 40th percentile spring scaled score mark during 2nd semester of the school year, or
 - B) have an SGP at or above the 40th percentile during the 2nd semester of the school year.
 - To develop these numbers, we looked back at our Star testing for the last two years in grades 2-5. Below is the results of the model that we have developed here for the last two years.

- 2) Develop and revision of short and long range goals for district
 - a) School board working sessions to get board/staff input and direction
 - b) Convene public listening/working sessions for input on goals
 - c) Develop working document to guide district decisions

- 3) Oversee development of technology plan
 - a) Convene technology committee to guide technology investigation
 - b) Gather input from staff on status of technology
 - c) Develop comprehensive district technology plan