

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, March 16, 2020 at 5:00 PM
FHS Library, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

Mission Statement: *In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.*

Call to Order

1. Roll Call:

Mike Holden___	Michelle Hebner___
Toni Korpi___	Jennifer Windels___
Ted Saxton___	Terry Murray___
Roxanne Skogstad-Ditsch___	Kevin Grover___
Ella Bahr-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. Presentation of Elk's March Students of the Month: Madeline Olson and Jaxon Germain.
Presentation of Elk's February Student of the Month: Kaitlyn Kalstad.
2. Presentation of diploma to Garrett Lyons, recent graduate of the ALC.
3. Public Open Forum
 3. 1. Robotics demonstration in FHS cafeteria.

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 February 18, 2020, and Special School Board meetings on February 18, 2020 and March 4, 2020. 4
2. Approve current accounts payable due in amount of \$375,824.85. 8
3. Approve payroll in the amount of \$440,325.70 for pay periods February 28th and March 13th.
4. Second reading of School Board Policy 506 - Student Discipline 34
5. Second reading of School Board Policy 515 - Protection and Privacy of Pupil Records 53
6. Second reading of School Board Policy 530 - Immunization Form 85
7. Second reading of School Board Policy 602 - Organization of School Calendar and School Day 90
8. Second reading of School Board Policy 904 - Distrib. of Materials on School Property 94
9. Second reading of School Board Policy 419 - Tobacco Free Environment; Possession and Use 99

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- | | |
|---|-----|
| 10. Second reading of School Board Policy 414 - Mandated Reporting of Child Neglect or Abuse | 103 |
| 11. Second reading of School Board Policy 421 - Gifts to Employees | 111 |
| 12. Second reading of School Board Policy 422 - Policies Incorporated by Reference | 113 |
| 13. Second reading of School Board Policy 510 - School Activities | 114 |
| 14. Second reading of School Board Policy 513 - Student Promotion, Retention, and Program Design | 116 |
| 15. Second reading of School Board Policy 524 - Internet Acceptable Use and Safety | 119 |
| 16. First reading of School Board Policy 601 - School Dist. Curriculum and Instructional Goals | 129 |
| 17. First reading of School Board Policy 613 - Graduation Requirements | 136 |
| 18. First reading of School Board Policy 615 - Testing Accommodations, Modifications, and Exemptions | 143 |
| 19. First reading of School Board Policy 620 - Credit for Learning | 148 |
| 20. First reading of School Board Policy 623 - Mandatory Summer School Instruction | 156 |
| 21. First reading of School Board Policy 703 - Annual Audit | 159 |
| 22. First reading of School Board Policy 720 - Vending Machines | 161 |
| 23. First reading of School Board Policy 721 - Uniform Grant Guidance Policy | 165 |
| 24. First reading of School Board Policy 802 - Disposition of Obsolete Equip. and Material | 182 |
| 25. Approve short-term rental agreement with Citizens for Backus | 186 |
| 26. Approve the hire of Beth Slatinski for the Youth Activity Coordinator position effective 2/26/20. | |
| 27. Approve termination of transportation software agreement with Tyler Technologies, Inc. | 187 |
| 28. Approve posting of counselor/social worker position at 1.0 FTE. | 201 |
| 29. Approve hire of Phil Talmage as Head Boy's Baseball Coach for the 2019-2020 season. | |
| 30. Approve hire of Seth Ettestad as Head Football Coach for the 2020-2021. | |

Action Items

- | | |
|--|-----|
| 1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed. | 203 |
| 2. Approve School Calendar 2020 - 2021 Version "C" for school year 2020-2021. Motion by __, second by __. Motion carried / failed. | 204 |
| 3. Approve wage increases for the At Will Employee Schedule dated March 16, 2020. Motion by __, second by __. Motion carried / failed. | |
| 4. Approve one additional teacher in service day for school year 2020-2021. Motion by __, second by __. Motion carried / failed. | |
| 5. Approve hire of Julie Talmage as Elementary Teacher at 1.0 FTE for 2020-2021 school | 210 |

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year. Motion by ____, second by ____. Motion carried / failed.

6. Approve wage increase for Technology Director per contract. Motion by ____, second by ____. 211
Motion carried/failed.

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent:
 3. 1. Finalize strategic plan and public forum on April 6th and 7th. 213
 3. 2. COVID-19 update and discussion.
4. Committee Reports:
 4. 1. Community Ed Advisory Board
 4. 2. Recreation Commission
 4. 3. Student Council

Adjournment

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

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
February 18, 2020 at 5:00 p.m.
Falls High School Library

A Regular Meeting of the Board of Trustees of Independent School District #361 was held Tuesday February 18, 2020 in the FHS Library.

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

Pledge of Allegiance.

Approval of Agenda:

Motion by Terry Murray then second by Toni Korpi to approve agenda as presented. Add item 4.4 – Meet and Confer to Administration reports. Motion carried 7-0.

Open Forum:

1. Presentation of Elk's February Students of the Month: Kaitlyn Kalstad (move to March) and Andrew Boelk.
2. Public Open Forum:
 - 2.1 Recognize February 17-21 as School Board Recognition Week.

Consent Agenda:

Approve the Consent Agenda as presented. Motion by Michelle Hebner; second by Terry Murray. Motion carried 7-0.

1. Approve past meeting minutes for the regular School Board meeting on January 21, 2020, and Special School Board meeting on January 27, 2020.
2. Approve current accounts payable due in amount of \$576,762.72.
3. Approve payroll in the amount of \$406,452.73 for pay periods January 31, 2020 and February 14, 2020.
4. Second reading of School Board Policy 603 - Curriculum Development
5. Second reading of School Board Policy 611 - Home Schooling
6. Second reading of School Board Policy 614 - Assurance of Test Security and Non-Disclosure
7. Second reading of School Board Policy 616 - School District System Accountability
8. Second reading of School Board Policy 618 - Assessment of Student Achievement
9. Second reading of School Board Policy 713 - Student Activity Accounting
10. Second reading of School Board Policy 610 - Field Trips
11. Second reading of School Board Policy 205 - Open and Closed Meetings
12. Second reading of School Board Policy 423 - Employee-Student Relationships
13. Second reading of School Board Policy 535 - Service Animals in Schools
14. Second reading of School Board Policy 534 - Unpaid Meal Charges
15. First reading of School Board Policy 506 - Student Discipline
16. First reading of School Board Policy 515 - Protection and Privacy of Pupil Records
17. First reading of School Board Policy 530 - Immunization Form
18. First reading of School Board Policy 602 - Organization of School Calendar and School Day
19. First reading of School Board Policy 904 - Distrib. of Materials on School Property
20. First reading of School Board Policy 419 - Tobacco Free Environment; Possession and Use
21. First reading of School Board Policy 414 - Mandated Reporting of Child Neglect or Abuse
22. First reading of School Board Policy 421 - Gifts to Employees
23. First reading of School Board Policy 422 - Policies Incorporated by Reference
24. First reading of School Board Policy 510 - School Activities

25. First reading of School Board Policy 513 - Student Promotion, Retention, and Program Design
26. First reading of School Board Policy 524 - Internet Acceptable Use and Safety
27. Accept the resignation of Lori Jorgenson effective March 27, 2020.
28. Accept the resignation of Eric Walls, Head Baseball Coach, effective upon the hiring of a replacement.
29. Accept the resignation of George McDonald effective May 29, 2020.
30. Accept the American Indian Parent Advisory Committee Resolution (AIPAC)
31. Approve unpaid leave request for Delaney Roshell (ESP) from approx. March 29 through end of school year.
32. Approve arena summer rental agreements for Bronco Hockey Camp, Girls' Hockey Camp, and Figure Skating

Action Items:

1. Motion by Roxanne Skogstad-Ditsch then second by Toni Korpi to accept Resolution Acceptance of Gifts and Donations. Voting in favor: Terry Murray, Jennifer Windels, Mike Holden, Roxanne Skogstad-Ditsch, Michelle Hebner, Toni Korpi and Ted Saxton. Voting against: None; whereas, resolution was declared adopted.
2. Motion to change prom attendance criteria to junior in high school up to age 21. Motion by Roxanne Skogstad-Ditsch then second by Jennifer Windels. Motion failed 0-7. Roxanne then amended her motion to allow for exception to the policy per request of letter. Second by Ted Saxton; Favor: 1; opposed 6. Terry concern about making exception to policy. Motion failed.
3. Motion by Michelle Hebner then second by Mike Holden to approve 2019-2021 Principal Contract. Vote favor: 6; against 1. Motion carried.

Administrative Reports:

1. Melissa Tate, Elementary Principal - preschool registration, kindergarten registration,
2. Tim Everson, Secondary Principal - sports winter winding down, registration starting for all grades; STAR data being reviewed; after care program update;
3. Kevin Grover, Superintendent: preschool; need to get at will policy done; tech plan getting updating; strategic plan still needs to finish, add to budget meeting; FES heating/exchange still moving forward; no applicants for industrial tech teaching position.
4. Committee Reports:
 4. 1. Community Ed Advisory Board: Dan McGonigle – welcome; reports
 4. 2. Recreation Commission: meeting rescheduled
 4. 3. Student Council: Ella – winter sports week update, dances, sold roses for valentines; helping with book fair;
 Add to agenda: 4.4 Meet and Confer Committee – Is all members of school board; licensed employees can request to meet quarterly; how board meets with them is up to school board; follows open meeting law. Can assign admin; LSI is biggest issue; communication to business office to teachers

Adjournment:

Motion by Terry Murray, second by Toni Korpi to adjourn meeting at 5:47 pm. Motion carried 7-0.

Approved Minutes:

District Clerk	Date	Board Chair	Date
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SPECIAL SCHOOL BOARD MEETING MINUTES

International Falls Public Schools, ISD #361
February 18, 2020 at 4:00 p.m.
Falls Senior High School Library, 1515 11th Street, International Falls
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.*

A Budget Work Session of the Board of Trustees of Independent School District #361 was held Tuesday, February 18, 2020, beginning at 4:00 PM in the FHS Library.

Ted Saxton, Board Chair, called the meeting to order at 4:00 pm. Members present were: Jennifer Windels, Ted Saxton, Mike Holden, Terry Murray, Toni Korpi, Roxanne Skogstad-Ditsch, and Michelle Hebner, Kevin Grover. Absent student representative Ella Bahr-Jefferis.

Pledge of Allegiance.

Approval of Agenda:

Motion by Michelle Hebner then second by Roxanne Skogstad-Ditsch to approve agenda as presented. Motion carried 7-0.

Work Session Agenda

Begin work session and discussion.

1. 5th Grade Analysis – not recommended at present to move
2. Reviewed grade level ADM projections; percent of residents out vs total residents attending; discussed mental health, social worker options for FES.

Adjournment:

Motion by Roxanne Skogstad-Ditsch, second by Toni Korpi to adjourn meeting at 4:57 pm. Motion carried 7-0.

Approved Minutes:

District Clerk	Date	Board Chair	Date
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**SPECIAL MEETING MINUTES
MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Wednesday, March 4, 2020 at 4:00 p.m.
FHS Library Conference Room**

A Special Meeting of the Board of Trustees of Independent School District #361 was held Wednesday, March 4, 2020, beginning at 4:00 PM in the FHS Library Conference Room.

Ted Saxton, Board Chair, called the meeting to order at 4:00 p.m. Members present were: Toni Korpi, Terry Murray, Roxanne Skogstad-Ditsch, Ted Saxton, Jennifer Windels, Mike Holden, Michelle Hebner, and Kevin Grover. Absent was student representative Ella Bahr-Jefferis.

Pledge of Allegiance

Approval of Agenda:

Motion by Toni Korpi then second by Terry Murray to approve the agenda as presented. Motion carried 7-0.

Information and Discussion:

Work session and discussion.

Adjournment

Motion by Michelle Hebner then second by Roxanne Skogstad-Ditsch to adjourn meeting at 5:05 p.m. Motion carried 7-0.

Approved Minutes:

District Clerk

Date

Board Chair

Date

Accounts Payable Summary
March 16, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7626	Erickson, Rod	2/14/2020	BOYS BB 2/13/20	BOYS BB OFFICIAL 2/13/20	0	\$ 262.57
7627	LAINE, Bob	2/14/2020	BOYS BB 2/13/20	BOYS BB OFFICIAL 2/13/20	0	\$ 120.00
7628	Rousseau, Jeff	2/14/2020	B HOCKEY 2/13/20	B HOCKEY OFFICIAL 2/13/20	0	\$ 70.00
7629	Shikowsky, Chad	2/14/2020	B HOCKEY 2/13/20	B HOCKEY OFFICIAL 2/13/20	0	\$ 97.00
7630	SPOTTS, Dan	2/14/2020	B SWIM 2/15/20	B SWIM OFFICIAL 2/15/20	0	\$ 105.00
7631	Steinberg, Jamie	2/14/2020	B HOCKEY 2/13/20	B HOCKEY OFFICIAL 2/13/20	0	\$ 207.74
7632	YODER, KYLE	2/14/2020	BOYS BB 2/13/20	BOYS BB OFFICIAL 2/13/20	0	\$ 120.00
7633	AFT Local #331	2/18/2020	20200214ADDUE1A	Payroll accrual	0	\$ 3,007.80
	AFT Local #331	2/18/2020	20200214ADDUE1A	Payroll accrual	0	\$ 93.66
7634	Falls Education Foundation	2/18/2020	20200214ADFEF	Payroll accrual	0	\$ 50.00
7635	Gurstel Law Firm PC	2/18/2020	20200214ADGARN2	Payroll accrual	0	\$ 234.21
7636	ND Child Support Division	2/18/2020	20200214ADCSP10	Child Support	0	\$ 332.31
7637	Para Local #4798	2/18/2020	20200214ADDUE2A	Payroll accrual	0	\$ 761.20
	Para Local #4798	2/18/2020	20200214ADDUE2A	Payroll accrual	0	\$ 16.40
7638	Range Credit Bureau, Inc.	2/18/2020	20200214ADGRNSV	Payroll accrual	0	\$ 379.95
	Range Credit Bureau, Inc.	2/20/2020	20200214ADGRNSV	Payroll accrual	0	\$ (379.95)
∞	7639 United Way of Northeastern MN	2/18/2020	20200214ADUWAY	Payroll accrual	0	\$ 8.00
7640	BOWSTRING, FRANK	2/18/2020	GIRLS BB 2/18/20	G BB OFFICIAL 2/18/20	0	\$ 249.27
7641	OJA, Josh	2/18/2020	GIRLS BB 2/18/20	G BB 2/18/20	0	\$ 137.00
7642	US FOODSERVICE	2/20/2020	3030069	FES; Food for Meal Service	0	\$ 109.89
	US FOODSERVICE	2/20/2020	3292140	FES; Food for Meal Service	0	\$ 128.22
	US FOODSERVICE	2/20/2020	3426007	FES; Food for Meal Service	0	\$ 133.20
	US FOODSERVICE	2/20/2020	3030068	FHS; Food for Meal Service	0	\$ 133.20
7642	US FOODSERVICE	2/20/2020	3292139	FHS; Food for Meal Service	0	\$ 105.74
	US FOODSERVICE	2/20/2020	3426006	FHS; Food for Meal Service	0	\$ 133.20
	US FOODSERVICE	2/20/2020	5560161	FHS; Food for Meal Service	0	\$ 8.32
	US FOODSERVICE	2/20/2020	5858326	FHS; Food for Meal Service	0	\$ 3,224.08
	US FOODSERVICE	2/20/2020	5949261	FHS; Food for Meal Service	0	\$ (37.43)
	US FOODSERVICE	2/20/2020	3030067	FHS; Food for Meal Service	0	\$ 2,095.48
	US FOODSERVICE	2/20/2020	3088211	FHS; Food for Meal Service	0	\$ 1,177.87
	US FOODSERVICE	2/20/2020	3161833	FHS; Food for Meal Service	0	\$ 2,188.60
	US FOODSERVICE	2/20/2020	3220973	FHS; Food for Meal Service	0	\$ 1,008.24
	US FOODSERVICE	2/20/2020	5900283	FHS; Food for Meal Service	0	\$ (55.15)

Accounts Payable Summary

March 16, 2020

US FOODSERVICE	2/20/2020	3220977	Food for FACS Class	0	\$	77.42
US FOODSERVICE	2/20/2020	3292141	FHS; Food for Meal Service	0	\$	2,150.50
US FOODSERVICE	2/20/2020	3351382	FHS; Food for Meal Service	0	\$	1,127.72
US FOODSERVICE	2/20/2020	3425982	FHS; Food for Meal Service	0	\$	1,011.80
US FOODSERVICE	2/20/2020	3445603	FHS; Food for Meal Service	0	\$	51.41
US FOODSERVICE	2/20/2020	5858327	FES; Food for Meal Service	0	\$	846.53
US FOODSERVICE	2/20/2020	3030084	FES; Food for Meal Service	0	\$	35.62
US FOODSERVICE	2/20/2020	3030088	FES; Food for Meal Service	0	\$	1,048.22
US FOODSERVICE	2/20/2020	3030089	Targeted Services	0	\$	22.70
US FOODSERVICE	2/20/2020	3030090	Preschool Snacks	0	\$	105.00
US FOODSERVICE	2/20/2020	3088231	Preschool Snacks	0	\$	41.41
US FOODSERVICE	2/20/2020	3088233	FES; Food for Meal Service	0	\$	820.78
US FOODSERVICE	2/20/2020	3161843	Preschool Snacks	0	\$	171.61
US FOODSERVICE	2/20/2020	3161852	FES; Food for Meal Service	0	\$	1,262.26
US FOODSERVICE	2/20/2020	3220981	FES; Food for Meal Service	0	\$	70.78
US FOODSERVICE	2/20/2020	3220983	FES; Food for Meal Service	0	\$	1,215.31
US FOODSERVICE	2/20/2020	3220984	FES; Food for Meal Service	0	\$	45.46
US FOODSERVICE	2/20/2020	3292155	FES; Food for Meal Service	0	\$	1,115.14
US FOODSERVICE	2/20/2020	3292156	Preschool Snacks	0	\$	84.30
US FOODSERVICE	2/20/2020	3351383	FES; Food for Meal Service	0	\$	841.27
US FOODSERVICE	2/20/2020	3485509	FHS; Food for Meal Service	0	\$	1,717.18
7643 Clement, David Brian	2/20/2020	GIRLS BB 2/20/20	G BB OFFICIAL 2/20/20	0	\$	120.00
7644 GLUMACK, BABE	2/20/2020	GIRLS BB 2/20/20	G BB OFFICIAL 2/20/20	0	\$	230.74
7645 VAKE, TRAVIS	2/20/2020	GIRLS BB 2/20/20	G BB OFFICIAL 2/20/20	0	\$	120.00
7646 Range Credit Bureau, Inc.	2/21/2020	20200214ADGRNSV	Payroll accrual	0	\$	265.66
7647 Education Innovation Partners	2/21/2020	1321	Monthly EIP Billing	6052000001	\$	206.25
7648 GOPHER SPORT	2/21/2020	9691667	ALC SUPPLIES-ANN SULLIVAN	3002000073	\$	157.95
7649 KANTOR ELECTRIC INC	2/21/2020	15742	Arena; Time Delay Relay	0	\$	96.54
KANTOR ELECTRIC INC	2/21/2020	15714	Gym lights Sensor	0	\$	2,128.65
KANTOR ELECTRIC INC	2/21/2020	15704	3-Way Light Switch Repair	0	\$	718.04
7650 KGHS-AM	2/21/2020	13120	School Matters	102000000	\$	198.00
7651 KOOCH COUNTY PUBLIC HEALTH	2/21/2020	PJS021220	Employee Hep B & Mantoux Test	0	\$	30.00
KOOCH COUNTY PUBLIC HEALTH	2/21/2020	PJS021220	Employee Hep B & Mantoux Test	0	\$	450.00
7652 Learning Sciences International	2/21/2020	SIN029140	Leadership Coaching	0	\$	12,000.00

Accounts Payable Summary

March 16, 2020

7653	Marco Technologies LLC	2/21/2020	7317561	Bus Office Copy Per Copy	1102000004	\$	47.26
	Marco Technologies LLC	2/21/2020	7312673	Guid Office Cost per Copy	7102000000	\$	35.79
	Marco Technologies LLC	2/21/2020	7312674	FES; Canon 1025N Copier	1302000020	\$	156.91
7654	MN ENERGY RESOURCES CORP	2/21/2020	13120	Natural Gas Services	8102000013	\$	4,028.09
	MN ENERGY RESOURCES CORP	2/21/2020	13120	Natural Gas Services	8102000013	\$	4,924.85
	MN ENERGY RESOURCES CORP	2/21/2020	13120	Natural Gas Services	8102000013	\$	1,641.61
	MN ENERGY RESOURCES CORP	2/21/2020	13120	Natural Gas Services	8102000013	\$	19.24
7655	MN POWER	2/21/2020	21120	Electricity Bill	8102000012	\$	736.76
	MN POWER	2/21/2020	21120	Electricity Bill	8102000012	\$	5,435.07
	MN POWER	2/21/2020	21120	Electricity Bill	8102000012	\$	1,943.14
	MN POWER	2/21/2020	21120	Electricity Bill	8102000012	\$	3,459.33
	MN POWER	2/21/2020	21120	Electricity Bill	8102000012	\$	5,829.43
	MN POWER	2/21/2020	21120	Electricity Bill	8102000012	\$	66.44
7656	OFFICE DEPOT	2/21/2020	4.02176E+11	Report Card Paper for FES	1302000129	\$	67.90
7657	Passport Club, LLC	2/21/2020	671	FEF GRANT LISA WEST	3002000050	\$	245.45
7658	Shred-N-Go	2/21/2020	101915	Confidential Shredding	1102000023	\$	116.97
7659	SUPER ONE	2/21/2020	11520	AWD Pals Food & Beverages	5002000017	\$	9.48
7660	Thompson, Sara	2/21/2020	21320	P & I Grant Marketing Consultant	7902000008	\$	1,230.00
7661	TW Maintenance	2/21/2020	221	Repair Hydraulic motor for salt spreader	8102000090	\$	650.00
7662	Tyson Foods Inc.	2/21/2020	26186874	Commodity Beef Processing	0	\$	181.80
	Tyson Foods Inc.	2/21/2020	26186876	Commodity Beef Processing	0	\$	117.00
7663	GREENDAHL, PAT	2/21/2020	BOYS BB 2/21/20	B BB OFFICIAL 2/21/20	0	\$	243.82
7664	KEHOE, Rick	2/21/2020	BOYS BB 2/21/20	B BB 2/21/20	0	\$	120.00
7665	SEATON, SCOTT	2/21/2020	BOYS BB 2/21/20	B BB OFFICIAL 2/21/20	0	\$	120.00
7666	Joslyn, Steven	2/26/2020	BSWM STATE2/26-2	BOYS SWIM STATE MEET PER DIEM 2/26-29/20	0	\$	240.00
7667	Section 7A	2/26/2020	2/24/2020	Music contest	0	\$	225.00
7668	ALL SEASON EQUIPMENT INC	2/28/2020	21719	Shovel	0	\$	60.00
7669	BEMIDJI WELDERS SUPPLY	2/28/2020	10027649	SUPPLIES FOR METAL SHOP	2552000007	\$	95.58
7670	Cochlear	2/28/2020	2765463	SPED SUPPLIES	3002000074	\$	252.00
7671	FALLS LUMBER COMPANY INC	2/28/2020	190251	Prom Supplies	9182000013	\$	80.19
7672	GUARDIAN PEST CONTROL INC	2/28/2020	2104905	Pest Control Service	8102000016	\$	64.65

Accounts Payable Summary

March 16, 2020

7673 HAWKINS INC	2/28/2020	4661519 Pool Chemicals	8102000039	\$	301.06
7674 Inland Leasing	2/28/2020	58962213 Cafeteria Vending Rental	7702000001	\$	182.13
7675 INTL FALLS AMBULANCE SERVICE	2/28/2020	22120 Heartsaver & Adult CPR	0	\$	325.00
7676 LOFFLER	2/28/2020	3348077 Science Cart Toner	0	\$	159.00
LOFFLER	2/28/2020	3350539 FHS Toner	0	\$	279.99
7676 LOFFLER	2/28/2020	3350540 FHS Color Toner	0	\$	279.99
LOFFLER	2/28/2020	3353252 WEE; West's Rm Toner	0	\$	229.99
LOFFLER	2/28/2020	3351477 WEE; West's Rm Toner	0	\$	229.99
LOFFLER	2/28/2020	3351478 FHS Art Rm Toner	0	\$	133.00
LOFFLER	2/28/2020	3357074 West End Copy Rm Toner	0	\$	173.00
7677 Marco Technologies LLC	2/28/2020	407395649 FES; Color Copier and FHS; Mailroom Copier	3002000010	\$	932.55
Marco Technologies LLC	2/28/2020	407395649 FES; Color Copier and FHS; Mailroom Copier	3002000010	\$	1,229.41
7678 MN ENERGY RESOURCES CORP	2/28/2020	21820 Garage; Natural Gas Services	8102000013	\$	862.27
7679 MN TELECOMMUNICATIONS	2/28/2020	6091 Monthly Broadband Services	6052000013	\$	1,512.50
7680 RATWIK ROSZAK & MALONEY PA	2/28/2020	20120 Attorney Consultations	0	\$	230.00
7681 RCN Technologies	2/28/2020	109851812 Supplies	6052000093	\$	1,329.98
7682 SCHOOL NURSE SUPPLY INC	2/28/2020	0778195-IN FES Nurse Supplies	1302000185	\$	172.78
7683 Section 7A	2/28/2020	ISD361Band Entry Fees for Section 7A Music Contest	2582000010	\$	405.00
7684 SHANNONS INC	2/28/2020	19206 FES Dishwasher Repair	0	\$	302.50
SHANNONS INC	2/28/2020	19206 FES Dishwasher Repair	0	\$	716.68
SHANNONS INC	2/28/2020	21720 FES; Boiler Design	0	\$	10,000.00
7685 TIMBERPINS	2/28/2020	421422 AWD Pals Bowling	5002000016	\$	212.78
7686 UPPER LAKES FOODS	2/28/2020	630969 Dishwasher Detergent	0	\$	679.16
7687 WATER DEPT	2/28/2020	22020 Water Usage	8102000014	\$	1,401.14
WATER DEPT	2/28/2020	22020 Water Usage	8102000014	\$	2,553.46
WATER DEPT	2/28/2020	22020 Water Usage	8102000014	\$	2,376.18
WATER DEPT	2/28/2020	22020 Water Usage	8102000014	\$	50.44
WATER DEPT	2/28/2020	22020 Water Usage	8102000014	\$	21.25
7688 AFSCME Council 65	2/28/2020	20200228ADAFS% Payroll accrual	0	\$	898.75
7688 AFSCME Council 65	2/28/2020	20200228ADAFS% Payroll accrual	0	\$	289.91
AFSCME Council 65	2/28/2020	20200228ADAFS% Payroll accrual	0	\$	12.77

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AFSCME Council 65	2/28/2020	20200228ADAFSLC	Payroll accrual	0	\$	16.67
AFSCME Council 65	2/28/2020	20200228ADAFSLC	Payroll accrual	0	\$	9.00
AFSCME Council 65	2/28/2020	20200228ADAFSLC	Payroll accrual	0	\$	0.33
7689 AFT Local #331	2/28/2020	20200228ADDUE1A	Payroll accrual	0	\$	3,007.80
AFT Local #331	2/28/2020	20200228ADDUE1A	Payroll accrual	0	\$	93.66
7690 Falls Education Foundation	2/28/2020	20200228ADFEF	Payroll accrual	0	\$	50.00
7691 Gurstel Law Firm PC	2/28/2020	20200228ADGARN2	Payroll accrual	0	\$	242.98
7692 ND Child Support Division	2/28/2020	20200228ADCSP10	Child Support	0	\$	332.31
7693 Para Local #4798	2/28/2020	20200228ADDUE2A	Payroll accrual	0	\$	758.61
Para Local #4798	2/28/2020	20200228ADDUE2A	Payroll accrual	0	\$	16.40
7694 Range Credit Bureau, Inc.	2/28/2020	20200228ADGRNSV	Payroll accrual	0	\$	273.46
7695 United Way of Northeastern MN	2/28/2020	20200228ADUWAY	Payroll accrual	0	\$	8.00
7696 Erickson, Rod	2/28/2020	BOYS BB 2/28/20	B BB OFFICIAL 2/28/20	0	\$	262.57
7697 Jourdain, Dan	2/28/2020	BOYS BB 2/28/20	B BB OFFICIAL 2/28/20	0	\$	120.00
7698 LAINE, Bob	2/28/2020	BOYS BB 2/28/20	B BB OFFICIAL 2/28/20	0	\$	120.00
7699 PSAT/NMSQT	2/28/2020	382043184A	PSAT Tests October 2019	0	\$	255.00
7700 BSN SPORTS	3/9/2020	908167118	BASEBALL PITCHING MACHINE	2922000051	\$	1,575.41
7701 COCA-COLA BOTTLING CO	3/9/2020	25210	FHS; Beverages for Meal Service	0	\$	260.00
COCA-COLA BOTTLING CO	3/9/2020	510143	FHS; Beverages for Ala Carte	0	\$	233.00
COCA-COLA BOTTLING CO	3/9/2020	25318	FHS; Ala Carte for Meal Service	0	\$	266.75
7702 DEMCO INC	3/9/2020	6775204	Rug for FES Library	1302000194	\$	957.55
7702 DEMCO INC	3/9/2020	6771896	FES Library	1302000195	\$	109.18
7703 ez Write, LLC	3/9/2020	1666	FES Supplies for Nancy Anderson	1302000170	\$	133.75
7704 Falls Advanced Chiropractic Center	3/9/2020	21820	2 DOT Physicals (RH & JT)	0	\$	180.00
7705 FLEETPRIDE TRUCK & TRAILER PART	3/9/2020	46026320	Diesel Exhaust	0	\$	277.12
FLEETPRIDE TRUCK & TRAILER PART	3/9/2020	46240389	Diesel Exhaust	0	\$	138.56
7706 FRONTIER	3/9/2020	21620	Monthly Telephone Service	8102000019	\$	34.66
FRONTIER	3/9/2020	21620	Monthly Telephone Service	8102000019	\$	1,160.93
FRONTIER	3/9/2020	21620	Monthly Telephone Service	8102000019	\$	11.75
7707 Fun Express, LLC	3/9/2020	701480118-01	FES Library	1302000198	\$	56.51
7708 J2M APPAREL CO	3/9/2020	9182	ROBOTICS SUPPLIES	2922000054	\$	241.00

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7709 KRUEGER, KENNETH	3/9/2020	20620 Tae Kwon Do Instructor	0 \$	245.00
7710 Lake Superior College	3/9/2020	327011 Spring 2020 Online Tuition	0 \$	1,255.80
7711 LVC Companies Inc	3/9/2020	30251 Fire Alarm Repair	0 \$	220.00
7712 MN SCHOOL BOARD ASSN	3/9/2020	24534B3G5L3 Conference Classes	0 \$	250.00
7713 NORTH STAR PUBLISHING	3/9/2020	46424 KAPE Wall Posters	0 \$	42.00
7714 NORTHEAST SERVICE COOPERATIVE	3/9/2020	2033 Jan 2020 IEA days	0 \$	840.00
7715 ORIENTAL TRADING COMPANY INC	3/9/2020	701480441-01 FES Library	1302000198 \$	26.07
7716 PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FES; Bread for Meal Service	0 \$	14.00
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FES; Bread for Meal Service	0 \$	46.70
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FES; Bread for Meal Service	0 \$	35.00
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FES; Bread for Meal Service	0 \$	105.00
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FHS; Bread for Meal Service	0 \$	35.00
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FES; Bread for Meal Service	0 \$	28.00
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FHS; Bread for Meal Service	0 \$	21.00
7716 PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FHS; Bread for Meal Service	0 \$	68.86
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FES; Bread for Meal Service	0 \$	35.00
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FHS; Bread for Meal Service	0 \$	21.00
PAN O GOLD BAKING CO	3/9/2020	1.00099E+13 FHS; Bread for Meal Service	0 \$	28.00
7717 RANDY'S TIRE AND AUTO REPAIR	3/9/2020	91883 New Van Tires	0 \$	523.08
7718 ROCHE'S TOWING	3/9/2020	5308 Winched Bus Out	0 \$	90.00
ROCHE'S TOWING	3/9/2020	338220 Lift Rental to Hang Arena Banners	0 \$	800.00
7719 SANDSTROM'S INC	3/9/2020	294230 FES; Milk for Meal Service	0 \$	496.50
SANDSTROM'S INC	3/9/2020	295172 FES; Milk for Meal Service	0 \$	440.50
SANDSTROM'S INC	3/9/2020	296082 FES; Milk for Meal Service	0 \$	429.00
SANDSTROM'S INC	3/9/2020	297079 FES; Milk for Meal Service	0 \$	631.50
SANDSTROM'S INC	3/9/2020	297067 FHS; Milk for Meal Service	0 \$	324.50
SANDSTROM'S INC	3/9/2020	296081 FHS; Milk for Meal Service	0 \$	263.50
SANDSTROM'S INC	3/9/2020	297853 FHS; Milk for Meal Service	0 \$	363.42
7720 TIERNEY BROTHERS INC	3/9/2020	817727 Supplies	6052000092 \$	3,099.00
7721 UHL	3/9/2020	19810 Metal Shop Valve Repair	0 \$	1,494.00
UHL	3/9/2020	19810 Metal Shop Valve Repair	0 \$	143.39
7722 CHERRY SPEECH TEAM	3/9/2020	SPEECH 2/29/20 SPEECH INVITE 2/29/20	0 \$	142.00
7723 DENFELD HIGH SCHOOL	3/9/2020	SPEECH 2/1/20 SPEECH INVITE 2/1/20	0 \$	98.00

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7724 Hibbing ISD #701	3/9/2020	SPEECH 2/8/20	SPEECH INVITE 2/8/20	0	\$	42.00
7725 ISD #706	3/9/2020	BOYS SWIM 1/11/20	BOYS SWIM ENTRY FEE 1/11/20	0	\$	75.00
7726 KGHS-AM	3/9/2020	11415	Community Survey Advertising (12q)	0	\$	600.00
7727 McGregor School District	3/9/2020	SPEECH 2/15/20	SPEECH INVITE 2/15/20	0	\$	66.00
7728 Mesabi East Speech/Drama Booster	3/9/2020	SPEECH 2/22/20	SPEECH INVITE 2/22/20	0	\$	77.00
7729 MN BCA	3/9/2020	22720	Background Check paid in cash by Tatyana Z.	0	\$	15.00
7730 DETROIT LAKES NATIVE AMERICAN	3/10/2020	3/6/2020	QUIZ BOWL REGISTRATION TOM VOLLLOM	0	\$	200.00
7731 NORTHLAND COMMUNITY SCHOOL	3/10/2020	3/6/2020	QUIZ BOWL REGISTRATION TOM VOLLLOM	0	\$	200.00
7732 Annie's Frozen Yogurt	3/17/2020	24500	Frozen Yogurt	7702000000	\$	100.00
7733 ARROWHEAD LIBRARY SYSTEM	3/17/2020	7294	Library Catalog System	6202000000	\$	625.00
7734 CliftonLarsonAllen LLP	3/17/2020	2379341	Payroll Consulting Fee	0	\$	787.50
7735 COMMERCIAL REFRIGERATION INC	3/17/2020	47275	Arena; Worked on HVAC System	0	\$	550.00
COMMERCIAL REFRIGERATION INC	3/17/2020	47275	Arena; Worked on HVAC System	0	\$	248.00
7736 DISCOUNT SCHOOL SUPPLY	3/17/2020	P36319670101	FES PK	1302000215	\$	43.18
7737 Education Innovation Partners	3/17/2020	1335	EIP Billing	6052000001	\$	206.25
7738 Educator Benefit Consultants, LLC	3/17/2020	13428	403b Third Party Admin Svc	1102000007	\$	164.63
7739 FRIENDS GARBAGE SERVICE, LLC	3/17/2020	9181015	Garbage Pickups	8102000034	\$	1,790.10
7740 HAWKINS INC	3/17/2020	4668998	Pool Chemicals	8102000039	\$	34.02
7741 HILLYARD HUTCHINSON	3/17/2020	603769219-1	FHS; Cleaning Supplies	0	\$	403.77
7742 INTERQUEST DETECTION CANINES	3/17/2020	Feb-20	Canine Detection Services	3002000021	\$	315.00
7743 KGHS-AM	3/17/2020	22820	School Matters	1020000000	\$	198.00
7744 Layman, Karen	3/17/2020	21220	PALS Catering	0	\$	190.00
7745 Learning Sciences International	3/17/2020	293638	1 1/2 Day Presentation	0	\$	16,100.00
7746 Makerbot	3/17/2020	91830375	Z18-FILAMENT GUIDE	2552000010	\$	25.28
7747 MANNCO TRUCKING INC	3/17/2020	188134	Bus; Connector	0	\$	3.37
7748 Marco Technologies LLC	3/17/2020	7362323	FHS; Copy Machine Staples	0	\$	401.31
7749 MIDCONTINENT COMMUNICATIONS	3/17/2020	22720	ALC Phone & Data	3002000007	\$	167.99
7750 MN ENERGY RESOURCES CORP	3/17/2020	30220	Natural Gas Services	8102000013	\$	3,341.32
MN ENERGY RESOURCES CORP	3/17/2020	30220	Natural Gas Services	8102000013	\$	3,582.76
7750 MN ENERGY RESOURCES CORP	3/17/2020	30220	Natural Gas Services	8102000013	\$	4,236.70

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MN ENERGY RESOURCES CORP	3/17/2020	30220	Natural Gas Services	8102000013	\$	1,412.23
7751 MN GRADUATE SERVICES LTD	3/17/2020	4557269	Diploma	0	\$	17.70
7752 MR FAITH SOUND & LIGHT INC	3/17/2020	22720	PALS Dance DJ	0	\$	490.16
7753 NORTHERN LUMBER CO	3/17/2020	751119	Prom Supplies	9182000014	\$	154.15
7754 OFFICE DEPOT	3/17/2020	4.46012E+11	FES Supplies	1302000206	\$	17.56
OFFICE DEPOT	3/17/2020	4.46012E+11	FES Supplies	1302000206	\$	34.62
OFFICE DEPOT	3/17/2020	4.48839E+11	File folders for student permanent files	7102000002	\$	27.59
OFFICE DEPOT	3/17/2020	4.48839E+11	File folders for student permanent files	7102000002	\$	39.67
OFFICE DEPOT	3/17/2020	4.48839E+11	File folders for student permanent files	7102000002	\$	13.76
7755 PERMA BOUND	3/17/2020	1854914	SUPPLIES LIBRARY-BRENDA HJELLE	6202000007	\$	47.69
7756 RAINY LAKE MEDICAL CENTER	3/17/2020	3490	PT/OT Therapies Services	3002000014	\$	9,643.33
RAINY LAKE MEDICAL CENTER	3/17/2020	3490	PT/OT Therapies Services	3002000014	\$	6,050.15
7757 ROCHESTER TELECOM SYSTEMS INC	3/17/2020	22220	Long Distance Phone Calls	8102000033	\$	48.78
ROCHESTER TELECOM SYSTEMS INC	3/17/2020	22220	Long Distance Phone Calls	8102000033	\$	48.77
7758 SCHOOL SPECIALTY	3/17/2020	2.08125E+11	Sped Rm Eqp	3002000075	\$	443.44
SCHOOL SPECIALTY	3/17/2020	3.08104E+11	ART ROOM SUPPLIES LISA SIMON	2122000004	\$	1,904.38
7759 TechCheck	3/17/2020	40239	Pro IP License and Camera	6052000094	\$	6,757.00
7760 THE JOURNAL	3/17/2020	22920	Advertising Local Newspaper	1102000000	\$	2,083.38
THE JOURNAL	3/17/2020	22920	Advertising Local Newspaper	1102000000	\$	322.83
7761 Thompson, Sara	3/17/2020	30520	P & I Grant Marketing Consultant	7902000008	\$	1,230.00
7762 TIMBERPINS	3/17/2020	421425	Unified PE (Koenig's Class)	0	\$	134.00
7762 TIMBERPINS	3/17/2020	421424	DAPE PE (Koenig's Class)	0	\$	96.00
192000075 Amdahl, Tenneyson	3/17/2020	13020	Reimbursement for Stu Co Supplies	0	\$	37.82
192000076 Biles, Zane	3/17/2020	21720	Mileage Reimbursement to Duluth	0	\$	282.63
192000077 Boe, Angel	3/17/2020	22820	Jan and Feb Mileage Reimbursement	0	\$	40.25
192000078 Casareto, Anthony	3/17/2020	21120	S1 Science Supplies	2602000003	\$	31.81

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		Reimbursement			
192000079	Christianson, Ginger	3/17/2020	22820 Feb Mileage Reimbursement	0 \$	120.98
192000080	Joslyn, Steven	3/17/2020	22820 Reimbursement for Parking	0 \$	13.00
		Fees @ State Swim			
192000081	LaVigne, Kristie	3/17/2020	22820 BSU Stipend	0 \$	75.00
192000082	LaVigne, Sandra	3/17/2020	21220 PALS Party Supplies	0 \$	31.24
		Reimbursement			
192000083	Mankus, Linda	3/17/2020	22020 Mileage Reimbursement	0 \$	4.60
192000084	Nemec, Marci	3/17/2020	22820 BSU Stipend	0 \$	150.00
192000085	Olson, David	3/17/2020	21420 Mileage Reimbursement for ALI	0 \$	86.70
		Mtg			
192000086	Slatinski, BethAnne	3/17/2020	21820 Mileage Reimbursement to Virginia	0 \$	83.90
192000087	Tate, Melissa	3/17/2020	20420 Meals Reimbursement	0 \$	50.00
	Tate, Melissa	3/17/2020	20720 Mileage Reimbursement to Bloomington	0 \$	260.95
192000088	Tessier, Wyatt	3/17/2020	22819 Mileage Reimbursement	0 \$	39.10
192000089	Wilson, June	3/17/2020	22820 Feb Mileage Reimbursement	0 \$	20.70
192000090	Windels, Jennifer	3/17/2020	11720 Meals & Mileage Reimbursement	0 \$	455.89
	Public Employees Retirement Assoc	2/14/2020	20200214AFPERAC Payroll accrual	0 \$	172.12
	Public Employees Retirement Assoc	2/14/2020	20200214AFPERAC Payroll accrual	0 \$	1,214.35
	Public Employees Retirement Assoc	2/14/2020	20200214AFPERAC Payroll accrual	0 \$	7.31
201900918	Public Employees Retirement-DCP	2/14/2020	20200214ADDCP Payroll accrual	0 \$	24.00
	Public Employees Retirement-DCP	2/14/2020	20200214AFDCP Payroll accrual	0 \$	24.00
201900919	Educator Benefit Consultants, LLC	2/14/2020	20200214BDTSECO Payroll accrual	0 \$	(115.39)
	Educator Benefit Consultants, LLC	2/14/2020	20200214BFTSECO Payroll accrual	0 \$	(115.39)
201900920	Internal Revenue Service	2/14/2020	20200214BDFICA Payroll accrual	0 \$	(1,154.88)
	Internal Revenue Service	2/14/2020	20200214BDFICA Payroll accrual	0 \$	(50.97)
	Internal Revenue Service	2/14/2020	20200214BDFICA Payroll accrual	0 \$	(753.26)
	Internal Revenue Service	2/14/2020	20200214BDFTX Payroll accrual	0 \$	(1,350.98)
	Internal Revenue Service	2/14/2020	20200214BDFTX Payroll accrual	0 \$	(57.27)
	Internal Revenue Service	2/14/2020	20200214BDFTX Payroll accrual	0 \$	(944.14)
	Internal Revenue Service	2/14/2020	20200214BDMDCR Payroll accrual	0 \$	(270.10)
	Internal Revenue Service	2/14/2020	20200214BDMDCR Payroll accrual	0 \$	(11.93)

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	Internal Revenue Service	2/14/2020	20200214BDMDCR	Payroll accrual	0 \$	(176.17)
	Internal Revenue Service	2/14/2020	20200214BFFICA	Payroll accrual	0 \$	(1,154.88)
	Internal Revenue Service	2/14/2020	20200214BFFICA	Payroll accrual	0 \$	(50.97)
	Internal Revenue Service	2/14/2020	20200214BFFICA	Payroll accrual	0 \$	(753.26)
	Internal Revenue Service	2/14/2020	20200214BFMDCR	Payroll accrual	0 \$	(270.10)
	Internal Revenue Service	2/14/2020	20200214BFMDCR	Payroll accrual	0 \$	(11.93)
	Internal Revenue Service	2/14/2020	20200214BFMDCR	Payroll accrual	0 \$	(176.17)
201900921	MINNESOTA REVENUE	2/14/2020	20200214BDSITMN	Payroll accrual	0 \$	(666.89)
	MINNESOTA REVENUE	2/14/2020	20200214BDSITMN	Payroll accrual	0 \$	(30.34)
201900921	MINNESOTA REVENUE	2/14/2020	20200214BDSITMN	Payroll accrual	0 \$	(452.49)
	MINNESOTA REVENUE	2/14/2020	20200214BDSITP	Payroll accrual	0 \$	(180.38)
201900922	MN Teachers Retirement Associatio	2/14/2020	20200214BDTRAC	Payroll accrual	0 \$	(462.02)
	MN Teachers Retirement Associatio	2/14/2020	20200214BDTRAC	Payroll accrual	0 \$	(35.05)
	MN Teachers Retirement Associatio	2/14/2020	20200214BFTRAC	Payroll accrual	0 \$	(487.91)
	MN Teachers Retirement Associatio	2/14/2020	20200214BFTRAC	Payroll accrual	0 \$	(37.00)
201900923	Public Employees Retirement Assoc	2/14/2020	20200214BDPERAC	Payroll accrual	0 \$	(596.71)
	Public Employees Retirement Assoc	2/14/2020	20200214BDPERAC	Payroll accrual	0 \$	(23.67)
	Public Employees Retirement Assoc	2/14/2020	20200214BDPERAC	Payroll accrual	0 \$	(833.35)
	Public Employees Retirement Assoc	2/14/2020	20200214BFPERAC	Payroll accrual	0 \$	(688.50)
	Public Employees Retirement Assoc	2/14/2020	20200214BFPERAC	Payroll accrual	0 \$	(27.32)
	Public Employees Retirement Assoc	2/14/2020	20200214BFPERAC	Payroll accrual	0 \$	(961.54)
201900924	Educator Benefit Consultants, LLC	2/14/2020	20200214CDTSECO	Payroll accrual	0 \$	115.39
	Educator Benefit Consultants, LLC	2/14/2020	20200214CFTSECO	Payroll accrual	0 \$	115.39
201900925	Internal Revenue Service	2/14/2020	20200214CDFICA	Payroll accrual	0 \$	1,154.88
	Internal Revenue Service	2/14/2020	20200214CDFICA	Payroll accrual	0 \$	50.97
	Internal Revenue Service	2/14/2020	20200214CDFICA	Payroll accrual	0 \$	753.26
	Internal Revenue Service	2/14/2020	20200214CDFTX	Payroll accrual	0 \$	1,350.98
	Internal Revenue Service	2/14/2020	20200214CDFTX	Payroll accrual	0 \$	57.27
	Internal Revenue Service	2/14/2020	20200214CDFTX	Payroll accrual	0 \$	944.14
	Internal Revenue Service	2/14/2020	20200214CDMDCR	Payroll accrual	0 \$	270.10
	Internal Revenue Service	2/14/2020	20200214CDMDCR	Payroll accrual	0 \$	11.93
	Internal Revenue Service	2/14/2020	20200214CDMDCR	Payroll accrual	0 \$	176.17
	Internal Revenue Service	2/14/2020	20200214CFFICA	Payroll accrual	0 \$	1,154.88
	Internal Revenue Service	2/14/2020	20200214CFFICA	Payroll accrual	0 \$	50.97

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	Internal Revenue Service	2/14/2020	20200214CFFICA	Payroll accrual	0 \$	753.26
	Internal Revenue Service	2/14/2020	20200214CFMDCR	Payroll accrual	0 \$	270.10
	Internal Revenue Service	2/14/2020	20200214CFMDCR	Payroll accrual	0 \$	11.93
	Internal Revenue Service	2/14/2020	20200214CFMDCR	Payroll accrual	0 \$	176.17
201900926	MINNESOTA REVENUE	2/14/2020	20200214CDSITMN	Payroll accrual	0 \$	666.89
	MINNESOTA REVENUE	2/14/2020	20200214CDSITMN	Payroll accrual	0 \$	30.34
	MINNESOTA REVENUE	2/14/2020	20200214CDSITMN	Payroll accrual	0 \$	452.49
	MINNESOTA REVENUE	2/14/2020	20200214CDSITP	Payroll accrual	0 \$	180.38
201900927	MN Teachers Retirement Associatio	2/14/2020	20200214CDTRAC	Payroll accrual	0 \$	462.02
	MN Teachers Retirement Associatio	2/14/2020	20200214CDTRAC	Payroll accrual	0 \$	35.05
	MN Teachers Retirement Associatio	2/14/2020	20200214CFTRAC	Payroll accrual	0 \$	487.91
	MN Teachers Retirement Associatio	2/14/2020	20200214CFTRAC	Payroll accrual	0 \$	37.00
201900928	Public Employees Retirement Assoc	2/14/2020	20200214CDPERAC	Payroll accrual	0 \$	596.71
	Public Employees Retirement Assoc	2/14/2020	20200214CDPERAC	Payroll accrual	0 \$	23.67
	Public Employees Retirement Assoc	2/14/2020	20200214CDPERAC	Payroll accrual	0 \$	833.35
	Public Employees Retirement Assoc	2/14/2020	20200214CFPERAC	Payroll accrual	0 \$	688.50
	Public Employees Retirement Assoc	2/14/2020	20200214CFPERAC	Payroll accrual	0 \$	27.32
	Public Employees Retirement Assoc	2/14/2020	20200214CFPERAC	Payroll accrual	0 \$	961.54
201900929	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSAID	Payroll accrual	0 \$	53.08
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSAME	Payroll accrual	0 \$	196.17
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSASP	Payroll accrual	0 \$	1,351.95
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSECO	Payroll accrual	0 \$	2,631.39
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSECO	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSFRA	Payroll accrual	0 \$	2,408.14
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSGRM	Payroll accrual	0 \$	480.78
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSHON	Payroll accrual	0 \$	150.51
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSMGT	Payroll accrual	0 \$	181.62
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSSYM	Payroll accrual	0 \$	250.00
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSVAL	Payroll accrual	0 \$	3,460.05
	Educator Benefit Consultants, LLC	2/28/2020	20200228ADTSVAL	Payroll accrual	0 \$	65.39
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSAME	Payroll accrual	0 \$	196.17
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSASP	Payroll accrual	0 \$	361.64
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSECO	Payroll accrual	0 \$	1,374.66
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSECO	Payroll accrual	0 \$	46.16

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	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSFRA	Payroll accrual	0 \$	709.95
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSGRW	Payroll accrual	0 \$	111.55
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSHOM	Payroll accrual	0 \$	52.18
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSMGT	Payroll accrual	0 \$	141.71
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSSTA	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSVAL	Payroll accrual	0 \$	1,409.04
	Educator Benefit Consultants, LLC	2/28/2020	20200228AFTSVAL	Payroll accrual	0 \$	65.39
201900930	Empower Retirement	2/28/2020	20200228ADDEFECO	Payroll accrual	0 \$	135.00
	Empower Retirement	2/28/2020	20200228ADDEFECO	Payroll accrual	0 \$	15.00
	Empower Retirement	2/28/2020	20200228ADG-457	Payroll accrual	0 \$	10.89
201900930	Empower Retirement	2/28/2020	20200228ADG-457	Payroll accrual	0 \$	20.69
	Empower Retirement	2/28/2020	20200228AFDEFM1	Payroll accrual	0 \$	10.89
	Empower Retirement	2/28/2020	20200228AFDEFM1	Payroll accrual	0 \$	20.69
	Empower Retirement	2/28/2020	20200228AFHCSP	Payroll accrual	0 \$	8,746.32
	Empower Retirement	2/28/2020	20200228AFHCSP	Payroll accrual	0 \$	6.92
201900931	Internal Revenue Service	2/28/2020	20200228ADFICA	Payroll accrual	0 \$	17,196.01
	Internal Revenue Service	2/28/2020	20200228ADFICA	Payroll accrual	0 \$	626.04
	Internal Revenue Service	2/28/2020	20200228ADFICA	Payroll accrual	0 \$	455.51
	Internal Revenue Service	2/28/2020	20200228ADFICA	Payroll accrual	0 \$	6.51
	Internal Revenue Service	2/28/2020	20200228ADFTA	Payroll accrual	0 \$	200.00
	Internal Revenue Service	2/28/2020	20200228ADFTA	Payroll accrual	0 \$	10.00
	Internal Revenue Service	2/28/2020	20200228ADFTP	Payroll accrual	0 \$	208.90
	Internal Revenue Service	2/28/2020	20200228ADFTX	Payroll accrual	0 \$	21,524.05
	Internal Revenue Service	2/28/2020	20200228ADFTX	Payroll accrual	0 \$	678.23
	Internal Revenue Service	2/28/2020	20200228ADFTX	Payroll accrual	0 \$	430.62
	Internal Revenue Service	2/28/2020	20200228ADFTX	Payroll accrual	0 \$	-
	Internal Revenue Service	2/28/2020	20200228ADMDCR	Payroll accrual	0 \$	4,021.50
	Internal Revenue Service	2/28/2020	20200228ADMDCR	Payroll accrual	0 \$	146.44
	Internal Revenue Service	2/28/2020	20200228ADMDCR	Payroll accrual	0 \$	106.52
	Internal Revenue Service	2/28/2020	20200228ADMDCR	Payroll accrual	0 \$	1.52
	Internal Revenue Service	2/28/2020	20200228AFFICA	Payroll accrual	0 \$	17,196.01
	Internal Revenue Service	2/28/2020	20200228AFFICA	Payroll accrual	0 \$	626.04
	Internal Revenue Service	2/28/2020	20200228AFFICA	Payroll accrual	0 \$	455.51
	Internal Revenue Service	2/28/2020	20200228AFFICA	Payroll accrual	0 \$	6.51

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	Internal Revenue Service	2/28/2020	20200228AFMDCR	Payroll accrual	0 \$	4,021.50
	Internal Revenue Service	2/28/2020	20200228AFMDCR	Payroll accrual	0 \$	146.44
	Internal Revenue Service	2/28/2020	20200228AFMDCR	Payroll accrual	0 \$	106.52
	Internal Revenue Service	2/28/2020	20200228AFMDCR	Payroll accrual	0 \$	1.52
201900932	MINNESOTA REVENUE	2/28/2020	20200228ADSITA	Payroll accrual	0 \$	60.00
	MINNESOTA REVENUE	2/28/2020	20200228ADSITA	Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	2/28/2020	20200228ADSITA	Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	2/28/2020	20200228ADSITMN	Payroll accrual	0 \$	10,216.67
	MINNESOTA REVENUE	2/28/2020	20200228ADSITMN	Payroll accrual	0 \$	318.42
	MINNESOTA REVENUE	2/28/2020	20200228ADSITMN	Payroll accrual	0 \$	219.99
	MINNESOTA REVENUE	2/28/2020	20200228ADSITMN	Payroll accrual	0 \$	-
	MINNESOTA REVENUE	2/28/2020	20200228ADSITP	Payroll accrual	0 \$	211.19
201900933	MN Teachers Retirement Associatio	2/28/2020	20200228ADTRAC	Payroll accrual	0 \$	13,710.40
	MN Teachers Retirement Associatio	2/28/2020	20200228ADTRAC	Payroll accrual	0 \$	545.44
	MN Teachers Retirement Associatio	2/28/2020	20200228ADTRAC	Payroll accrual	0 \$	63.37
	MN Teachers Retirement Associatio	2/28/2020	20200228AFTRAC	Payroll accrual	0 \$	14,478.22
	MN Teachers Retirement Associatio	2/28/2020	20200228AFTRAC	Payroll accrual	0 \$	575.99
	MN Teachers Retirement Associatio	2/28/2020	20200228AFTRAC	Payroll accrual	0 \$	66.92
201900934	Public Employees Retirement Assoc	2/28/2020	20200228ADPERAC	Payroll accrual	0 \$	6,413.86
	Public Employees Retirement Assoc	2/28/2020	20200228ADPERAC	Payroll accrual	0 \$	158.96
	Public Employees Retirement Assoc	2/28/2020	20200228ADPERAC	Payroll accrual	0 \$	476.31
	Public Employees Retirement Assoc	2/28/2020	20200228ADPERAC	Payroll accrual	0 \$	6.83
	Public Employees Retirement Assoc	2/28/2020	20200228AFPERAC	Payroll accrual	0 \$	7,400.62
	Public Employees Retirement Assoc	2/28/2020	20200228AFPERAC	Payroll accrual	0 \$	183.39
	Public Employees Retirement Assoc	2/28/2020	20200228AFPERAC	Payroll accrual	0 \$	549.58
	Public Employees Retirement Assoc	2/28/2020	20200228AFPERAC	Payroll accrual	0 \$	7.88
201900935	Public Employees Retirement-DCP	2/28/2020	20200228ADDCP	Payroll accrual	0 \$	24.00
	Public Employees Retirement-DCP	2/28/2020	20200228AFDCP	Payroll accrual	0 \$	24.00
201900936-	BMO	3/3/2020		Credit Card Payment AP	0	
201901075				(See attached report)	0 \$	26,795.44
TOTAL						\$ 375,824.85

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						
XXXXXXXXXXXX8319	02/10/2020	5665	HUMBELAU002	Humbert Laurie A	Doubletree Bloomington, Bloomin	DOUBLE T000	02/27/2020		Invoiced	A	487.89
2	FBS Principal Convention	1302000227	Missy's C/C00000			03/03/2020	487.89				
XXXXXXXXXXXX8335	02/13/2020	5671	SteelEug000	Steele Eugene L	Waschke Family Gm Cent, Interna	WASCHKE 000	02/27/2020		Invoiced	A	24.61
1	Wire				Gene's C/C00000	03/03/2020	24.61				
02/12/2020	5670	SteelEug000	Steele Eugene L	Midwest Bus Parts Inc, 763-2639	MIDWEST 000	02/27/2020			Invoiced	A	23.17
1	misc. bus parts				Gene's C/C00001	03/03/2020	23.17				
02/11/2020	5668	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	02/27/2020	97.49		Invoiced	A	97.49
2	Misc. parts for Transportation (Blanket)	7602000001	Gene's C/C00002		03/03/2020		15.13		Invoiced	A	15.13
02/11/2020	5669	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	02/27/2020	15.13		Invoiced	A	15.13
2	Misc. parts for Transportation (Blanket)	7602000001	Gene's C/C00003		03/03/2020		22.49		Invoiced	A	22.49
02/04/2020	5666	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	02/27/2020	22.49		Invoiced	A	22.49
2	Transportation	8102000011	Gene's C/C00004		03/03/2020		10.75		Invoiced	A	10.75
02/04/2020	5667	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	02/27/2020	10.75		Invoiced	A	10.75
2	Misc. parts for Transportation (Blanket)	7602000001	Gene's C/C00005		03/03/2020		25.42		Invoiced	A	25.42
01/31/2020	5675	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	02/27/2020	25.42		Invoiced	A	25.42
2	Misc. transportation parts	7602000003	Gene's C/C00006		03/03/2020		39.08		Invoiced	A	39.08
01/30/2020	5674	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	02/27/2020	39.08		Invoiced	A	39.08
2	Misc. parts for Transportation (Blanket)	7602000001	Gene's C/C00007		03/03/2020		54.06		Invoiced	A	54.06
01/28/2020	5672	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	02/27/2020	54.06		Invoiced	A	54.06
2	Transportation	8102000027	Gene's C/C00008		03/03/2020		599.00		Invoiced	A	599.00
01/28/2020	5673	SteelEug000	Steele Eugene L	Industrial Lubricant C, Grand R	INDUSTRI001	02/27/2020	599.00		Invoiced	A	599.00
2	Yearly supply of Oil for transportation fleet	7602000000	Gene's C/C00009		03/03/2020		911.20		Invoiced	A	911.20
							10 transaction(s) for XXXXXXXXXXXXX8335. Total Amount =====>				
XXXXXXXXXXXX7362	02/25/2020	5683	Billboard Contract Services.	Lamar Media Corp, 225-237-1068,	LAMAR C0000	02/27/2020	1,465.00		Invoiced	A	1,465.00
2	Billboard Contract Services.	7902000021	Stacy's C/C00000		03/03/2020		965.00				
3	Bill Board changes	7902000021	Stacy's C/C00000		03/03/2020		500.00				
02/24/2020	5682	FHS Phone Service	Cts Frontier Onlinpay, 800-921	FRONTIER000	02/27/2020		181.28		Invoiced	A	181.28
2	FHS Phone Service	8102000019	Stacy's C/C00001		03/03/2020		85.00		Invoiced	A	85.00
02/21/2020	5681	Internet Service for Bus Garage	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	02/27/2020		99.98		Invoiced	A	99.98
2	Internet Service for Bus Garage	7612000000	Stacy's C/C00002		03/03/2020		99.98		Invoiced	A	99.98
02/11/2020	5680	Kemp Lifeguard Pool Rescue Tube	Amzn Mktp US C76ku8bm3, Amzn.Co	AMAZON B000	02/27/2020		6.99		Invoiced	A	6.99
2	Kemp Lifeguard Pool Rescue Tube	5002000070	Stacy's C/C00003		03/03/2020		59.97		Invoiced	A	59.97
02/07/2020	5679	Pental BK90B R.S.V.P. Stick Ballpoint Pen, .7m	Amzn Mktp US Yc74k7ln3, Amzn.Co	AMAZON B000	02/27/2020		18.57		Invoiced	A	18.57
2	Pental BK90B R.S.V.P. Stick Ballpoint Pen, .7m	1102000024	Stacy's C/C00004		03/03/2020						
3	Blue Summit Supplies 3 Ring Binder Dividers wi	1102000024	Stacy's C/C00004		03/03/2020						
4	Swingline Stapler, Optima 40, Full Strip Deskt	1102000024	Stacy's C/C00004		03/03/2020						

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	Line Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX7362	continued...										
	5 Modern Black Metal Mesh File Box/Foldable Stor	1102000024	Stacy's C/C00004	03/03/2020	42.64				Invoiced	A	965.00
	6 Blue Summit Supplies 2 Inch Manila File Jacket	1102000024	Stacy's C/C00004	03/03/2020	81.96				Invoiced	A	487.49
	7 AT-A-GLANCE 2020 Desk Calendar, Desk Pad, 21-3	1102000024	Stacy's C/C00004	03/03/2020	8.74				Invoiced	A	650.00
	8 Pental BK90A R.S.V.P. Stick Ballpoint Pen, .7m	1102000024	Stacy's C/C00004	03/03/2020	6.74				Invoiced	A	4,184.74
	9 Smead Desk File/Sorter, Alphabetic (A-Z), 20 D	1102000024	Stacy's C/C00004	03/03/2020	25.38				Invoiced	A	
	5678	Lamar Media Corp, 225-237-1068,									
	2 Billboard Contract Services.	7902000021	Stacy's C/C00005	03/03/2020	965.00				Invoiced	A	
	5676	Ferrellgas L P, 800-8747699, MO									
	1 Propane for Zamboni		Stacy's C/C00006	03/03/2020	487.49				Invoiced	A	
	5677	Paul Bunyan Communicat, 2184441									
	2 36 Month Contract for 1000Mbps, Midnight-4pm/5	6052000003	Stacy's C/C00007	03/03/2020	650.00				Invoiced	A	
			8 transaction(s) for XXXXXXXXXXXXX7362. Total Amount						====>		
XXXXXXXXXXXX7124	02/25/2020	5711	BLESIMIC000	Blesi Michael E	Best Buy 00000430, Duluth, MN,	BEST BUY001	02/27/2020		Invoiced	A	-28.15
	2 Sales Tax Credit				Mike's C/C00000			-28.15			
02/24/2020	5709	BLESIMIC000	Blesi Michael E	Amzn Mktp US Mg9qm5i13, Amzn.Co	6052000097	AMAZON B000	02/27/2020		Invoiced	A	58.95
	2 HDMI Extender,GEATSTAR 30M HDMI to RJ45 Networ				6052000097	Mike's C/C00001		17.02			
	3 Logitech Stereo Headset H111				6052000097	Mike's C/C00001		41.93			
02/24/2020	5710	BLESIMIC000	Blesi Michael E	Best Buy 00000430, Duluth, MN,	BEST BUY001		02/27/2020		Invoiced	A	345.01
	12 Internal SSD Hard Drives				6052000098	Mike's C/C00002		79.98			
	13 Dynex 3' Lightning Charging Cable				6052000098	Mike's C/C00002		23.97			
	14 3' Dynex Lightning Charging Cable				6052000098	Mike's C/C00002		12.98			
	15 Internal SSD Hard Drives				6052000098	Mike's C/C00002		69.98			
	16 Internal SSD Hard Drives				6052000098	Mike's C/C00002		129.98			
	17 Sales tax				Mike's C/C00000			28.12			
02/12/2020	5707	BLESIMIC000	Blesi Michael E	Wal-Mart #4849, Mountain Iron,	WALMART.000		02/27/2020		Invoiced	A	73.80
	2 30pin Ipad Power Cable				6052000096	Mike's C/C00003		24.40			
	3 Lighting Ipad Power Cable				6052000096	Mike's C/C00003		49.40			
02/12/2020	5708	BLESIMIC000	Blesi Michael E	Iditarod Trail Committ, 9073765	IDITAROD000		02/27/2020		Invoiced	A	39.95
	2 Iditarod Ultimate Insider Subscription				6052000095	Mike's C/C00004		39.95			
			5 transaction(s) for XXXXXXXXXXXXX7124. Total Amount						====>		
XXXXXXXXXXXX7132	02/11/2020	5713	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	02/27/2020		Invoiced	A	86.61
	2 Transportation				8102000011	Jeremy's C/C00000		86.61			
02/04/2020	5712	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000		02/27/2020		Invoiced	A	28.60
	2 Transportation				8102000011	Jeremy's C/C00001		28.60			
			2 transaction(s) for XXXXXXXXXXXXX7132. Total Amount						====>		

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		Line Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	02/19/2020	5727	SLATIBET000	Slatinski BethAnne K	Caribou Coffee # 1388, Virginia		02/27/2020	6.16	Invoiced	A	6.16
		1			Beth's C/C00000						
	02/18/2020	5726	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Lv4ku0ad3, Amzn.Co		02/27/2020	33.99	Invoiced	A	33.99
		2			Beth's C/C000001						
	02/17/2020	5723	SLATIBET000	Slatinski BethAnne K	Menards Intnl Falls, Intl Falls		02/27/2020	11.99	Invoiced	A	11.99
		2			Beth's C/C000002						
	02/17/2020	5724	SLATIBET000	Slatinski BethAnne K	Menards Intnl Falls, Intl Falls		02/27/2020	60.73	Invoiced	A	60.73
		2			Beth's C/C000003						
	02/17/2020	5725	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Fp7we2bg3, Amzn.Co		02/27/2020	14.99	Invoiced	A	14.99
		24			Beth's C/C000004						
		25			Beth's C/C000004			35.38			
		26			Beth's C/C000004			32.59			
		27			Beth's C/C000004			9.79			
		28			Beth's C/C000004			43.74			
		29			Beth's C/C000004			11.08			
	02/14/2020	5722	SLATIBET000	Slatinski BethAnne K	Super One, International, MN, 5		02/27/2020	20.00	Invoiced	A	20.00
		2			Beth's C/C000005						
	02/13/2020	5720	SLATIBET000	Slatinski BethAnne K	Super One, International, MN, 5		02/27/2020	38.69	Invoiced	A	38.69
		2			Beth's C/C000006						
	02/13/2020	5721	SLATIBET000	Slatinski BethAnne K	Eb Environmental Stra, 80141372		02/27/2020	22.85	Invoiced	A	22.85
		1			Beth's C/C000000						
	02/12/2020	5718	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		02/27/2020	201.46	Invoiced	A	201.46
		1			Beth's C/C000000						
	02/12/2020	5719	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		02/27/2020	201.46	Invoiced	A	201.46
		1			Beth's C/C000000						
	02/05/2020	5717	SLATIBET000	Slatinski BethAnne K	Menards Intnl Falls, Intl Falls		02/27/2020	77.71	Invoiced	A	77.71
		2			Beth's C/C000007						
	02/04/2020	5714	SLATIBET000	Slatinski BethAnne K	7380 Dominos Pizza, Intl Falls,		02/27/2020	76.46	Invoiced	A	76.46
		3			Beth's C/C000008						
	02/04/2020	5715	SLATIBET000	Slatinski BethAnne K	7380 Dominos Pizza, Intl Falls,		02/27/2020	76.46	Invoiced	A	76.46
		3			Beth's C/C000009						
	02/04/2020	5716	SLATIBET000	Slatinski BethAnne K	Subway 00112250, Intl Falls, MN		02/27/2020	20.00	Invoiced	A	20.00
		2			Beth's C/C000010						
	01/31/2020	5731	SLATIBET000	Slatinski BethAnne K	Menards Intnl Falls, Intl Falls		02/27/2020	91.80	Invoiced	A	91.80
		2			Beth's C/C000011						
	01/28/2020	5728	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		02/27/2020	402.92	Invoiced	A	402.92
		1			Beth's C/C000000						

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		Line Description			PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX7648	continued...												
	01/28/2020	5729	SLATIBET000	Slatsinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	02/27/2020		Invoiced	A	9.00		
		2	Office Supplies (12M)		7902000076	Beth's C/C00012	03/03/2020	9.00					
	01/28/2020	5730	SLATIBET000	Slatsinski BethAnne K	Rutgers Bay Lake Lodg, Deerwoo		02/27/2020		Invoiced	A	402.92		
		1			Beth's C/C00000		03/03/2020	402.92					
					18 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>>						1,902.17		
XXXXXXXXXXXX2314	02/27/2020	5768	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	02/28/2020		Invoiced	A	21.98		
		1	PBIS		Karla's C/C00000		03/03/2020	21.98					
	02/25/2020	5745	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	02/27/2020		Invoiced	A	45.92		
		1	Food for classes		Karla's C/C00000		03/03/2020	45.92					
	02/21/2020	5744	OLSONKAR000	Olson-Line Karla A	Battalion Distributing, Intl Fa	BATTALIO000	02/27/2020		Invoiced	A	7.95		
		1	Cafeteria		Karla's C/C00001		03/03/2020	7.95					
	02/20/2020	5743	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	02/27/2020		Invoiced	A	22.10		
		1	Food for classes		Karla's C/C00000		03/03/2020	22.10					
	02/19/2020	5740	OLSONKAR000	Olson-Line Karla A	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	-1.89		
		1	Refund from tax on menards		Karla's C/C00002		03/03/2020	-1.89					
	02/19/2020	5741	OLSONKAR000	Olson-Line Karla A	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	25.83		
		1	Supplies for class		Karla's C/C00002		03/03/2020	25.83					
	02/19/2020	5742	OLSONKAR000	Olson-Line Karla A	Orion Food Systems, 605-336-696		02/27/2020		Invoiced	A	567.53		
		1	Cafeteria		Karla's C/C00003		03/03/2020	567.53					
	02/17/2020	5738	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	23.39		
		1	PBIS		Karla's C/C00000		03/03/2020	23.39					
	02/17/2020	5739	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	17.65		
		1	Foods for class		Karla's C/C00000		03/03/2020	17.65					
	02/14/2020	5736	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	59.82		
		1	Foods for class		Karla's C/C00000		03/03/2020	59.82					
	02/14/2020	5737	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Is1o750v3, Amzn.Co	AMAZON B000	02/27/2020		Invoiced	A	190.87		
		1	PBIS		Karla's C/C00004		03/03/2020	190.87					
	02/13/2020	5735	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	13.90		
		1	Foods for class		Karla's C/C00000		03/03/2020	13.90					
	02/11/2020	5734	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	101.37		
		1	Foods for class		Karla's C/C00000		03/03/2020	101.37					
	02/04/2020	5732	OLSONKAR000	Olson-Line Karla A	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	117.94		
		1	Cafeteria		Karla's C/C00002		03/03/2020	117.94					
	02/04/2020	5733	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	13.76		
		1	Foods for class		Karla's C/C00000		03/03/2020	13.76					

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			
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	01/31/2020	5751	OLSONKAR000	Olson-Line Karla A	Super One,	International, MN, 5	SUPER ON000	02/27/2020	Invoiced	A	19.95
		1	PBIS			Karla's C/C00000	03/03/2020	19.95			
	01/30/2020	5746	OLSONKAR000	Olson-Line Karla A	Super One,	International, MN, 5	SUPER ON000	02/27/2020	Invoiced	A	13.64
		1	Foods for class			Karla's C/C00000	03/03/2020	13.64			
	01/30/2020	5747	OLSONKAR000	Olson-Line Karla A	Super One,	International, MN, 5	SUPER ON000	02/27/2020	Invoiced	A	64.75
		1	Foods for class			Karla's C/C00000	03/03/2020	64.75			
	01/30/2020	5748	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US	6n3sg21x3, Amzn.Co	AMAZON B000	02/27/2020	Invoiced	A	13.99
		1	PBIS			Karla's C/C00004	03/03/2020	13.99			
	01/30/2020	5749	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US	Wu6pc5943, Amzn.Co	AMAZON B000	02/27/2020	Invoiced	A	33.89
		1	PBIS			Karla's C/C00004	03/03/2020	33.89			
	01/30/2020	5750	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US	S04e988h3, Amzn.Co	AMAZON B000	02/27/2020	Invoiced	A	229.27
		1	PBIS			Karla's C/C00004	03/03/2020	229.27			
						21 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>					1,603.61
XXXXXXXXXXXX2322	02/26/2020	5753	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	02/27/2020	509.14	Invoiced	A	509.14
		2	BLANKET PO GEORGE MCDONALD		2552000011	George's C/C00000	03/03/2020	509.14			
	02/24/2020	5752	HEISSVIC000	Heiss Victoria L	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	267.86	Invoiced	A	267.86
		1	George McDonald resale items for wood shop.			George's C/C00001	03/03/2020	267.86			
	01/30/2020	5754	HEISSVIC000	Heiss Victoria L	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	162.70	Invoiced	A	162.70
		2	MISC SUPPLIES GEORGE MCDONALD		2552000005	George's C/C00002	03/03/2020	162.70			
						3 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>					939.70
XXXXXXXXXXXX3600	02/27/2020	5765	HUMBELAU002	Humbert Laurie A	Amzn Mktp US	Er8jj4va3, Amzn.Co	AMAZON B000	02/28/2020	Invoiced	A	41.87
		2				Laurie's C/C00000	03/03/2020	41.87			
	02/26/2020	5628	HUMBELAU002	Humbert Laurie A	Amzn Mktp US	Eb3oz8s83, Amzn.Co	AMAZON B000	02/27/2020	Invoiced	A	39.75
		2	Clipco Paper Fasteners Large 1-Inch Brass Plat		1302000226	Laurie's C/C00001	03/03/2020	39.75			
	02/26/2020	5629	HUMBELAU002	Humbert Laurie A	Amzn Mktp US	5316c0ou3, Amzn.Co	AMAZON B000	02/27/2020	Invoiced	A	28.59
		2				Laurie's C/C00000	03/03/2020	28.59			
	02/26/2020	5630	HUMBELAU002	Humbert Laurie A	Super Teacher Workshee,	7162602	SUPER TE000	02/27/2020	Invoiced	A	24.95
		2	Renewal for Sara Wendt		1302000218	Laurie's C/C00002	03/03/2020	24.95			
	02/26/2020	5631	HUMBELAU002	Humbert Laurie A	Super Teacher Workshee,	7162602	SUPER TE000	02/27/2020	Invoiced	A	24.95
		2	Renewal for Nicci Wood		1302000219	Laurie's C/C00003	03/03/2020	24.95			
	02/26/2020	5632	HUMBELAU002	Humbert Laurie A	Amzn Mktp US	Wz66j71k3, Amzn.Co	AMAZON B000	02/27/2020	Invoiced	A	418.41
		2				Laurie's C/C00000	03/03/2020	418.41			
	02/26/2020	5633	HUMBELAU002	Humbert Laurie A	Super Teacher Workshee,	7162602	SUPER TE000	02/27/2020	Invoiced	A	24.95
		2	Renewal for Marci Neme		1302000217	Laurie's C/C00004	03/03/2020	24.95			

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		Line Description			PO Number	Invoice Number	Invoice Dt	Amount			
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	02/25/2020	5626 HUMBELAU002 Humbert Laurie A			Teacherspayteachers.Co, 6465880	TEACHERS007	02/27/2020	80.96	Invoiced	A	80.96
		2 Laurie's C/C00005			Laurie's C/C00005	03/03/2020					
	02/25/2020	5627 HUMBELAU002 Humbert Laurie A			Tct Andersons, 800-328-9650, MN	ANDERSON003	02/27/2020	2,747.02	Invoiced	A	2,747.02
		1 Laurie's C/C00006			Laurie's C/C00006	03/03/2020					
	02/24/2020	5618 HUMBELAU002 Humbert Laurie A			Amzn Mktp US Mmlmw3zd3, Amzn.Co	AMAZON B000	02/27/2020	22.41	Invoiced	A	22.41
		2 Laurie's C/C00000			Laurie's C/C00000	03/03/2020					
	02/24/2020	5619 HUMBELAU002 Humbert Laurie A			Usps Po 2647200549, Intl Falls,	POSTMAST000	02/27/2020	8.70	Invoiced	A	8.70
		2 Mailing for FES			1302000223 Laurie's C/C00007	03/03/2020					
	02/24/2020	5620 HUMBELAU002 Humbert Laurie A			Classroom Complete, Cc, Kingsto		02/27/2020	22.42	Invoiced	A	22.42
		1 Laurie's C/C00008			Laurie's C/C00008	03/03/2020					
	02/24/2020	5621 HUMBELAU002 Humbert Laurie A			Amzn Mktp US Iv2vo4hg3, Amzn.Co	AMAZON B000	02/27/2020	6.87	Invoiced	A	6.87
		37 Ladybug Girl Loves... by Jacky Davis (2010-12-			1302000213 Laurie's C/C00009	03/03/2020		3.99			
		38 Laurie's C/C00000			Laurie's C/C00000	03/03/2020					
	02/24/2020	5622 HUMBELAU002 Humbert Laurie A			Innovative Office Solu, 9528089	INNOVATI000	02/27/2020	70.02	Invoiced	A	161.16
		2 MARKER, EXPO 2, CHISEL, BK			1302000207 Laurie's C/C00010	03/03/2020		4.68			
		3 CARD, INDEX, RULED, 3X5, WE			1302000207 Laurie's C/C00010	03/03/2020		7.80			
		4 CARD, INDEX, RULED, 4X6, WE			1302000207 Laurie's C/C00010	03/03/2020		2.34			
		5 CARD, INDEX, PLAIN, 3X5, WE			1302000207 Laurie's C/C00010	03/03/2020		36.84			
		6 PADS, SS, NOTES, 2"X2", MIAMI			1302000207 Laurie's C/C00010	03/03/2020		47.56			
		7 CLIP, STIKKICLIPS, 20/PK, WHT			1302000207 Laurie's C/C00011	03/03/2020		7.98			
	02/24/2020	5623 HUMBELAU002 Humbert Laurie A			Amzn Mktp US Kb0dv2b43, Amzn.Co	AMAZON B000	02/27/2020	119.98	Invoiced	A	119.98
		41 The Secret Knowledge of Grown-ups: The Second			1302000213 Laurie's C/C00011	03/03/2020		69.99			
		42 Laurie's C/C00000			Laurie's C/C00000	03/03/2020		49.99			
	02/24/2020	5624 HUMBELAU002 Humbert Laurie A			Amzn Mktp US 405sv8nm3, Amzn.Co	AMAZON B000	02/27/2020	33.98	Invoiced	A	33.98
		2 School Smart 8-Pocket Project Organizer, Polyp			1302000208 Laurie's C/C00012	03/03/2020		23.98			
		3 School Smart 8-Pocket Project Organizer, Polyp			1302000208 Laurie's C/C00012	03/03/2020		10.00			
	02/24/2020	5625 HUMBELAU002 Humbert Laurie A			Amzn Mktp US Bo4ng7553, Amzn.Co	AMAZON B000	02/27/2020	14.02	Invoiced	A	14.02
		2 The Grinch Backpack School Backpack Laptop Bac			1302000214 Laurie's C/C00013	03/03/2020		17.33			
		3 Laurie's C/C00000			Laurie's C/C00000	03/03/2020		3.99			
	02/21/2020	5615 HUMBELAU002 Humbert Laurie A			Amzn Mktp US Zm4974n93, Amzn.Co	AMAZON B000	02/27/2020	45.79	Invoiced	A	45.79
		30 The Otherworldly League (LEGO DC Comics Super			1302000213 Laurie's C/C00014	03/03/2020					
	02/21/2020	5616 HUMBELAU002 Humbert Laurie A			Amzn Mktp US 695j80zd3, Amzn.Co	AMAZON B000	02/27/2020	13.34	Invoiced	A	13.34
		35 [Ladybug Girl Dresses Up!] (By: David Soman) [1302000213 Laurie's C/C00015	03/03/2020		3.99			
		36 Laurie's C/C00000			Laurie's C/C00000	03/03/2020					
	02/21/2020	5617 HUMBELAU002 Humbert Laurie A			Amzn Mktp US C600t7xo3, Amzn.Co	AMAZON B000	02/27/2020	45.79	Invoiced	A	45.79
		49 Owl Diaries Series 10 book Set			1302000213 Laurie's C/C00016	03/03/2020					

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	Line Description	PO Number	Invoice Number	Invoice Dt	Amount						
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	02/20/2020	5614	HUMBELAU002	Humbert Laurie A	Amzn Mktp US B11159wv3, Amzn.Co	AMAZON B000	02/27/2020		Invoiced	A	15.82
29	Dragon Keepers #6: The Dragon at the North Pol	1302000213	Laurie's C/C00017	03/03/2020	11.83						
30			Laurie's C/C00000	03/03/2020	3.99						
	02/19/2020	5613	HUMBELAU002	Humbert Laurie A	Ets Pataprop Services, 609-771-7	PARAPRO 000	02/27/2020		Invoiced	A	55.00
1				Laurie's C/C00018	03/03/2020		55.00				
	02/18/2020	5612	HUMBELAU002	Humbert Laurie A	Amazon.Com Y45Xy5n63 A, Amzn.Co	AMAZON B000	02/27/2020		Invoiced	A	30.11
2	The Beadery Mega Bucket of Bands, 8000piece, N	1302000200	Laurie's C/C00019	03/03/2020	24.12						
3	Shipping - Cost of shipping, not including shi	1302000200	Laurie's C/C00019	03/03/2020	5.99						
	02/17/2020	5609	HUMBELAU002	Humbert Laurie A	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	02/27/2020		Invoiced	A	55.49
2				Laurie's C/C00020	03/03/2020		55.49				
	02/17/2020	5610	HUMBELAU002	Humbert Laurie A	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	02/27/2020		Invoiced	A	27.49
2				Laurie's C/C00020	03/03/2020		27.49				
	02/17/2020	5611	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	02/27/2020		Invoiced	A	144.56
2	PAPER, CNST, 12X18, 50PK, WE	1302000203	Laurie's C/C00021	03/03/2020	17.40						
3	PAPER, CNST, 9X12, 50PK, WE	1302000203	Laurie's C/C00021	03/03/2020	8.28						
4	FOLDER, PKT, POLY, 10PK, RD	1302000203	Laurie's C/C00021	03/03/2020	13.36						
5	TAPE, 3/4"X900", 24/PK, CLR	1302000203	Laurie's C/C00021	03/03/2020	105.52						
	02/14/2020	5607	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465680	TEACHERS007	02/27/2020		Invoiced	A	154.70
2	PEF TPT for Rosa Christianson	1302000211	Laurie's C/C00022	03/03/2020	154.70						
	02/14/2020	5608	HUMBELAU002	Humbert Laurie A	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	02/27/2020		Invoiced	A	25.00
2	FBS PK Valentine's Pizza Party	1302000205	Laurie's C/C00023	03/03/2020	25.00						
	02/13/2020	5606	HUMBELAU002	Humbert Laurie A	Classroom Complete, Cc, Kingsto		02/27/2020		Invoiced	A	25.91
1				Laurie's C/C00008	03/03/2020		25.91				
	02/10/2020	5605	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	79.72
2	100 Days of Kindergarten	1302000201	Laurie's C/C00024	03/03/2020	79.72						
	02/07/2020	5603	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	02/27/2020		Invoiced	A	239.16
2	BOARD, TAG, 24X36, 100PK, WE	1302000187	Laurie's C/C00025	03/03/2020	144.80						
3	BOARD, PSTR, 22X28, 25CN, AST	1302000187	Laurie's C/C00025	03/03/2020	39.00						
4	SCISSORS, ECON, 8, BENT, SS	1302000187	Laurie's C/C00025	03/03/2020	7.32						
5	PADS, SS, POPUP, 3"X3", MIAMI	1302000187	Laurie's C/C00025	03/03/2020	38.08						
6	PUNCH, 1-HOLE, RUBBR GRP	1302000187	Laurie's C/C00025	03/03/2020	9.96						
	02/07/2020	5604	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Z66ak8073, Amzn.Co	AMAZON B000	02/27/2020		Invoiced	A	29.18
2	DURO Duro White Paper Bag 4 Lb, 500 Count	1302000188	Laurie's C/C00026	03/03/2020	19.31						
3	Duro Grocery/Lunch Bag, Kraft Paper, 4 lb Capa	1302000188	Laurie's C/C00026	03/03/2020	9.87						
	02/06/2020	5602	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 7q7c48nf3, Amzn.Co	AMAZON B000	02/27/2020		Invoiced	A	43.71
2	TWDRer Neon Color-Coding Labels,Dots Round Sti	1302000197	Laurie's C/C00027	03/03/2020	35.96						
3	Shipping - Cost of shipping, not including shi	1302000197	Laurie's C/C00027	03/03/2020	7.75						

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		Line Description			PO Number	Invoice Number	Imp Date			Amount
XXXXXXXXXXXX3600	02/05/2020	5601	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 9f5556z83, Amzn.Co	AMAZON B000	02/27/2020	Invoiced	A	37.08
		2		Crayola Washable Finger Paints, 6 Count, Schoo	1302000190	Laurie's C/C00028	03/03/2020			37.08
	02/03/2020	5643	HUMBELAU002	Humbert Laurie A	Deepspaceparkle.Com, 805451361	DEEP SPA000	02/27/2020	Invoiced	A	269.00
		2		Renewal Subscription for Kim McDonald	1302000216	Laurie's C/C00029	03/03/2020			269.00
	02/03/2020	5644	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	02/27/2020	Invoiced	A	170.28
		2		PAPER, PARCH, 24#, 500SH, GD	1302000175	Laurie's C/C00030	03/03/2020			61.34
		3		ENVELOPE, #10, WE, MOVE, 24#	1302000175	Laurie's C/C00030	03/03/2020			42.72
		4		MARKER, SHARPE FN, 36/PK, BK	1302000175	Laurie's C/C00030	03/03/2020			53.52
		5		MARKER, FLAIR, PT GRD, BE	1302000175	Laurie's C/C00030	03/03/2020			12.70
	02/03/2020	5645	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	02/27/2020	Invoiced	A	302.68
		2		PAPER, 500SH24/60#, RD	1302000177	Laurie's C/C00031	03/03/2020			52.38
		3		PAPER, XRO/DUP, 20#, ITR, PK	1302000177	Laurie's C/C00031	03/03/2020			28.98
		4		PAPER, 500SH, 24LB, FPK	1302000177	Laurie's C/C00031	03/03/2020			23.28
		5		PAPER, AB PLASMA, 24#, PK	1302000177	Laurie's C/C00031	03/03/2020			23.28
		6		PAPER, MULTIPURPOSE, 24#HPK	1302000177	Laurie's C/C00031	03/03/2020			31.32
		7		PAPER, CNST, 9X12, 50PK, RD	1302000177	Laurie's C/C00031	03/03/2020			10.56
		8		PAPER, CONST, 50/PK, RD	1302000177	Laurie's C/C00031	03/03/2020			26.76
		9		PAPER, CNST, 12X18, 50PK, WE	1302000177	Laurie's C/C00031	03/03/2020			17.40
		10		PAPER, CNST, 9X12, 50PK, WE	1302000177	Laurie's C/C00031	03/03/2020			8.28
		11		PAINT, TWPR, ARTSTA II, WHT	1302000177	Laurie's C/C00031	03/03/2020			13.50
		12		PAINT, TWPR, ARTSTA II, YL	1302000177	Laurie's C/C00031	03/03/2020			9.00
		13		PAINT, TWPR, ARTSTA II, OR	1302000177	Laurie's C/C00031	03/03/2020			9.00
		14		PAPER, XERO/DUP, 11X17, 92WE	1302000177	Laurie's C/C00031	03/03/2020			48.94
	02/03/2020	5646	HUMBELAU002	Humbert Laurie A	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	02/27/2020	Invoiced	A	12.00
		2		Supplies for Ms. Tate	1302000191	Laurie's C/C00032	03/03/2020			12.00
	02/03/2020	5647	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	02/27/2020	Invoiced	A	21.48
		2		Supplies for Ms. Tate	1302000193	Laurie's C/C00033	03/03/2020			21.48
	02/03/2020	5648	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	02/27/2020	Invoiced	A	13.83
		2		Supplies for Ms. Tate	1302000192	Laurie's C/C00034	03/03/2020			13.83
	01/31/2020	5642	HUMBELAU002	Humbert Laurie A	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	02/27/2020	Invoiced	A	58.98
		2			Laurie's C/C00020	03/03/2020				58.98
	01/30/2020	5638	HELL JAM000	Hell Jamie	Super One, International, MN, 5	SUPER ON000	02/27/2020	Invoiced	A	217.18
		1		Lunch Supplies for FES Para Professional PO #	Laurie's C/C00035	03/03/2020				217.18
	01/30/2020	5639	HELL JAM000	Hell Jamie	T J Maxx #1390, Bemidji, MN, 56	TJ MAXX 000	02/27/2020	Invoiced	A	160.96
		1		Post Prom Prizes PO # 9182000011	Laurie's C/C00036	03/03/2020				160.96
	01/30/2020	5640	HELL JAM000	Hell Jamie	L & M Supply Bemidji, Bemidji,	L&M 000	02/27/2020	Invoiced	A	185.60
		1		Post Prom Prizes PO #918200009	Laurie's C/C00037	03/03/2020				185.60

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		Line Description			PO Number	Invoice Number	Invoice Dt	Amount					
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	01/30/2020	5641	HELL JAM000	Hell Jamie	Wm Supercenter #3233, Bemidji, Laurie's C/C00038	WALMART.000	02/27/2020	1,165.33	Invoiced	A	1,165.33		
	01/29/2020	1	Post Prom Supplies	PO #9182000002	Stu Stumps, 800-348-5084, IN, 4 Laurie's C/C00039	STUMPS 000	02/27/2020	549.91	Invoiced	A	549.91		
	01/29/2020	2	Drinks for Penny War	Pizza Party	County Mkt. #574, International	COUNTY M000	02/27/2020	4.99	Invoiced	A	4.99		
	01/29/2020	2	Lunch supplies for FES Para	Professionals	County Mkt. #574, International	COUNTY M000	02/27/2020	29.87	Invoiced	A	29.87		
	01/29/2020	2	Lunch for FES Para	Professional Lunch	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	02/27/2020	21.00	Invoiced	A	21.00		
					49 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>							8,089.66	
XXXXXXXXXXXX2606	02/27/2020	5766	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	02/28/2020	154.56	Invoiced	A	357.86		
		2	VJ 1000043392	GERM-X 2X1150MLOWNIPOD GREEN FOA	8102000094	Tom's C/C00001	03/03/2020	140.19					
		3	JP 4277285	OXIVIR TB RTU 12X1QTDISINFECTANT CL	8102000094	Tom's C/C00001	03/03/2020	63.11					
		4	shipping			Tom's C/C00000	03/03/2020	74.50					
	02/26/2020	5693	HOLT THO000	Holt Thomas T	Becker Arena, 952-890-2690, MN,	BECKER A000	02/27/2020	49.75	Invoiced	A	150.25		
		2	Wash water	impeller	8102000096	Tom's C/C00002	03/03/2020	26.00					
		3	Towel for	surfacer	8102000096	Tom's C/C00002	03/03/2020	227.04					
		4	Shipping		8102000096	Tom's C/C00002	03/03/2020	30.62					
	02/19/2020	5692	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	02/27/2020	41.48	Invoiced	A	257.66		
		2	JP 5627427	OXIVIR TB WIPES4X160CA BUCKET W REF	8102000091	Tom's C/C00003	03/03/2020	227.04					
		3	shipping			Tom's C/C00000	03/03/2020	30.62					
	02/17/2020	5691	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	02/27/2020	41.48	Invoiced	A	41.48		
		4	SP 106205	DMQ CLEANER 5GADISINFECTANT CLEANER	8102000093	Tom's C/C00004	03/03/2020	39.49					
	02/14/2020	5690	HOLT THO000	Holt Thomas T	Radko Iron & Supply, Hibbing, M		02/27/2020	39.49	Invoiced	A	39.49		
		1	Salt shield			Tom's C/C00005	03/03/2020	124.44					
	02/13/2020	5689	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	02/27/2020	124.44	Invoiced	A	124.44		
		2	SP 106205	DMQ CLEANER 5GADISINFECTANT CLEANER	8102000087	Tom's C/C00006	03/03/2020	52.36					
	02/12/2020	5688	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	02/27/2020	103.04	Invoiced	A	1,055.84		
		2	DAL 14"	RED BUFFING PAD 5CAFLOOR PAD	8102000093	Tom's C/C00007	03/03/2020	41.48					
		3	VJ 1000043392	GERM-X 2X1150MLOWNIPOD GREEN FOA	8102000093	Tom's C/C00007	03/03/2020	115.74					
		4	SP 106205	DMQ CLEANER 5GADISINFECTANT CLEANER	8102000093	Tom's C/C00007	03/03/2020	99.12					
		5	DAL DAL3858X3B	BLACK 100CA38X58 1.5M ROLL CAN	8102000093	Tom's C/C00007	03/03/2020	130.83					
		6	CP LBR4046X4B	BLACK 100CA40X46 1.7M ROLL CAN L	8102000093	Tom's C/C00007	03/03/2020	200.04					
		7	DAL DAL2432XB	BLACK 500CA24X32 1M ROLL CAN LIN	8102000093	Tom's C/C00007	03/03/2020						
		8	GP 12798	ENVISION 9" 8X10002PLY TOILET TISSUE	8102000093	Tom's C/C00007	03/03/2020						

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...										
	9 GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER	8102000093	Tom's C/C00007	03/03/2020	221.52						
	10 Shipping		Tom's C/C00000	03/03/2020	91.71						
	02/07/2020 5686 HOLT THO000 Holt Thomas T		Dalco Enterprises, 6512516657,	DALCO 000	02/27/2020	Invoiced	A				350.37
	4 JP 5388471 OXIVIR TB WIPES12X60CA	8102000091	Tom's C/C00008	03/03/2020	69.99						
	5 JP 4277285 OXIVIR TB RTU 12X1QDDISINFECTANT CL	8102000091	Tom's C/C00008	03/03/2020	280.38						
	02/07/2020 5687 HOLT THO000 Holt Thomas T		Horizon Commercial Poo, Arden H	HORIZON 001	02/27/2020	Invoiced	A				295.00
	1 pool training		Tom's C/C00009	03/03/2020	295.00						
	02/06/2020 5684 HOLT THO000 Holt Thomas T		Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	Invoiced	A				5.94
	2 Transportation Blanket		8102000009 Tom's C/C00010	03/03/2020	5.94						
	02/06/2020 5685 HOLT THO000 Holt Thomas T		Oreilly Auto Parts 39, Internat	O'REILLY000	02/27/2020	Invoiced	A				79.99
	2 Transportation		8102000011 Tom's C/C00011	03/03/2020	79.99						
	01/31/2020 5695 HOLT THO000 Holt Thomas T		Meyers Glass, Intl Falls, MN, 5	K&K MEYER000	02/27/2020	Invoiced	A				29.97
	1 Keys		Tom's C/C00012	03/03/2020	29.97						
	01/29/2020 5694 HOLT THO000 Holt Thomas T		Dalco Enterprises, 6512516657,	DALCO 000	02/27/2020	Invoiced	A				549.95
	2 RJ GL-LARGE POLY FOODSERVICE10X100BX GLOVE LAR	7602000014	Tom's C/C00013	03/03/2020	7.74						
	3 HS GL-V103FXX GLOVE VINYL PF10X100 XXLARGE NON	7602000014	Tom's C/C00013	03/03/2020	39.60						
	4 KC 41041 WYPALL X80 1X160CABLU BRAG BOX WIPER	7602000014	Tom's C/C00013	03/03/2020	52.28						
	5 GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER	7602000014	Tom's C/C00013	03/03/2020	110.76						
	6 FP EA36CM ECO AIR REFILL 6X6CACUCUMBER MELON P	7602000014	Tom's C/C00013	03/03/2020	196.74						
	7 GP 47410 ENVISION 2PLY 30X100FLAT BOX FACIAL T	7602000014	Tom's C/C00013	03/03/2020	51.12						
	8 Shipping		Tom's C/C00000	03/03/2020	91.71						
			13 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>								3,338.24
XXXXXXXXXXXX5690	02/26/2020 5651 HEISSVIC000 Heiss Victoria L		Super One Foods #578, Internati	SUPER ON000	02/27/2020	Invoiced	A				40.23
	2 Blanket PO for Science Dept.		2602000003 Vicki C/C00000	03/03/2020	40.23						
	02/21/2020 5650 HEISSVIC000 Heiss Victoria L		Super One Foods #578, Internati	SUPER ON000	02/27/2020	Invoiced	A				22.80
	2 Blanket PO for Science Dept.		2602000003 Vicki C/C00001	03/03/2020	22.80						
	02/17/2020 5649 HEISSVIC000 Heiss Victoria L		Gearharts Floral & Gif, Interna	GEARHART000	02/27/2020	Invoiced	A				127.00
	1 Roses for Student Council resale		Vicki C/C00002	03/03/2020	127.00						
	02/03/2020 5655 HEISSVIC000 Heiss Victoria L		Innovative Office Solu, 9528089	INNOVATI000	02/27/2020	Invoiced	A				570.65
	2 CLEANER,LYSOL,WIPES,6/CT		3002000069 Vicki C/C00003	03/03/2020	303.50						
	3 TISSUE,KLNX,12BX,125 SHTS		3002000069 Vicki C/C00003	03/03/2020	267.15						
	01/30/2020 5652 HEISSVIC000 Heiss Victoria L		Super One, International, MN, 5	SUPER ON000	02/27/2020	Invoiced	A				32.00
	2 Blanket PO for Science Dept.		2602000003 Vicki C/C00004	03/03/2020	32.00						
	01/30/2020 5653 HEISSVIC000 Heiss Victoria L		Amzn Mktpl US lmlr79p93, Amzn.Co	AMAZON B000	02/27/2020	Invoiced	A				434.78
	2 Madisi Highlighters, Chisel Tip, Assorted Colo		3002000071 Vicki C/C00005	03/03/2020	271.84						
	3 Pangda 700 Pieces Flags Index Tabs 3 Sizes Sti		3002000071 Vicki C/C00005	03/03/2020	62.30						

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...										
	01/30/2020	4	Early Buy	Sticky Notes 1.5 x 2 Self-Stick Note	3002000071	Vicki C/C00005	03/03/2020	100.64			
				5654 HEISSVIC000 Heiss Victoria L	Amzn Mktp US 111ca83b3, Amzn.Co	AMAZON B000	02/27/2020		Invoiced	A	154.90
		2	Patient Aid	Padded U-Sling with Head Support,	3002000070	Vicki C/C00006	03/03/2020	76.95			
		3	Patient Aid	Padded U-Sling with Head Support,	3002000070	Vicki C/C00006	03/03/2020	77.95			
											1,382.36
											Total Amount =====>
XXXXXXXXXXXX6650	02/04/2020	5758	JORGELOR000	Jorgenson Lori R	World Class Awards, 214-572-066	WORLD CL000	02/27/2020		Invoiced	A	348.05
		2	RISING STAR	MEDALS-SWIMMING MALE (45 EA GOLD/S	2922000048	Lori's C/C00001	03/03/2020	330.75			
		3	Shipping			Lori's C/C00000	03/03/2020	17.30			
	02/03/2020	5759	JORGELOR000	Jorgenson Lori R	Poolwebaquatictech, 2078777900,	POOL WEB000	02/27/2020		Invoiced	A	113.95
		2	3/4"	POOL ROPE (YELLOW)	2922000050	Lori's C/C00002	03/03/2020	67.00			
		3	3/4"	HOOK FOR ROPE	2922000050	Lori's C/C00002	03/03/2020	46.95			
	02/03/2020	5760	JORGELOR000	Jorgenson Lori R	Crown Awards Inc, 8002271557, N	CROWN AW000	02/27/2020		Invoiced	A	304.03
		2	2 TROPHIES	- 1ST/2ND	2922000049	Lori's C/C00003	03/03/2020	21.58			
		3	BOYS SWIM	PLAQUES	2922000049	Lori's C/C00003	03/03/2020	39.96			
		4	BOYS SWIM	RIBBONS (1ST THRU 10TH + ACHIEVEMENT	2922000049	Lori's C/C00003	03/03/2020	204.75			
		5	BOYS SWIM	1" CAPT PIN	2922000049	Lori's C/C00003	03/03/2020	9.90			
		6	SHIPPING		2922000049	Lori's C/C00003	03/03/2020	27.84			
											766.03
											Total Amount =====>
XXXXXXXXXXXX8814	02/24/2020	5660	HEISSVIC000	Heiss Victoria L	Nl-Hotel, Walker, MN, 56484, US		02/27/2020		Invoiced	A	95.00
		1	TOM VOLLOM	STUDENT TRAVEL COSTS		FHS Stf Travel00000	03/03/2020	95.00			
	02/24/2020	5661	HEISSVIC000	Heiss Victoria L	Nl-Hotel, Walker, MN, 56484, US		02/27/2020		Invoiced	A	95.00
		1	TOM VOLLOM	STUDENT TRAVEL COSTS		FHS Stf Travel00000	03/03/2020	95.00			
	02/24/2020	5662	HEISSVIC000	Heiss Victoria L	Nl-Hotel, Walker, MN, 56484, US		02/27/2020		Invoiced	A	95.00
		1	TOM VOLLOM	STUDENT TRAVEL COSTS		FHS Stf Travel00000	03/03/2020	95.00			
	02/24/2020	5663	HEISSVIC000	Heiss Victoria L	Nl-Hotel, Walker, MN, 56484, US		02/27/2020		Invoiced	A	95.00
		1	TOM VOLLOM	STUDENT TRAVEL COSTS		FHS Stf Travel00000	03/03/2020	95.00			
	02/24/2020	5664	HEISSVIC000	Heiss Victoria L	Nl-Hotel, Walker, MN, 56484, US		02/27/2020		Invoiced	A	95.00
		1	TOM VOLLOM	- STUDENT TRAVEL COSTS		FHS Stf Travel00000	03/03/2020	95.00			
	02/21/2020	5659	HEISSVIC000	Heiss Victoria L	Nl- Northstar Buffet, Walker, M		02/27/2020		Invoiced	A	15.98
		1	Tom Vollom	travel costs		FHS Stf Travel00000	03/03/2020	15.98			
	02/17/2020	5657	HEISSVIC000	Heiss Victoria L	Chipotle 0263, Minneapolis, MN,		02/27/2020		Invoiced	A	13.60
		1	Zane Biles	staff training		FHS Stf Travel00000	03/03/2020	13.60			
	02/17/2020	5658	HEISSVIC000	Heiss Victoria L	Hilton Hotels, Minneapolis, MN,		02/27/2020		Invoiced	A	275.94
		1	ZANE BILES	STAFF TRAVEL COSTS		FHS Stf Travel00000	03/03/2020	275.94			

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				
XXXXXXXXXXXX8814	continued...											
	02/14/2020	5656	HEISSVIC000	Heiss Victoria L	Daves Downtown, Minneapolis, MN		02/27/2020	9.83	Invoiced	A	9.83	
	1	Staff training Zane Biles			FHS Stf Travel00000	03/03/2020		9.83				
					9 transaction(s) for XXXXXXXXXXXXXXX8814. Total Amount ==>>							790.35
XXXXXXXXXXXX8822	02/12/2020	5599	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	87.69	
	2				FES C/C00000	03/03/2020		87.69				
	02/12/2020	5600	HUMBELAU002	Humbert Laurie A	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	114.97	
	2	FES STEM Project			1302000212 FES C/C00001	03/03/2020		114.97				
					2 transaction(s) for XXXXXXXXXXXXXXX8822. Total Amount ==>>							202.66
XXXXXXXXXXXX8863	02/24/2020	5699	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	02/27/2020		Invoiced	A	28.49	
	2	FHS			8102000011 FHS Cust C/C00000	03/03/2020		28.49				
	02/21/2020	5698	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	25.92	
	2	FHS blanket			8102000009 FHS Cust C/C00001	03/03/2020		25.92				
	02/10/2020	5697	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	44.92	
	2	FHS blanket			8102000009 FHS Cust C/C00002	03/03/2020		44.92				
	02/06/2020	5696	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	66.52	
	2	FHS blanket			8102000009 FHS Cust C/C00003	03/03/2020		66.52				
	01/30/2020	5701	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	18.95	
	2	FHS blanket			8102000009 FHS Cust C/C00004	03/03/2020		18.95				
	01/29/2020	5700	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020		Invoiced	A	33.90	
	2	FHS blanket			8102000009 FHS Cust C/C00005	03/03/2020		33.90				
					6 transaction(s) for XXXXXXXXXXXXXXX8863. Total Amount ==>>							218.70
XXXXXXXXXXXX9069	02/27/2020	5770	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/28/2020		Invoiced	A	3.99	
	1	FBS; Food for Meal Service			FES Cafe C/C00000	03/03/2020		3.99				
	02/20/2020	5764	JohnsMar000	Johnson Mary	Super One Foods #578, Internati	SUPER ON000	02/27/2020		Invoiced	A	33.37	
	1	FBS; Food for Meal Service			FES Cafe C/C00000	03/03/2020		33.37				
	02/13/2020	5763	JohnsMar000	Johnson Mary	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	5.48	
	1	FBS; Food for Meal Service			FES Cafe C/C00000	03/03/2020		5.48				
					3 transaction(s) for XXXXXXXXXXXXXXX9069. Total Amount ==>>							42.84
XXXXXXXXXXXX9077	02/20/2020	5761	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/27/2020		Invoiced	A	28.35	
	1	FBS; Food for Meal Service			FES Cafe C/C00000	03/03/2020		28.35				
	01/31/2020	5762	HOPKIMIC000	Hopkins Michelle L	Super One, International, MN, 5	SUPER ON000	02/27/2020		Invoiced	A	11.95	
	1	FBS; Food for Meal Service			FES Cafe C/C00000	03/03/2020		11.95				
					2 transaction(s) for XXXXXXXXXXXXXXX9077. Total Amount ==>>							40.30

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				
XXXXXXXXXXXX7691	02/27/2020	5767	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/28/2020	27.25	Invoiced	A	27.25	
	2	FES blanket			8102000009 FES Cust C/C00000	03/03/2020	27.25					
	02/12/2020	5704	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	49.83	Invoiced	A	49.83	
	2	FES blanket			8102000009 FES Cust C/C00001	03/03/2020	49.83					
	02/07/2020	5703	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	32.99	Invoiced	A	32.99	
	2	FES blanket			8102000009 FES Cust C/C00002	03/03/2020	32.99					
	02/05/2020	5702	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	19.98	Invoiced	A	19.98	
	2	FES blanket			8102000009 FES Cust C/C00003	03/03/2020	19.98					
	02/03/2020	5705	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	21.82	Invoiced	A	21.82	
	2	FES blanket			8102000009 FES Cust C/C00004	03/03/2020	21.82					
	02/03/2020	5706	HOLT THO000	Holt Thomas T	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	54.97	Invoiced	A	54.97	
	2	FES blanket			8102000009 FES Cust C/C00005	03/03/2020	54.97					
					6 transaction(s) for XXXXXXXXXXXXX7691. Total Amount =====>							206.84
XXXXXXXXXXXX9022	02/27/2020	5769	OLSONDAY000	Olson David W	Menards Intnl Falls, Intl Falls	MENARDS 000	02/28/2020	92.42	Invoiced	A	92.42	
	2	METALS BLANKET PO/DAVE OLSON			2552000009 Dave's C/C00000	03/03/2020	92.42					
	02/24/2020	5757	OLSONDAY000	Olson David W	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	127.07	Invoiced	A	127.07	
	2	METALS BLANKET PO/DAVE OLSON			2552000009 Dave's C/C00001	03/03/2020	127.07					
	02/13/2020	5756	OLSONDAY000	Olson David W	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	157.37	Invoiced	A	157.37	
	2	METALS BLANKET PO/DAVE OLSON			2552000009 Dave's C/C00002	03/03/2020	157.37					
	02/07/2020	5755	OLSONDAY000	Olson David W	Menards Intnl Falls, Intl Falls	MENARDS 000	02/27/2020	335.24	Invoiced	A	335.24	
	2	METALS BLANKET PO/DAVE OLSON			2552000009 Dave's C/C00003	03/03/2020	335.24					
					4 transaction(s) for XXXXXXXXXXXXX9022. Total Amount =====>							712.10
XXXXXXXXXXXX8122	02/24/2020	5775	MCGONDAN000	McGonigle Daniel	Best Western Hotels -, Saint Cl	BEST WES000	03/10/2020	209.48	Invoiced	A	209.48	
	1	Comm Ed; Conference Hotel			Dan's C/C00000	03/10/2020	209.48					
	02/21/2020	5774	MCGONDAN000	McGonigle Daniel	Green Mill - St Cloud, Saint Cl		03/10/2020	23.70	Invoiced	A	23.70	
	1	Comm Ed Conference Meal			Dan's C/C00001	03/10/2020	23.70					
	02/20/2020	5773	MCGONDAN000	McGonigle Daniel	Green Mill - St Cloud, Saint Cl		03/10/2020	18.65	Invoiced	A	18.65	
	1	Comm Ed; Conference Meal			Dan's C/C00001	03/10/2020	18.65					
	02/17/2020	5771	LAVIGSAN001	LaVigne Sandra J	Super One, International, MN, 5	SUPER ON000	03/10/2020	42.38	Invoiced	A	42.38	
	1	PALS V-day Party			Dan's C/C00002	03/10/2020	42.38					
	02/17/2020	5772	LAVIGSAN001	LaVigne Sandra J	7380 Dominos Pizza, Intl Falls,	DOMINO'S000	03/10/2020	77.07	Invoiced	A	77.07	
	1	PALS V-day Party			Dan's C/C00003	03/10/2020	77.07					
					5 transaction(s) for XXXXXXXXXXXXX8122. Total Amount =====>							371.28
					177 transaction(s). Total Amount =====>							26,795.44

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

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

**BOARD POLICY 506
Student Discipline**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

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

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

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

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

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

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

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

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

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

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

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

VII. DISCIPLINARY ACTION OPTIONS

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

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

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

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

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

G. Procedures for Notification.

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

H. Disabled Students; Special Provisions.

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

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

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

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

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

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

IX. DISMISSAL

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

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

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

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

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

- C. Suspension Procedures.

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

the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures.

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 - 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance

resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49.

The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

II. ADMISSION OR READMISSION PLAN

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

III. NOTIFICATION OF POLICY VIOLATIONS

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

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

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline

records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's education program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XIV. OPEN ENROLLED STUDENTS

The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.53(e)(1) (Manifestation Determination)

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

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

**BOARD POLICY 515
Protection and Privacy of Pupil Records**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used

for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s social security number
2. a student’s identification number (“ID”), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the ID identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality **or**
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. [Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term “education records” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided educational education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is

employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. 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 education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or 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.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.;

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

"Responsible authority" means ~~superintendent of schools~~ Superintendent of Schools, Kevin Grover. ~~/or building principal.~~

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) 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 (d) a person employed by, or under contract to, the school board to perform a special task such as a ~~police liaison officer~~, 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 police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]

O. Summary Data

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

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of [secondary students'](#) names, addresses, and home telephone numbers [of students in grades 11 and 12](#) to military recruiting officers [and post-secondary educational institutions](#);
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in [Section XXI](#) of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the [education](#) records of such student without first obtaining the consent of the student. [In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31\(a\).](#)

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data

subject;

- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in [Section V.](#) of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To [a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:](#)
 - a. [performs an institutional service or function for which the school district would otherwise use employees;](#)
 - b. [is under the direct control of the school district with respect to the use and maintenance of education records; and](#)

c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, ~~or~~ school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See [Section XIX.](#)), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with [Section XV.](#) of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure

concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, ~~and~~ the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, [or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General \(or designee not lower than an Assistant Attorney General\) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b\(g\)\(5\)\(B\), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331](#) or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. -If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
11. To appropriate parties, [including parents of an eligible student](#), in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. [The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education](#) –records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;

13. Information the school district has designated as “directory information” pursuant to [Section VII.](#) of this policy;
14. To military recruiting officers [and post-secondary educational institutions](#) pursuant to [Section XI.](#) of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;~~or~~
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, [daily](#) attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s [education](#) record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the request to disclose information. If the student’s parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the

request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member,

substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's [education](#) record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; [or](#)

21. [To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: \(a\) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and \(b\) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.](#)
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined ~~in section 450b of Title 25-25 U.S.C. § 5304~~), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in his or her last year of attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the

parent designated as directory information.

[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in [Section VI](#) of this policy.
3. [A parent or eligible student may not opt out of the directory information disclosures to:](#)
 - a. [prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled](#); or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. [The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.](#)

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;

3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in [Section VI](#) of this policy, without the prior written consent of the parent or the eligible student. [The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.](#)

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying

parental access may protect the minor data subject from physical or emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental, or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken

for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. [Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.](#)
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

[D. Chemical Abuse Records](#)

[To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.](#)

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The School District will release the names, addresses, and home telephone numbers of ~~secondary~~ students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data ~~to military recruiters~~ pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing by September 30 each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category or categories of information which are not to be released to military recruiting officers; and post-secondary educational institutions; and

7. Specific category or categories of information which are not to be released to the public, including military [recruiting officers and post-secondary educational institutions](#).
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of [secondary students in grades 11 and 12](#) without prior consent.
 - E. A parent or eligible student's refusal to release the above information to military recruiting officers [and post-secondary educational institutions](#) does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers [and post-secondary educational institutions](#). In order to make any directory information about a student private, the procedures contained in [Section VII.](#) of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers [and post-secondary educational institutions](#).

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure
Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.
- B. Redisclosure Not Prohibited
 1. Subdivision A. of this section does not [prevent](#) the school district from disclosing personally identifiable information under [Section VI.](#) of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of [Section VI.](#) of this policy; and
 - b. The school district has complied with the record-keeping requirements of [Section XIII.](#) of this policy.
 2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student [or to parents of](#)

dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena, or to parents of dependent students.

[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, ~~or~~ disclosures to a parent or student, or disclosures to parents of a dependent student. ~~the school district shall~~ In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31 (a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31 (a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records, ~~the educational agency or~~ fails to provide notification required under this section of this policy, the school district institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for

securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - ~~and~~
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B.Paragraph B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - ~~and~~
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1.3. — Paragraph (1) of Record Keeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.Paragraph B.1. -of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:

- a. the parent of the student or the eligible student;
- b. the school official or his or her assistants who are responsible for the custody of the records; and
- c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

b. [the parties to whom the school district disclosed the information.](#)

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in [Section VIII](#). of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. [Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.](#)

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
- b. the cost of the labor required to prepare the copies;
- c. any schedule of standard copying charges established by the school district in its normal course of operations;
- d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
- e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the

contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the~~ Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

- B. Data practices compliance official means School Social Worker, Laurie Youso.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official. ~~superintendent of schools.~~

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the

U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. §1232g FERPA, and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the Superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. [Ch. 14 \(Administrative Procedures Act § 120A.22 \(Compulsory Instruction\)\)](#)
[Minn. Stat. § 120A.22 \(Compulsory Instruction\)](#)
[Minn. Stat. § 121A.40-121A.56 \(The Pupil Fair Dismissal Act\)](#)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
[Minn. Stat. § 121A.40-121A.56 \(The Pupil Fair Dismissal Act\)](#)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)

Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 ([Data Practices](#))
[10 U.S.C. § 503\(b\) and \(c\) \(Enlistments: Recruiting Campaigns; Compilation of Directory Information\)](#)
[18 U.S.C. § 2331 \(Definitions\)](#)
[18 U.S.C. § 2332b \(Acts of Terrorism Transcending National Boundaries\)](#)
20 U.S.C. ~~§§~~ 1232g *et seq.* (Family Educational Rights and Privacy Act)
[20 U.S.C. § 6301 et seq. \(Every Student Succeeds Act\)](#)
[20 U.S.C. § 7908 \(Armed Forces Recruiting Information\)](#)
26 U.S.C. ~~§§~~ 151 and 152 (Internal Revenue Code)
34 C.F.R. ~~§§~~ 99.1-99.67 ([Family Educational Rights and Privacy](#))
[34 C.F.R. § 300.610-300.627 \(Confidentiality of Information\)](#)
[42 C.F.R. § 2.1 et seq. \(Confidentiality of Drug Abuse Patient Records\)](#)
[Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 \(2002\)](#)

~~“No Child Left Behind Act of 2001,” P.L. 107-110~~

Cross References:

[MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
[MSBA/MASA Model Policy 417 \(Chemical Use and Abuse\)](#)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Videotaping on School Buses)
[MSBA/MASA Model Policy 906 \(Community Notification of Predatory Offenders\)](#)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school begins on [date]. Before your child, [name of child], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards and return the form to [name of school official], *before school begins*. By state law, we cannot allow [name of child] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [date], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

SAMPLE LETTER B

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school began today. To date, we have no immunization records for your child nor any record of a request for an exception. In order for your child, [name of child], to remain enrolled, we must receive proof that he/she has received immunization against a number of diseases as required by state law or that he/she qualifies for one of the statutory exceptions. By this letter, we wish to verify that our records concerning your child are accurate and complete.

Please submit a statement on the enclosed form to [name of school official] from a physician or a public clinic verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards. By state law, we cannot allow [name of child] to stay in school unless we have received proof that he/she has had the required immunizations or has satisfied one of the statutorily recognized exceptions.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If you have already submitted a statement to us, please indicate how the statement was submitted (i.e. hand-delivered, mailed), when it was delivered and to whom. It may be necessary for you to obtain a duplicate statement if the original cannot be found. If additional time to obtain a duplicate is required, please so indicate in your response.

If we do not receive proof of immunization or exception by [ten school days], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

530-6F

SAMPLE LETTER C

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Non-Enrollment for Lack of Immunization Proof

Dear Parent:

We are sending your child, [name of child], home today because we have not yet received proof that he or she has received appropriate immunizations or is excepted therefrom. Minnesota law does not allow us to enroll an elementary or secondary school student without proof that the student has received the required immunizations or is excepted therefrom.

As we advised earlier, State law and School District policy allow for a thirty-day grace period and a ten-day due process period during which your child may attend school. Those grace periods have now expired.

[Name of child] may re-enroll as soon as we have received appropriate proof of immunizations. If you have any questions about the proof or the immunizations required, please contact [name of school official] at [telephone number] as soon as possible.

We look forward to having [name of child] back in school soon.

Very truly yours,

[School District Official]

DISTRICT NOTES:

Previous notices sent on _____ by _____

Phone contacts on _____ by _____

_____ by _____

_____ by _____

Enter the dates for each vaccine your child has received to date. Specify the month, day, and year of each dose such as 01/01/2010.

Immunization Form

Name _____ Birthdate _____

Immunizations required for child care, early childhood programs, and school.

Vaccine	Birth to 6 months	12 -24 months	At Kindergarten	At 7th grade	At 12th grade
Hepatitis B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Diphtheria, Tetanus, Pertussis (DTaP, DT, Td)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Haemophilus influenzae</i> type b (Hib)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumococcal (PCV)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Polio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Measles, Mumps, Rubella (MMR)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chickenpox (varicella)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hepatitis A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tetanus, Diphtheria, Pertussis (Tdap)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meningococcal (MCV4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Minnesota law requires children enrolled in child care, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt.

Instructions for parent or guardian:

- Fill out the dates in chronological order even if your child received a vaccine outside of the age/grade category that the box is in. Depending on the age of your child, they may not have received all vaccines; some boxes will be blank.
 - If you have a copy of your child's immunization history, you can attach a copy of it instead of completing the front of this form.
 - Your doctor or clinic can provide a copy of your child's immunization history. If you are missing or need information about your child's immunization history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-3980 or 800-657-3970.
- Sign or get the signatures needed for the back of this form.
 - Document medical and/or non-medical exemptions in section 1.
 - Verify history of chickenpox (varicella) disease in section 2.
 - Provide consent to share immunization information (optional) in section 3.

Instructions: Complete section 1 to document a medical or non-medical exemption, section 2 to verify history of varicella disease, and section 3 to consent to share immunization information.

Name _____

1. Document a medical and/or non-medical exemption (A and/or B).

Place an X in the box to indicate a medical or non-medical exemption. If there are exemptions to more than one vaccine, mark each vaccine with an X.

Vaccine	Medical Exemption	Non-Medical Exemption
Diphtheria, Tetanus, and Pertussis		
Polio		
Measles, Mumps, Rubella		
<i>Haemophilus influenzae</i> type b		
Chickenpox (varicella)		
Pneumococcal		
Hepatitis A		
Hepatitis B		
Meningococcal		

B. Non-medical exemption: A child is not required to have an immunization that is against their parent or guardian's beliefs. However, choosing not to vaccinate may put the health or life of your child or others they come in contact with at risk. Unvaccinated children who are exposed to a vaccine-preventable disease may be required to stay home from child care, school, and other activities in order to protect them and others.

By my signature, I confirm that this child will not receive the vaccines marked with an X in the table because of my beliefs. I am aware that my child may be required to stay home from child care, school, and other activities if exposed.

Signature: _____ Date: _____
(of parent or guardian in presence of notary)

Non-medical exemptions must also be signed and stamped by a notary:

This document was acknowledged before me on _____ (date) by _____ (name of parent or guardian)

Notary Stamp

Notary Signature: _____ STATE OF MINNESOTA, COUNTY OF _____

A. Medical exemption: By my signature below, I confirm that this child should not receive the vaccines marked with an X in the table for medical reasons (contraindications) or because there is laboratory confirmation that they are already immune.

Signature: _____ Date: _____
(of health care practitioner*)

2. History of chickenpox (varicella) disease. This child had chickenpox in the month and year _____

My signature below means that I confirm that this child does not need chickenpox vaccine because:

- I am a health care practitioner and this child was previously diagnosed with chickenpox or the parent provided a description that indicates this child had chickenpox in the past.
- I am the parent or guardian and this child had chickenpox on or before September 1, 2010.

Signature: _____ Date: _____
(of health care practitioner*, representative of a public clinic, or parent/guardian). Parent can sign if chickenpox occurred before September 2010.

*Health care practitioner is defined as a licensed physician, nurse practitioner, or physician assistant.

3. Consent to share immunization information: This school is asking for permission to share your child's immunization record with Minnesota's immunization information system. Giving your permission will:

- Provide easier access for you and your school to check immunization records, such as at school entry each year.
- Support your school in helping to protect students by knowing who may be vulnerable to disease based on their immunization record. This can be important during a disease outbreak.

Under Minnesota law, all the information you provide is private and can only be released to those authorized to receive it. Signing this section of the form is optional. If you choose not to sign, it will not affect the health or educational services your child receives.

I agree to allow my child's school to share my child's immunization documentation with Minnesota's immunization information system:

Signature: _____ Date: _____
(of parent/guardian)

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

**BOARD POLICY 602
Organization of School Calendar and School Day**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online

instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.

- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An e-learning day is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References: Minn. Stat. § 120 A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
~~Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)~~
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)

Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids;
Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

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

**BOARD POLICY 904
Distribution of Materials on School District Property by Nonschool
Persons**

Adopted___ By Reference_____

Revised___ September 2019_____

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. “Materials” includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.

- C. “Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.
- D. “Obscene to minors” means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, ~~there must exist~~ specific facts ~~must exist~~ upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- G. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, **religious religion**, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district’s educational objectives, discipline or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

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

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

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S. Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir.2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S. Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S. Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 512 (School Sponsored Student Publications)

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

BOARD POLICY 419

**Tobacco-Free Environment; POSSESSION AND USE OF TOBACCO,
TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY
DEVICES**

Adopted ___ By Reference ___

Revised ___ June 2019 ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

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

~~inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.~~

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. **Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.**

V. ENFORCEMENT

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

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.

- B. The school district will develop a method of discussing this policy with students and employees.

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

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

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

**BOARD POLICY 414
Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors 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 child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district **is** to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

- B. ~~It shall be~~ A violation of this policy ~~for~~ **occurs when** any school personnel **to** fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the

facility are in compliance with the laws and rules relevant to the occurrence of event.

- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch.260C (child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 - 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 - 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4 6, Clause (5);
 - 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake: means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. §125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in

sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a **current or recent** position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, **solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children**. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. **Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking**. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person

responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred ~~and that~~ may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly 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, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.4 6, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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

**BOARD POLICY 421
Gifts to Employees**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITIONS

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

IV. PROCEDURES

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

V. VIOLATIONS

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

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

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

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

**BOARD POLICY 422
Policies Incorporated by Reference**

Adopted ___ By Reference _____

Revised ___ November 2019 _____

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Unofficial Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

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

**BOARD POLICY 510
School Activities**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

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

- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

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

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

**BOARD POLICY 513
Student Promotion, Retention, and Program Design**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion.

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention.

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design.

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in

coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.

2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
 - a. multiple objective criteria; and
 - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. **The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities.** The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Programs)
Minn. Stat. § 123B.143, subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of
Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

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

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

Adopted ___ By Reference ___

Revised ___ September 2019 ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

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

V. UNACCEPTABLE USES

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

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

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

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

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

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

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

b. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as ~~“MySpace and~~ “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that

the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

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

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

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
 - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
 - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

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

in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

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

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

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

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

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families, and Friends of Lesbians and Gays, Inc. v. Camdenton R-111 Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

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

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

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

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

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

Adopted ___ By Reference ___

Revised ___ September 2019 _____

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

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

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

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
 - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;

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

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

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

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

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

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

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

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

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

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

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

Rehabilitation Act Section 504 Accommodation plan.]

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

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

District.]

C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district ~~shall~~ **must** identify, before the end of kindergarten, grade 1, and grade 2, **all** students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. ~~Before the end of the current school year and shall identify~~
2. **Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.**

[Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]

3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment **and annually report summary assessment results to the Commissioner of Education by July 1.**
4. **The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students with:**
 - a. **dyslexia, using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist; or**
 - b. **convergence insufficiency disorder.**
5. **A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.**

6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student’s reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student’s progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student’s right to a special education evaluation.

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

Legal References:

- Minn. Stat. § 120B.018 (Definitions)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
- Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
- Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
- Minn. Stat. § 122A.40., Subd. 8 (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
- Minn. Stat. § 123B.147, Subd. 3 (Principals)
- Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)**
- 20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
- 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 ~~Accommodation Plans~~, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

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

**BOARD POLICY 613
Graduation Requirements**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later, must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

D. “Individualized Education Plan,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.

E. ”English Language Learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

~~F. “GRAD” means the graduation required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.~~

IV. DISTRICT ASSESSMENT COORDINATOR

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

V. GRADUATION ASSESSMENT REQUIREMENTS

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

~~A. encouragement to participate on a nationally normed college entrance exam in grade 11 or grade 12;~~

A. Achievement and career and college readiness **tests** in mathematics, reading, and writing, **as measured against** ~~The tests must have~~ a continuum of empirically derived, clearly defined benchmarks focused on students’ attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation ~~In addition, the tests must ensure that the foundational knowledge and skills for students’ successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota’s postsecondary admission requirements. To the extent available, the tests should;~~ and which facilitates the monitoring of students’ continuous development of and growth in requisite knowledge and skills; ~~analyze analysis of~~ students’ progress and performance levels, ~~identifying identification of~~ students’ academic strengths and ~~diagnosing diagnosis of~~ areas where students’ require curriculum or instructional adjustments, targeted interventions, or remediation; and ~~based on analysis of students’ progress and performance data, determine determination of~~ students’ learning and instructional needs and the instructional tools and best practices that support academic rigor for the **student based on analysis of students’ progress and performance data**; and

B. Consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604*,

Section II.H.) age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for post secondary remediation.

- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college ~~must be~~ are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment ~~under this subdivision~~ to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

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

- A. 24 Credits required for graduation or have met the requirements of an IEP.
- B. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- C. Three credits of mathematics, including an algebra II credit or its equivalent, *geometry, statistics and probability, or its equivalent*, sufficient to satisfy all of the academic standards in mathematics.
- D. *Students in the graduation class of 2015 and beyond must complete* an algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- E. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science.

The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;

- F. [Four credits \(1/2 credit more than State\)](#) of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- G. One credit in the [music/arts](#) sufficient to satisfy all of the state or local academic standards in the arts; and
- H. [One credit in ninth grade PE/Health and one-half \(.5\) credit in Physical Education in grades 10-12.](#)
- I. [One credit in Industrial Technology/FACS.](#)
- J. Credit equivalencies.
 - 1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
 - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
 - 3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
 - 4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
 - 5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.
- K. [Students shall have met all requirements for graduation to be eligible to](#)

participate in commencement activities. Exception shall be granted for seniors who are lacking ½ credit or less, and who are enrolled in an approved course of study (e.g. correspondence course, on-line learning course) to correct the credit deficiency, or who are enrolled in summer school immediately following commencement to correct for the deficiency. Approval of courses of study shall be responsibility of the high school principal. Enrollment and approval are required prior to participation in commencement activities.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- *Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic

standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

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

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

VIV. EARLY GRADUATION

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

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

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)

Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

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

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

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

Adopted ___ By Reference ___

Revised ___ September 2019 ___

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
 - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS;
 - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;

- (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;
- (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;
- (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
- (5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

b. MTAS participation decisions must not be made on the following factors:

- (1) Student's disability category;
- (2) Placement;
- (3) Participation in a separate, specialized curriculum;
- (4) An expectation that the student will receive a low score on the MCA;
- (5) Language, social, cultural, or economic differences;
- (6) Concern for accountability calculations.

A. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEP's

or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.

2. Eligibility Requirements

- a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.
- b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.
- c. For students in grades that the MTAS is not administered:
 - (1) the student must have cognitive functioning significantly below age level;
 - (2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and
 - (3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.
- d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
- e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

3. Alternate ACCESS participation decisions must not be made on the following factors:

- a. Student's disability category;
- b. Participation in a separate, specialized curriculum;
- c. Current level of English language proficiency;
- d. The expectation that the student will receive a low score on the ACCESS for ELs;

- e. Language, social, cultural, or economic differences;
- f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

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

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

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

V. RECORDS

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

Legal References: Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS),
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>
Alternate ACCESS for ELLs Participation Guidelines,
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

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

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

**BOARD POLICY 620
Credit for Learning**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by, ~~the North Central Association of Colleges and Schools~~, an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school

upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **6** credits from the school district.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **6** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide

interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.

- b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
- c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation,

the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student

successfully completed the course attended and passed an examination approved by the school district.

- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

Weighted grades will be earned for the following courses:

- A. AP Courses: Any Advanced Placement course taught on-site at Falls High School by an ISD #361 instructor shall receive a weighted grade.
- B. Concurrent Enrollment Courses: Any concurrent enrollment course taught on-site at Falls High School by an ISD #361 instructor shall receive a weighted grade.
- C. Other Courses: Chemistry, Physics, Engineering, Math Topics and any other "junior/senior" course labeled "honors".

The weighted grading committee consisting of an administrator, teacher, student and School Board member may recommend to the School Board an adjustment in the classes qualifying for weighted grades. Adjustments will relate to the number of students in classes and available faculty.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in

writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

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

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)

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

**BOARD POLICY 623
Mandatory Summer School Instruction**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

I. PURPOSE

The purpose of this policy is to establish program parameters and student attendance guidelines and requirements for the school district relating to the provision of mandatory summer school educational services.

II. GENERAL STATEMENT OF POLICY

Summer school educational services and instruction shall be directed toward the fulfillment of the goals and objectives of the educational program and graduation standards of the school district.

III. PROCEDURES

A. The school district may offer summer school instruction providing opportunities for:

[Note: The following are for illustrative purposes. Summer school instructional offerings are a policy decision to be determined by the local school board.]

1. Remedial instruction at the **Junior High** level(s);
2. Make-up and review courses at the **Senior High** level(s);
3. Special education instruction and services related to mandatory summer school instruction consistent with applicable state and federal authority for all qualified disabled children where appropriate to their educational needs;
4. Reading intervention programs or instruction for students who are at risk of not learning to read before the end of second grade; and

5. Other mandatory summer school programs as determined by the school district.

- B. All services of the summer school program will be free to residents of the school district whose need for a summer program has been identified by teachers or the school principal and who are required to attend pursuant to established school district criteria and the provisions of this policy.
- C. The summer school curriculum will be established in line with the needs of students and in accordance with rules of the Department of Education. Remedial, make-up, and review courses shall provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotion/credit standards. It shall further be designed to assist students who have not passed one or more basic requirements tests and who are in need of remediation services relating to the school district's graduation standards or who have been identified as at risk of not learning to read before the end of second grade.
- D. Summer school provides the opportunity for students to improve basic skills, further their academic progress, and/or accelerate in designated academic areas. The intent of the school district to ensure that courses taught during the summer session are of the same level of instructional breadth and difficulty as provided during the regular school year.

IV. MANDATORY SUMMER SCHOOL INSTRUCTION

[Note: The Compulsory Instruction Law at Minn. Stat. § 120A.22, Subd. 5, specifically authorizes school districts to require children subject to compulsory instruction to attend summer school. Each school district that wishes to implement mandatory summer school instruction must establish the criteria and standards for determining which students will be required to receive such instruction. These criteria should be developed and determined by the school board in consultation with appropriate educational professionals. The final criteria and standards should be provided with specificity in this section. These criteria are within the discretion of the school board and may be tailored to a school district's particular needs and resources. They may be aimed at certain grade levels, academic areas and programs, or at students in need of remediation services relating to the school district's graduation standards and basic requirements testing.]

*[Also, pursuant to Minn. Stat. § 120B.12, as of the 2011-2012 school year, school districts must identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. **Such students must be screened for characteristics of dyslexia.** Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. School districts must also monitor the progress and provide reading instruction appropriate to the specific needs of English learners. School districts must use a locally adopted, developmentally appropriate, and culturally responsive assessment. School districts*

are required to provide reading intervention methods for such students, which may include requiring student attendance in summer school.]

The school board will direct the administration to identify and develop specific criteria and standards for determining which students must receive summer school instruction. These will be provided to the school board for review and approval on no less than an annual basis. Following school board approval, the criteria and standards for mandatory summer school instruction will be included in this policy as Attachment A and incorporated herein by reference.

V. TRANSPORTATION SERVICES

- A. The school district shall make available transportation services for all students required to receive instruction in the school district's summer school program in accordance with Minn. Stat. §120A.22, Subd. 5(b). The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.
- B. The school board shall retain sole discretion, control, and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

VI. SCHOOL BOARD REVIEW

The superintendent or designated representative shall report at least annually to the school board regarding the status and utilization of programs under this policy. All summer school programs will be subject to annual review and approval by the school board.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)
Minn. Rules Part 3501 (Graduation Standards)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)

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

**BOARD POLICY 703
Annual Audit**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of ~~the department of~~ Education (~~the~~ Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the

Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance **Audit** Guide issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

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

**BOARD POLICY 720
Vending Machines**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of the school district **is** to contract for, supervise, maintain and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

[Note: This provision can be narrowed to apply only to specific facilities.]

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All

food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.

- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]

- B. If ~~it is~~ **the** estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

*[Note: This dollar figure is lower than the ~~\$100,000~~ **\$175,000** statutory requirement for sealed bids but is recommended to protect the interests of the public.]*

- C. If ~~it is~~ **the** estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.

(Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.)

- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request

for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between

inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

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

**BOARD POLICY 721
Uniform Grant Guidance Policy Regarding Federal Revenue Sources**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, The United States Office of Management and Budget published the final regulations December 26, 2013. ~~The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110 increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]~~

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or sub recipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or sub award.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally ~~\$3,000~~ \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$150,000~~ \$250,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the

responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other

interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual

responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 3. Procurement by sealed bids (formal advertising).
 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
 5. Procurement by noncompetitive proposals. Procurement by

noncompetitive proposals may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
- d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

K. Non-federal entities are prohibited from contracting with or making sub awards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

L. All nonprocurement transactions entered into by a recipient (i.e., sub awards to sub recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or

demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;
 7. Employee morale, health, and welfare costs;
 8. Equipment and other capital expenditures;
 9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
 10. Insurance and indemnification;
 11. Maintenance, operations, and repairs;
 12. Materials and supplies costs;
 13. Meetings and conferences;
 14. Memberships, subscriptions, and professional activity costs;

15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;

13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or

services purchased with federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
- 4. These presumptions apply differently in different federal programs and also in school wide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are

allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;

2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement

action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
2 C.F.R. § 200.338 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

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

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

Adopted___ By Reference_____

Revised___ September 2019_____

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. MANNER OF DISPOSITION

A. Authorization.

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

B. Contracts Over \$175,000

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

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

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

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

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

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation.

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

G. Sales to Employees.

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

H. Exceptions for Surplus School Computers.

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is

disposing of surplus school computer and related equipment, **including a tablet device**, by conveying the property and title to:

- a. another school district;
- b. the state department of corrections;
- c. the board of trustees of Minnesota State Colleges and Universities;
or
- d. the family of a student residing in the district whose total family income meets the federal definition of poverty; **or**
- e. **a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.**

2. **If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-priced meals and then dispose of the remaining computers or tablets by lottery.**

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

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

Citizens for Backus/AB



900 Fifth Street, International Falls, Minnesota 56649 | Phone 218-285-7225 | Fax 218-285-7118
www.backusab.org | wardmerrill@backusab.org

Short Term Room Rental Agreement

This rental agreement is entered into by and Citizens for Backus AB, herein called Landlord and ISD 361, Kevin Grover, 1515 11th Street, International Falls, MN 56649, (218-283-2571) kgrover@isd361.org herein called lessee.

The Landlord hereby leases the listed space(s) contained inside the Backus /AB Complex, located at 900 5th Street, International Falls, Minnesota, to tenant/lessee.

Term of Lease/Rent:

The term of the lease shall be: Tuesday, April 7, 2020 | 12:00 noon – 2:00 p.m.

Spaces to be lease shall be: Conference Room 101/102

Tenant shall comply with all statutes, ordinances and requirements of municipal, state and federal authorities currently in force. The space shall be left clean and useable at the end of the rental period. If any further cleaning is needed, the tenant shall pay for the service at the rate of \$15.

Rental Rate:

The space rental rate shall be \$100

Additional:

- Tables to be set up for small work groups. 6-8 workstations for strategic planning meeting
- Estimated attendance: 40-50

Termination of Agreement:

Either party can terminate this agreement by notifying the other party 24 hours before the contract commencement. If notification is not given to Citizens for Backus AB, the rent is due even if the event is cancelled.

Lessee: Kevin Grover

Mailing Address: 1515 11th Street

Date: 3-9-2020

Int'l Falls, MN 56649

Citizens for Backus AB Representative: Hoa Sobczynski

Hoa Sobczynski
Business Manager

Date: 3/09/2020

"Historic Backus Community Center, the heart of International Falls, where all generations celebrate arts, culture, recreation, wellness and life-long learning"

AGREEMENT

This Agreement ("Agreement") is made this 1 day of July, 2017 ("Effective Date") between Tyler Technologies, Inc., with offices at 23 British American Boulevard, Latham, New York 12110 ("Tyler") and the International Falls School District with offices at 1515 11th Street, International Falls, Minnesota 56649 ("Client").

Tyler and Client agree as follows:

1. **Term.** The term of this Agreement shall expire three (3) years from the first day of the month after access to the software is provided. This Agreement will renew automatically for additional one (1) year terms at Tyler's then-current fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current term.
2. **License Grant.**
 - 2.1. Upon the Effective Date, Tyler hereby grants to Client a non-exclusive, non-transferable, royalty-free, revocable license to use the Tyler software products set forth in the investment summary attached hereto as Exhibit 1 ("Investment Summary") and related interfaces (collectively, the "Tyler Software Products") and Tyler user manuals during the Term for Client's internal business purposes at 1515 11th Street, International Falls, Minnesota 56649 for International Falls School District only and otherwise subject to the terms and conditions of this Agreement. This license is revocable by Tyler if Client fails to comply with the terms and conditions of this Agreement, including without limitation, Client's failure to timely pay the annual Software as a Service fees in full.
 - 2.2. Client acknowledges and agrees that the Tyler Software Products and user manuals are proprietary to Tyler and have been developed as trade secrets at Tyler's expense. Client shall use best efforts to keep the Tyler Software Products and user manuals confidential and to prevent any misuse, unauthorized use or unauthorized disclosure of the Tyler Software Products or user manuals by any party.
 - 2.3. Client may make copies of the Tyler Software Products for archive purposes only. Client will repeat any and all proprietary notices on any copy of the Tyler Software Products. Client may make copies of the Tyler user manuals for internal use only.
 - 2.4. The Tyler Software Products may not be modified by anyone other than Tyler. If Client modifies the Tyler Software Products without Tyler's prior written consent, Tyler's obligations to provide maintenance services on, and the warranty for, the Tyler Software Products will be void. Client shall not perform decompilation, disassembly, translation or other reverse engineering on the Tyler Software Products. Client also shall not append, delete, modify or otherwise alter the data in the databases used by the Tyler Software Products, other than by the use of the Tyler Software Products in accordance with the terms of this Agreement.
3. **Limited Warranty.** For the purposes of this Agreement, a "Defect" is defined as a failure of the Tyler Software Products to substantially conform to the then-current Tyler User Guides and the functional descriptions of the Tyler Software Products in Tyler's written proposal to Client. In the event of conflict between the aforementioned documents, the then-current Tyler User Guides will control. A Tyler Software Product is "Defective" if it contains a Defect. For as long as a current Agreement is in place, Tyler warrants that the Tyler Software Products will not contain Defects. If the Tyler Software Products do not perform as warranted, Tyler will use reasonable efforts, consistent with industry standards, to cure the defect in accordance with Tyler's then current support call process.
4. **Intellectual Property Infringement Indemnification.** Tyler will defend and indemnify Client against any claim by an unaffiliated third party of this Agreement that a Tyler Software Product infringes that party's patent, copyright or other intellectual property right issued and existing as of the Effective Date or as of the distribution date of a release to the Tyler Software Product, and will pay the amount of any resulting adverse final judgment issued by a court of competent jurisdiction or of any settlement that Tyler pre-approves in writing, provided that Client promptly notifies Tyler in writing of any such claim, gives Tyler reasonable cooperation, information, and assistance in connection with it, and consent to Tyler's sole control and authority with respect to the defense, settlement or compromise of the claim. Tyler will not be obligated under this section if the infringement results from: (i) Client's use of a previous version of a Tyler Software Product and the claim would have been avoided had you used the current version of the Tyler Software Product; (ii) Client's combining the Tyler Software Product with devices or products not provided by Tyler, (iii) use of a Tyler

Software Product in applications, business environments or processes for which the Tyler Software Product was not designed or contemplated, and where use of the Tyler Software Product outside such application, environment or business process would not have given rise to the claim, (iv) corrections, modifications, alterations or enhancements that Client made to the Tyler Software Product; (v) use of the Tyler Software Product by any person or entity other than Client or Client's employees; or (vi) Client's willful infringement. In the event a Tyler Software Product is finally determined to be infringing and its use by Client is enjoined, Tyler shall, at its election (i) procure for Client the right to continue using the infringing Tyler Software Products; or (ii) modify or replace the infringing Tyler Software Products so that it becomes non-infringing. The foregoing states Tyler's entire liability and Client's sole and exclusive remedy with respect to the subject matter hereof.

5. **Expenses.** Expenses shall be billed in accordance with the then-current Tyler Business Travel Policy, based on Tyler's usual and customary practices. Copies of receipts shall be provided on an exception basis at no charge. Should all receipts for non per diem expenses be requested, an administrative fee shall be incurred. Receipts for mileage and miscellaneous items less than five dollars (\$5) are not available.
6. **Cancellation of Services.** In the event Client cancels services less than fifteen (15) business days in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the canceled services if Tyler is unable to re-assign its personnel. Training may be rescheduled upon written request of Client and prepayment of Training costs at the rates and upon the terms and conditions provided for in this Agreement.
7. **Work Responsibilities.** Client data necessary to utilize the Tyler Software Products (the "Client Data") shall be developed between the Effective Date and the first day of training. Tyler shall retain ownership of the Client Data. The parties shall have the additional responsibilities for developing and formatting the Client Data as set forth in the "Work Responsibilities" annexed hereto as Exhibit 2 and made a part of this Agreement. Should a NAVTEQ map be used to populate the Tyler Software database, such map will be subject to the "NAVTEQ End-User Terms and Conditions" attached hereto as Exhibit 3 and made a part of this Agreement.
8. **Additional Services.** Services requested by Client in excess of those set forth in the Investment Summary, including but not limited to district canvassing, if Client's downloads do not meet specifications or if fields of data are missing or need to be interpreted or processed, may be billable services, at Tyler's sole discretion, to be provided at Tyler's then-current rates. Tyler shall not perform additional services without Client's prior written approval.
9. **Maintenance Services.**
 - 9.1. **Maintenance Services Terms, Conditions, Limitations and Exclusions.** For as long as a current Agreement is in place, Tyler shall:
 - 9.1.1.1. In a professional, good and workmanlike manner, perform its obligations in accordance with Tyler's then current support call process in order to conform the Tyler Software Products to the applicable warranty under this Agreement. If Client modifies the Tyler Software Products without Tyler's prior written consent, Tyler's obligations to provide maintenance services on and warrant the Tyler Software Products shall be void. Tyler reserves the right to suspend maintenance services if Client fails to pay undisputed Software as a Service (and maintenance, if applicable) fees within sixty (60) calendar days of the due date. Tyler will reinstate maintenance services upon Client's payment of the overdue Software as a Service (and maintenance, if applicable) fees.
 - 9.1.1.2. Provide Client with all releases Tyler makes to the Tyler Software Products. Client acknowledges and agrees that a new release of the Tyler Software Products is for implementation in the Tyler Software Products as they exist without Client customization or modification, and that Tyler reserves the right to cease supporting a prior release of the Tyler Software Products one (1) year after Tyler has made a new release of the Tyler Software Products available to Client for downloading.
 - 9.1.2. Software as a Service (and maintenance, if applicable) fees do not include installation or implementation of the Tyler Software Products, onsite support (unless Tyler cannot remotely correct a defect in a Tyler Software Product), application design, other consulting services, support of an operating system or hardware, and support outside Tyler's normal business hours.
- 9.2. **Client Responsibilities.** Client shall provide, at no charge to Tyler, full and free access to the Tyler

Software Products and the servers and workstation that run them; including but not limited to: remote access, working space; adequate facilities within a reasonable distance from the equipment; and use of machines, attachments, features, or other equipment necessary to provide maintenance services set forth herein.

10. **Taxes.** The fees set forth in the Investment Summary do not include any taxes, including, without limitation, sales, use or excise tax. All applicable taxes shall be paid by Tyler to the proper authorities and shall be reimbursed by Client to Tyler. In the event Client possesses a valid direct-pay permit, Client will forward such permit to Tyler on the Effective Date. In such event, Client shall be responsible for remitting all applicable taxes to the proper authorities. If tax-exempt, Client shall provide Tyler with Client's tax-exempt certificate.
11. **Force Majeure.** Neither party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by force majeure. Either party shall have the right to terminate this Agreement if Force Majeure suspends performance of scheduled tasks by one or more parties for a period of one hundred-twenty (120) or more days from the scheduled date of the task. This paragraph shall not relieve Client of its responsibility to pay for services and goods provided to Client and expenses incurred on behalf of Client prior to the effective date of termination.
12. **Indemnification.** Subject to the limitation of liability set forth herein, Tyler shall indemnify and hold harmless Client and its agents, officials and employees from and against any and all claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) arising from Tyler's negligence or willful misconduct. Tyler shall not be liable to the degree or extent of damages, loss, or expense determined to be the fault of the Client.
13. **Limitation of Liability.** In no event shall Tyler be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Tyler Software Products, Services, or Third Party Products. Tyler's liability for damages and expenses arising from the Tyler Software Products or Services, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to the fees set forth in the Investment Summary related to the defective product or service. Tyler's liability for damages and expenses arising from the Third Party Products, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to the License Fee/Purchase Price of the Third Party Products. Such fees reflect and are set in reliance upon this limitation of liability.
14. **Disclaimer.** THE RIGHTS, REMEDIES, AND WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER RIGHTS, REMEDIES, AND WARRANTIES EXPRESSED, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND SYSTEM INTEGRATION, WHICH ARE HEREBY DISCLAIMED BY TYLER.
15. **Termination.**
 - 15.1. **Termination for Cause.** In the event of Tyler's failure to perform under this Agreement, Client shall immediately notify Tyler in writing of such failure and allow Tyler a thirty (30) day period in which to cure such failure. If, at the end of the cure period, Tyler has not cured such failure, Client will have the right to terminate this Agreement. Upon such termination, Client shall pay Tyler for all products, services, and expenses not in dispute which were delivered or incurred prior to the date Tyler received Client's notice of termination. Payment for products, services, and expenses in dispute will be determined through non-binding arbitration.
 - 15.2. **Termination for Non-appropriation.** If Client should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, Client may unilaterally terminate this Agreement only upon thirty (30) days written notice to Tyler. Upon termination, Client shall remit payment for all products and services delivered to Client and all expenses incurred by Tyler prior to Tyler's receipt of the termination notice, or all applicable early termination fees.
16. **No Assignment.** Client may not assign its rights and responsibilities under this Agreement without Tyler's prior

written permission, not to be unreasonably withheld.

17. **Confidentiality.** Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein shall survive the termination or cancellation of this Agreement for a period of two (2) years. In the event of Freedom of Information Act or similar public record requests, confidential information shall be disclosed only to the extent disclosure is based on the good faith written opinion of the receiving party's legal counsel that disclosure is required by law: provided, however, that that receiving party shall give prompt notice of the service of process or other documentation that underlies such requirement and use its best efforts to assist the disclosing party if the disclosing party wishes to obtain a protective order or otherwise protect the confidentiality of such confidential information. The disclosing party reserves the right to obtain protective order or otherwise protect the confidentiality of its confidential information.

18. **Shipping.** Delivery shall be F.O.B. shipping point.

19. **Payment Terms.**

19.1. Client will remit to Tyler annual Software as a Service fees as follows:

19.1.1.1. \$3,000 on the first day of the following month after connectivity is established, for the year one (1) term;

19.1.1.2. \$3,000 one (1) year from the initial invoice date for the year two (2) term;

19.1.1.3. \$3,150 two (2) years from the initial invoice date for the year three (3) term;

19.1.1.4. Subsequent annual Software as a Service fees will be due annually thereafter at the then-current fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current term.

19.2. Tyler will invoice Client the fees of \$3,500 for Implementation services as follows:

19.2.1. 50% when map is available to the client in Tyler's datacenter

19.2.2. 50% upon completion of implementation

19.3. Payment is due within thirty (30) days of the invoice date.

20. **Hosting.** For as long as Client pays annual Software as a Service fees to Tyler, Tyler shall host at Tyler's data center and make available to Client the Tyler Software Products listed in the Investment Summary, except as otherwise noted in this Agreement. Hosting Services will be provided in accord with Exhibit 4, Service Level Agreement.

21. **Early Termination Fees.** Notwithstanding anything to the contrary stated in this Agreement, if the Client should terminate this Agreement within three (3) years of the Effective Date, Client shall remit to Tyler, in addition to fees for all products and services delivered and expenses incurred prior to the effective date of termination, unpaid annual Software as a Service fees as follows:

21.1. Termination before (1) year after the Effective Date: all Software as a Service fees due prior to the effective date of termination and 75% of the annual Software as a Service fees for years two and three of the Term;

21.2. Termination one (1) year after the Effective Date but before two (2) years of the Effective Date: all Software as a Service fees due prior to the effective date of termination and 50% of the annual Software as a Service fees for year three of the Term; and

21.3. Termination two (2) years after the Effective Date but prior to the expiration of the Term: all Software as a Service fees due prior to the effective date of termination.

22. **Electronic Payment.** Tyler prefers to receive payments electronically. Tyler's electronic payment information is as follows:

Bank:	Wells Fargo Bank, N.A. 420 Montgomery San Francisco, CA 94104
ABA:	121000248

Account: 4124302472
Beneficiary: Tyler Technologies Inc. - Operating

23. **Entire Agreement.** This Agreement represents the entire agreement of Client and Tyler with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Client hereby acknowledges that in entering into this Agreement it did not rely on any information not explicitly set forth in this Agreement.
24. **Multiple Originals and Signatures.** This Agreement may be executed in multiple originals, any of which shall be independently treated as an original document. Any electronic, faxed, scanned, photocopied or similarly reproduced signature on this Agreement or any amendment hereto shall be deemed an original signature and shall be fully enforceable as if an original signature.

IN WITNESS WHEREOF, persons having been duly authorized and empowered enter into this Agreement.

Tyler Technologies, Inc.

By: *Theodore J. Thien*

Name: Theodore J. Thien

Title: VP and General Manager, Versatrans

Date: June 6, 2017

International Falls School District

By: *Mike Holden*

Name: Mike Holden

Title: School Board Chair

Date: June 19, 2017

Exhibit 1: Software Investment Summary for International Falls School District
prices are valid until September 4 2017

1. Software	Quantity	Price	Extended Price	Discount	This Year Total	Year 2	Year 3
Subtotal: Application Software License Fees			\$0		\$0	\$0	\$0 USD
2. Maintenance/Software as a Service	Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3
Traversa Core provided as SaaS for up to 20 vehicles	1	\$ 3,000	\$ 3,000	\$0	\$3,000	\$3,000	\$ 3,150 USD
Subtotal: Application Software Maintenance Fees			\$3,000		\$3,000	\$3,000	\$3,150 USD
3. Services	Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3
Traversa Core implementation	1	\$ 3,500	\$ 3,500	\$0	\$3,500		USD
-- Includes online training (2)							
Koochiching County Map, Source: local GIS	1	inc	\$ -	inc	inc		USD
Subtotal: Application Services			\$3,500		\$3,500	\$0	\$0 USD
Total One-Time Fees:					\$6,500		USD
Total Recurring Fees **:						\$3,000	\$3,150 USD

** Subject to annual increase after year three

² Training Classes are limited to 5 persons
 Note: Run building services are not included

Quote prepared on June 06, 2017

Ver: Combi:03-03-17

 Signature

Traversa ServicesPackage

Work Responsibilities

Mapping

Tyler will provide Client access in Tyler's data center to a digitized map covering the area of the district, and essential roadways outside of the district commonly traveled for in-district students. Client will supply contact information for local GIS agency if available.

Student File Preparation

Tyler will provide Client with an ASCII file layout describing the required district student data file and will import the Client's ASCII file(s) into the new map data file (the "Student Data").

Tyler will pass the Student Data through the location process. To the extent feasible as determined in Tyler's sole discretion, Tyler will correct Student Data not matching street/number ranges in the digital map.

Editorial Responsibilities

Tyler may periodically require Client to review district data. The timely and accurate review of this data is critical. Client will cause its employees or agents to perform the editing functions timely, accurately and to the best of their ability, and will notify Tyler when corrections are final. The information and data approved following the periodic review stages are the sole responsibility of Client. Alterations later requested or necessary which could have been made as part of this editing process are available in accordance with Section 7 of this Agreement. Tyler shall not be responsible for any failure to meet a written production schedule to the extent such failure is due, in whole or in part, to Client's failure to perform its work responsibilities timely and accurately.

Training

- a. During the course of the Client implementation, Tyler will provide training in the use of the Tyler Software Products (the "Training"). Up to five (5) Client employees may attend the Training. Implementation Training is delivered on-line on weekdays, unless the parties agree to other arrangements. It is understood that the effectiveness of Training depends upon continuous attendance by all trainees, minimum interruptions, and the availability of one or more Client computers connected to Tyler's data center.
- b. Training does not include installation services such as disk formatting, installing operating systems, installing hardware, installing non-Tyler software, equipment repairs or adjustment, or training in the use of Windows, local area networks, peer-to-peer networks, or communications software. Such services must be performed internally or obtained from third parties.

Exhibit 3

NAVTEQ End-User Terms and Conditions

The data ("Data") is provided for your personal, internal use only and not for resale. It is protected by copyright, and is subject to the following terms and conditions which are agreed to by you, on the one hand, and Tyler Technologies, Inc. (LICENSEE) and its licensors (including their licensors and suppliers) on the other hand.

©2002 Navigation Technologies Corporation. All rights reserved.

The Data for areas of Canada includes information taken with permission from Canadian authorities, including: © Her Majesty the Queen in Right of Canada, © Queen's Printer for Ontario.

Terms and Conditions

Personal Use Only: You agree to use this Data together with Versatrans Solutions Routing & Planning software for the solely personal, non commercial purposes for which you were licensed, and not for service bureau, time-sharing or other similar purposes. Accordingly, but subject to the restrictions set forth in the following paragraphs, you may copy this Data only as necessary for your personal use to (i) view it, and (ii) save it, provided that you do not remove any copyright notices that appear and do not modify the Data in any way. You agree not to otherwise reproduce copy, modify, decompile, disassemble or reverse engineer any portion of this Data, and may not transfer or distribute it in any form, for any purpose except to the extent permitted by mandatory laws.

Restrictions. Except where you have been specifically licensed to do so by LICENSEE, and without limiting the preceding paragraph, you may not (a) use this Data with any products, systems, or applications installed or otherwise connected to or in communication with vehicles, capable of vehicle navigation positioning, dispatch, real time route guidance, fleet management or similar applications; or (b) with or in communication with any positioning devices or any mobile or wireless-connected electronic or computer devices, including without limitation cellular phones, palmtop and handheld computers, pagers, and personal digital assistants or PDAs.

No Warranty. This Data is provided to you "as is," and you agree to use it at your own risk. LICENSEE and its licensors (and their licensors and suppliers) make no guarantees, representations or warranties of any kind, express or implied, arising by law or otherwise, including but not limited to, content, quality, accuracy, completeness, effectiveness, reliability, fitness for a particular purpose, usefulness, use or results to be obtained from this Data, or that the Data or server will be uninterrupted or error-free.

Disclaimer of Warranty: LICENSEE AND ITS LICENSORS (INCLUDING THEIR LICENSORS AND SUPPLIERS) DISCLAIM ANY WARRANTIES, EXPRESS OR IMPLIED OF QUALITY, PERFORMANCE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON INFRINGEMENT. Some States, Territories and Countries do not allow certain warranty exclusions, so to that extent the above exclusion may not apply to you.

Disclaimer of Liability: LICENSEE AND ITS LICENSORS (INCLUDING THEIR LICENSORS AND SUPPLIERS) SHALL NOT BE LIABLE TO YOU: IN RESPECT OF ANY CLAIM, DEMAND OR ACTION, IRRESPECTIVE OF THE NATURE OF THE CAUSE OF THE CLAIM, DEMAND OR ACTION ALLEGING ANY LOSS, INJURY OR DAMAGES, DIRECT OR INDIRECT, WHICH MAY RESULT FROM THE USE OR POSSESSION OF THE INFORMATION; OR FOR ANY LOSS OF PROFIT, REVENUE, CONTRACTS OR SAVINGS, OR ANY OTHER DIRECT, INDIRECT INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OF OR INABILITY TO USE THIS INFORMATION, ANY DEFECT IN THE INFORMATION, OR THE BREACH OF THESE TERMS OR CONDITIONS, WHETHER IN AN ACTION IN CONTRACT OR TORT OR BASED ON A WARRANTY, EVEN IF LICENSEE OR ITS LICENSORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Some States, Territories and Countries do not allow certain liability exclusions or damages limitations, so to that extent the above may not apply to you.

Disclaimer of Endorsement: Reference to any products, services, processes, hypertext links to third parties or other Data by trade name, trademark, manufacturer supplier or otherwise does not necessarily constitute or imply its endorsement, sponsorship or recommendation by LICENSEE or its licensors. Product and service information are the sole responsibility of each individual vendor. The Navigation Technologies name and logo, the NAVTEQ and NAVTEQ ON BOARD trademarks and logos, and other trademarks and trade names owned by Navigation Technologies Corporation may not be used in any commercial manner without the prior written consent of Navigation Technologies.

Export Control: You agree not to export from anywhere any part of the Data provided to you or any direct product thereof except in compliance with, and with all licenses and approvals required under, applicable export laws, rules and regulations.

Indemnity: You agree to indemnify, defend and hold LICENSEE and its licensors (including their respective licensors, suppliers, assignees, subsidiaries, affiliated companies, and the respective officers, directors, employees, shareholders, agents and representatives of each of them) free and harmless from and against any liability, loss, injury (including injuries resulting in death), demand, action, cost expense, or claim of any kind or character, including but not limited to attorney's fees, arising out of or in connection with any use or possession by you of this Data.

Entire Agreement: These terms and conditions constitute the entire agreement between LICENSEE (and its licensors, including their licensors and suppliers)

DataMap Intelligence Agreement

Portions of the Data may be powered by DataMap Intelligence, LLC. All rights reserved.

Exhibit 4

SERVICE LEVEL AGREEMENT

I. Agreement Overview

This Service Level Agreement ("SLA") operates in conjunction with, and does not supersede or replace any part of, the Agreement between Tyler and Client to which this is attached as Exhibit 4. The SLA is effective as of the Effective Date of the Agreement.

This SLA outlines the information technology service levels that Tyler will provide to Client to ensure the availability of the application services that the Client has requested Tyler to provide. All other Client support services shall be delivered in accord with the then-current Maintenance Agreement for the Tyler Software Products licensed by Client.

II. Definitions

Attainment: The percentage of time a service is available during a billing cycle, with percentages rounded to the nearest whole number.

Client Error Incident: Any service unavailability resulting from a Client's applications, content or equipment, or the acts or omissions of any of Client's service users or Client's third-party providers over whom Tyler exercises no control.

Defect: Any failure of the licensed software that is recognized as a "defect" under the Agreement through which Client licenses the Tyler software.

Downtime: Those minutes during which the software products set forth in the Agreement are not available for any type of Client use. Downtime does not include those instances in which only a Defect is present.

Force Majeure: An event beyond the reasonable control of Tyler, including governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause which could not with reasonable diligence be foreseen, controlled, or prevented by the party.

Service Availability: The total number of minutes in a billing cycle that a given service is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure

III. Service Availability

The Service Availability of Tyler's applications is intended to be 24/7/365 (excluding maintenance windows). Tyler sets Service Availability goals and measures whether it has met those goals by tracking Attainment.

a. Client Responsibilities

Whenever a Client experiences Downtime, that Client must make a support call according to the procedures outlined in the Support Call Process exhibit. The Client will receive a support incident number.

To track attainment, the Client must document, in writing, all Downtime that it has experienced during a billing cycle. The Client must deliver such documentation to Tyler within 30 days of a billing cycle's end.

The documentation the Client provides must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

b. Tyler Responsibilities

When Tyler's support team receives a call from a Client that a Downtime has occurred or is occurring, Tyler will

work with the Client to identify the cause of the Downtime (including whether it may be the result of a Client Error Incident or Force Majeure). Tyler will also work with the Client to resume normal operations.

Upon timely receipt of a Client's Downtime report, outlined above in Section III(a), Tyler will compare that report to Tyler's own outage logs and support tickets to confirm that a Downtime for which Tyler was responsible indeed occurred.

Tyler will respond to a Client's Downtime report within 30 day(s) of receipt. To the extent Tyler has confirmed Downtime for which Tyler is responsible, Tyler will provide Client with the relief set forth below.

c. Client Relief

When a Service Availability goal is not met due to confirmed Downtime, Tyler will provide the affected Client with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Client Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA will not exceed 5% of the fee for any one billing cycle. Issuing of such credit does not relieve Tyler of its obligations under the Agreement to correct the problem which created the service interruption. A correction may occur in the billing cycle following the service interruption. In that circumstance, if service levels do not meet the corresponding goal for that later billing cycle, Client's credits will be doubled.

Every billing cycle, Tyler will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following Client relief will apply:

Client Relief Schedule		
Targeted Attainment	Actual Attainment	Client Relief
100%	98-99%	Remedial action will be taken.
100%	95-97%	4% credit of fee for affected billing cycle will be posted to next billing cycle
100%	<95%	5% credit of fee for affected billing cycle will be posted to next billing cycle

A Client may request a report from Tyler that documents the preceding billing cycle's Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

IV. Applicability

The commitments set forth in this SLA do not apply during maintenance windows, Client Error Incidents, and Force Majeure.

Tyler performs maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, Tyler will provide advance notice of those windows and will coordinate to the greatest extent possible with the Client.

V. Force Majeure

The Client will not hold Tyler responsible for meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, Tyler will file with the Client a signed request that said failure be excused. That writing will at least include the essential details and circumstances supporting Tyler's request for relief pursuant to this Section. The Client will not unreasonably withhold its acceptance of such a request.

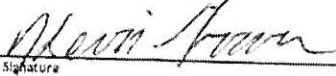
Exhibit 1: Software Investment Summary for International Falls School District
 prices are valid until September 4 2017

1. Software		Quantity	Price	Extended Price	Discount	This Year Total	Year 2	Year 3
Subtotal: Application Software License Fees						\$0	\$0	\$0 USD
2. Maintenance/Software as a Service		Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3
Traversa Core provided as SaaS for up to 20 vehicles		1	\$3,000	\$ 3,000	\$0	\$3,000	\$3,000	\$3,150 USD
Subtotal: Application Software Maintenance Fees						\$3,000	\$3,000	\$3,150 USD
3. Services		Quantity	Price	Extended	Discount	This Year Total	Year 2	Year 3
Traversa Core Implementation		1	\$3,500	\$ 3,500	\$0	\$ 3,500		USD
-- Includes online training (2)								
Koochiching County Map, Source: local GIS		1	inc	\$ -	inc	inc		USD
Subtotal: Application Services						\$3,500	\$3,500	\$0 USD
Total One-Time Fees:							\$0	\$0 USD
Total Recurring Fees **:						\$6,500		USD
							\$3,000	\$3,150 USD

** Subject to annual increase after year three

¹ Training Classes are limited to 5 persons
 Note: Run building services are not included

Quote prepared on June 06, 2017
 Ver. Comb:03-03-17


 Signature

JOB DESCRIPTION

Falls Elementary School District

Professional School Counselor or Elementary School Social Worker

Definition:

Under the direction of the school site Principal, provide behavioral and educational counseling to individuals and small groups of students; assist students in understanding and seeking solutions to social, emotional, or academic problems and issues; serve as a resource pertaining to student behavior management strategies, and welfare and attendance problems and concerns; and other related functions as required.

PURPOSE:

Utilizing leadership, advocacy, and collaboration, school counselors and or social workers promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, personal/social/emotional development for all students.

DUTIES AND RESPONSIBILITIES:

- Discusses comprehensive school counseling program, Social Emotional Learning Needs with building administrator.
- Plans with teachers to implement strategies most effective for students at risk, including those student identified as special education
- Develops/maintains a written plan for effective delivery of the school counseling program based on current individual school data.
- Participates on the school's PBIS Planning Team
- Participates and assists with the TAT Team and Special Education Referral Process
- Communicates goals of the comprehensive school counseling program to education stakeholders.
- Maintains current and appropriate resources for education stakeholders.
- Provides direct services/meeting with groups, individuals, meet/confer and counsel with parents, school personnel, and members of various youth serving agencies in developing alternative solutions to student educational, social and emotional problems and concerns;
- Monitor and implement pro-active strategies in order to improve student attendance at the elementary school
- Assist with school wide initiatives that promote positive school culture such as Elementary Student of the Month Program
- Work with students at risk on the playground by providing structured play and modeling appropriate social interactions and boundaries

- Update and maintain confidential student records,
- Work with teachers to implement proactive strategies for those students identified at both academic and social risk
- Attend and assist with school events and initiatives
- Consult with supporting agencies concerning the needs of students when appropriate
- Responding to student Crisis/behavior when appropriate
- Provides leadership and collaborates with other educators and building administrator
- Collaborate, develop, schedule and maintain curriculum to support Social Emotional Learning (Bullying Awareness, Character Education, and Diversity)
- Assists all students, individually or in groups, with developing academic and personal/social skill goals and plans
- Accurately and appropriately interprets and utilizes student data for those students who are at risk of academic and social failure
- Participates in professional development activities in order to improve knowledge and skills while promoting evidence based best practice strategies and positive school climate
- Providing Proactive sensory breaks for identified students and when appropriate in a crisis situation
- Other duties as assigned by building or district administrator

Qualifications:

Valid Minnesota School Counselor Certificate/License

Or

Master's of Social Work from an accredited school of Social Work

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:

Bronco Hall Of Fame

From Northern Reliable Insurance \$250.00

Speech Club

From Communications & Theatre Foundation for
Travel Expenses \$1000.00

FHS Athletic Program

From PCA Mill of Int’l Falls \$1000.00

FHS Science Department Received a Digital Microscope

From Rainy Lake Medical Center

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

2020 - 2021 SCHOOL CALENDAR: VERSION C

SEPTEMBER 2020							OCTOBER 2020							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
		1	2	3	4	5	4	5	6	7	8	9	10	
6	7	8	9	10	11	12	11	12	13	14	15	16	17	
13	14	15	16	17	18	19	18	19	20	21	22	23	24	
20	21	22	23	24	25	26	25	26	27	28	29	30	31	
27	28	29	30											
Student Days: 17 Teacher Days: 20							Student Days: 20 Teacher Days: 20							
NOVEMBER 2020							DECEMBER 2020							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
1	2	3	4	5	6	7			1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	
29	30						27	28	29	30	31			
Student Days: 19 Teacher Days: 19							Student Days: 17 Teacher Days: 17							
JANUARY 2021							FEBRUARY 2021							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
					1	2			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28							
31														
Student Days: 19 Teacher Days: 20							Student Days: 19 Teacher Days: 19							
MARCH 2021							APRIL 2021							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
											1	2	3	
	1	2	3	4	5	6	4	5	6	7	8	9	10	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	
21	22	23	24	25	26	27	25	26	27	28	29	30		
28	29	30	31											
Student Days: 20 Teacher Days: 21							Student Days: 20 Teacher Days: 21							
MAY 2021							JUNE 2021							
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	
						1			1	2	3	4	5	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28	29	30				
30	31													
Student Days: 20 Teacher Days: 20							Student Days: 3 Teacher Days: 4							

<u>September & October</u>	
Sept. 1st:	Teacher Work Day
Sept. 2nd:	Teacher Work Day
Sept. 3rd:	Teacher Work Day
Sept. 7th:	NO SCHOOL - Labor Day
Sept. 8th:	First Day of School
Oct. 15 th -16 th :	NO SCHOOL - MEA Break
TBD	FHS Mid Term Reports
<u>November & December</u>	
TBD	End of 1st Quarter
Nov 26 th -27 th :	NO SCHOOL - Thanksgiving
TBD	FHS Mid Term Reports
Dec 24 - Jan 1:	NO SCHOOL - Winter Break
<u>January & February</u>	
Jan. 4th:	Return from Winter Break
TBD	End of 2nd Qtr / Sem 1
Jan 25 th	NO SCHOOL - Teacher Work Day
Feb. 15 th :	NO SCHOOL - Presidents Day
<u>March & April</u>	
TBD	FHS Mid Term Reports
TBD	End of 3rd Quarter
Mar 29 - 30:	NO SCHOOL - March Break
Mar 31 & Apr 1	NO SCHOOL - Exchange Day
TBD	FHS Mid Term Reports
<u>May & June</u>	
May 31st:	NO SCHOOL - Memorial Day
Jun 3rd:	LAST DAY OF CLASSES K-11
Jun 4 th :	Last Day for Teachers
June 6th	Graduation Day

Total Student Days: 174 Total Teacher Work Days: 181
 Total Teacher Contract Days: 188

ISD 361

VERSION C - 2020 - 2021 Summary of School Days

Month	Student and Teachers	Teacher Work Days	Other Teacher Contract Days	Total Teaching Contract Days:
Aug-20	0	0	0	0
Sep-20	17	3	1	21
Oct-20	20	0	0	20
Nov-20	19	0	2	21
Dec-20	17	0	1	18
Jan-21	19	1	0	20
Feb-21	19	0	1	20
Mar-21	20	1	0	21
Apr-21	20	1	1	22
May-21	20	0	1	21
Jun-20	3	1	0	4
Total Days:	174	7	7	188

Version C

2020 - 2021 SCHOOL CALENDAR: VERSION A

SEPTEMBER 2020							OCTOBER 2020							<i>September & October</i>		
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat			
		1	2	3	4	5	4	5	6	7	8	9	10	Sept. 1st:	Teacher Work Day	
											15	16	17	Sept. 2nd:	Teacher Work Day	
6	7	8	9	10	11	12	11	12	13	14				Sept. 3rd:	Teacher Work Day	
13	14	15	16	17	18	19	18	19	20	21	22	23	24	Sept. 7th:	NO SCHOOL - Labor Day	
20	21	22	23	24	25	26	25	26	27	28	29	30	31	Sept. 8th:	First Day of School	
27	28	29	30											Oct. 15 th -16 th :	NO SCHOOL - MEA Break	
Student Days: 17 Teacher Days: 20							Student Days: 20 Teacher Days: 20							TBD	FHS Mid Term Reports	
NOVEMBER 2020							DECEMBER 2020							<i>November & December</i>		
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat			
1	2	3	4	5	6	7			1	2	3	4	5	TBD	End of 1st Quarter	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	Nov 9th & 13 th :	NO SCHOOL - Exchange Day	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	Nov 26 th -27 th :	NO SCHOOL - Thanksgiving	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	TBD	FHS Mid Term Reports	
29	30						27	28	29	30	31			Dec 24 - Jan 1:	NO SCHOOL - Winter Break	
Student Days: 17 Teacher Days: 19							Student Days: 17 Teacher Days: 17									
JANUARY 2021							FEBRUARY 2021							<i>January & February</i>		
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat			
					1	2			1	2	3	4	5	6	Jan. 4th:	Return from Winter Break
3	4	5	6	7	8	9								TBD	End of 2nd Qtr / Sem 1	
10	11	12	13	14	15	16	7	8	9	10	11	12	13	Jan 25 th	NO SCHOOL - Teacher Work Day	
17	18	19	20	21	22	23	14	15	16	17	18	19	20	Feb. 15 th :	NO SCHOOL - Presidents Day	
24	25	26	27	28	29	30	21	22	23	24	25	26	27			
31							28									
Student Days: 19 Teacher Days: 20							Student Days: 19 Teacher Days: 19									
MARCH 2021							APRIL 2021							<i>March & April</i>		
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat			
											1	2	3	TBD	FHS Mid Term Reports	
	1	2	3	4	5	6	4	5	6	7	8	9	10	TBD	End of 3rd Quarter	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	March 19 th :	NO SCHOOL - March Break	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	April 2nd:	NO SCHOOL - Good Friday	
21	22	23	24	25	26	27	25	26	27	28	29	30		April 5 th :	NO SCHOOL - Spring Break	
28	29	30	31											TBD	FHS Mid Term Reports	
Student Days: 22 Teacher Days: 22							Student Days: 20 Teacher Days: 20									
MAY 2021							JUNE 2021							<i>May & June</i>		
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat			
						1			1	2	3	4	5	May 31st:	NO SCHOOL - Memorial Day	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	Jun 3rd:	LAST DAY OF CLASSES K-11	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	Jun 4 th :	Last Day for Teachers	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	June 6th	Graduation Day	
23	24	25	26	27	28	29	27	28	29	30						
30	31															
Student Days: 20 Teacher Days: 20							Student Days: 3 Teacher Days: 4									

Total Student Days: 174 Total Teacher Work Days: 181
 Total Teacher Contract Days: 188

ISD 361

VERSION A - 2020 - 2021 Summary of School Days

Month	Student and Teachers	Teacher Work Days	Other Teacher Contract Days	Total Teaching Contract Days:
Aug-20	0	0	0	0
Sep-20	17	3	1	21
Oct-20	20	0	0	20
Nov-20	17	2	2	21
Dec-20	17	0	1	18
Jan-21	19	1	0	20
Feb-21	19	0	1	20
Mar-21	22	0	0	22
Apr-21	20	0	1	21
May-21	20	0	1	21
Jun-20	3	1	0	4
Total Days:	174	7	7	188

Version A

2020 - 2021 SCHOOL CALENDAR: VERSION B

SEPTEMBER 2020							OCTOBER 2020							<u>September & October</u>	
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat		
		1	2	3	4	5	4	5	6	7	8	9	10	Sept. 1st:	Teacher Work Day
											15	16	17	Sept. 2nd:	Teacher Work Day
6	7	8	9	10	11	12	11	12	13	14				Sept. 3rd:	Teacher Work Day
13	14	15	16	17	18	19	18	19	20	21	22	23	24	Sept. 7th:	NO SCHOOL - Labor Day
20	21	22	23	24	25	26	25	26	27	28	29	30	31	Sept. 8th:	First Day of School
27	28	29	30											Oct. 15 th -16 th :	NO SCHOOL - MEA Break
Student Days: 17 Teacher Days: 20							Student Days: 20 Teacher Days: 20							TBD	FHS Mid Term Reports
NOVEMBER 2020							DECEMBER 2020							<u>November & December</u>	
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat		
1	2	3	4	5	6	7			1	2	3	4	5	TBD	End of 1st Quarter
8	9	10	11	12	13	14	6	7	8	9	10	11	12	Nov 9th:	NO SCHOOL - Exchange Day
15	16	17	18	19	20	21	13	14	15	16	17	18	19	Nov 26 th -27 th :	NO SCHOOL - Thanksgiving
22	23	24	25	26	27	28	20	21	22	23	24	25	26	TBD	FHS Mid Term Reports
29	30						27	28	29	30	31			Dec 23 - Jan 1:	NO SCHOOL - Winter Break
Student Days: 18 Teacher Days: 19							Student Days: 16 Teacher Days: 16								
JANUARY 2021							FEBRUARY 2021							<u>January & February</u>	
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat		
					1	2								Jan. 4th:	Return from Winter Break
3	4	5	6	7	8	9		1	2	3	4	5	6	TBD	End of 2nd Qtr / Sem 1
10	11	12	13	14	15	16	7	8	9	10	11	12	13	Jan 25 th	NO SCHOOL - Teacher Work Day
17	18	19	20	21	22	23	14	15	16	17	18	19	20	Feb. 15 th :	NO SCHOOL - Presidents Day
24	25	26	27	28	29	30	21	22	23	24	25	26	27		
31							28								
Student Days: 19 Teacher Days: 20							Student Days: 19 Teacher Days: 19								
MARCH 2021							APRIL 2021							<u>March & April</u>	
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat		
											1	2	3	TBD	FHS Mid Term Reports
	1	2	3	4	5	6	4	5	6	7	8	9	10	TBD	End of 3rd Quarter
7	8	9	10	11	12	13	11	12	13	14	15	16	17	March 19 th :	NO SCHOOL - Exchange Day
14	15	16	17	18	19	20	18	19	20	21	22	23	24	April 2nd:	NO SCHOOL - Good Friday
21	22	23	24	25	26	27	25	26	27	28	29	30		April 5 th :	NO SCHOOL - Spring Break
28	29	30	31											TBD	FHS Mid Term Reports
Student Days: 22 Teacher Days: 23							Student Days: 20 Teacher Days: 20								
MAY 2021							JUNE 2021							<u>May & June</u>	
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat		
						1			1	2	3	4	5	May 31st:	NO SCHOOL - Memorial Day
2	3	4	5	6	7	8	6	7	8	9	10	11	12	Jun 3rd:	LAST DAY OF CLASSES K-11
9	10	11	12	13	14	15	13	14	15	16	17	18	19	Jun 4 th :	Last Day for Teachers
16	17	18	19	20	21	22	20	21	22	23	24	25	26	June 6th	Graduation Day
23	24	25	26	27	28	29	27	28	29	30					
30	31														
Student Days: 20 Teacher Days: 20							Student Days: 3 Teacher Days: 4								

Total Student Days: 174 Total Teacher Work Days: 181
 Total Teacher Contract Days: 188

ISD 361

VERSION B - 2020 - 2021 Summary of School Days

Month	Student and Teachers	Teacher Work Days	Other Teacher Contract Days	Total Teaching Contract Days:
Aug-20	0	0	0	0
Sep-20	17	3	1	21
Oct-20	20	0	0	20
Nov-20	18	1	2	21
Dec-20	16	0	1	17
Jan-21	19	1	0	20
Feb-21	19	0	1	20
Mar-21	22	1	0	23
Apr-21	20	0	1	21
May-21	20	0	1	21
Jun-20	3	1	0	4
Total Days:	174	7	7	188

Version B

BA-7 at 1.00 FTE – Elementary Teacher

TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract, pursuant to M.S. 122A.40, as amended, with Julie Talmage, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Elementary Teacher for the school year 2020 to 2021.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This Contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this Contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. **Duty Year:** The teacher’s duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6. of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher’s continuing contract rights unless the words, “continuing contract,” are recorded immediately following the assignment.
5. **Reference:** This Contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. **Special Provisions:** *[insert any other contractual provisions].*

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
 \$ 55,161.00 For basic services*
 \$ _____ For additional services as set forth in paragraph 6.
 \$ 55,161.00 Total salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of
_____, 20____.

IN WITNESS WHEREOF, we have subscribed
our signatures this ____ day of
_____, 20____.

Teacher

School Board Chair

School Board Clerk

TECHNOLOGY DIRECTOR CONTRACT

July 1, 2019 to June 30, 2021

The Board of Education of Independent School District No. 361 (District), International Falls, Minnesota, does hereby employ Michael Blesi as Technology Director for the two (2) year period commencing on July 1, 2019 then ending on June 30, 2021.

Wage Schedule:

- | | |
|----------------------------------|----------|
| 1. July 1, 2019 to June 30, 2020 | \$73,868 |
| 2. July 1, 2020 to June 30, 2021 | \$75,346 |

The above wage is based on a work year consisting of 260 days which includes vacation leave, sick leave and holidays.

Benefits:

1. **Dental Insurance:** The District will contribute a sum not to exceed \$27.37 per month for single coverage or \$68.27 per month for family coverage.
2. **Flex Plan:** The District shall contribute \$500 each contract year to an IRS 125 Flex Plan.
3. **Health and Hospitalization Insurance:** The District will contribute a sum not to exceed \$584.48 per month for single coverage or \$1,307.52 per month for family coverage.
4. **Life Insurance:** The District will pay for \$50,000 of term life insurance. The Technology Director shall have the option of purchasing additional life insurance at the employees own cost.
5. **Long Term Disability:** The Technology Director shall participate in the District's long term disability plan at the District's expense.
6. **TSA 403(b) Match:** The District will match the Technology Director's contribution up to \$2,500 per year. The Technology Director may contribute more than the \$2,500, if he so chooses, in accordance with IRS regulations, however, the District's contribution will not exceed \$2,500. Total District career match is not to exceed \$40,000.
7. **Stipend:** Employees employed on March 31, 2021 shall receive a stipend of \$500.

Leave Time:

1. **Holidays:** The Technology Director shall receive the following paid holidays: July 3rd and July 4th, Labor Day, Thanksgiving Day, and Day after Thanksgiving, Christmas Eve, Christmas Day, New Year Eve Day, New Year's Day, Presidents Day, Good Friday and Memorial Day.
2. **Leave for Family Illness and Bereavement:** The Technology Director shall be allowed five (5) days of paid leave to be deducted from sick leave upon approval of the Superintendent.
3. **Sick Leave:** The Technology Director shall earn fifteen (15) sick days per year, with maximum accumulation of 180 days.
4. **Vacation:** The Technology Director shall earn twenty (20) days of paid vacation each contract year. No carry over of unused vacation.

**Leaves granted by the District, paid and unpaid, shall be considered to run concurrent with leave under the Family and Medical Leave Act (FMLA), if such leave qualifies as FMLA leave.

Community Forum on Education ISD 361

What: A community forum to invite a diverse group of stakeholders together to gather ideas that can help district staff and school board understand the

- 1) What is important at our schools
- 2) The perception of our schools

- 3) What should count when assessing school productivity and success

Why: Community input and engagement are important to the Board and staff when planning district wide strategic goals and assessing progress towards those goals.

When: The school will host two community forum events

- 1) April 6th, 6pm, Falls High School
- 2) April 7th, 12pm, Backus

Can we provide transportation or childcare upon request?

***Input can also be received via written or online responses

HOW? We could have hard copies available for those who want to pick up or have them mailed to them AND have the same in an online survey. We'd need to advertise this and set deadline to complete. We could refer participants to this information so they can review before the meeting.

*****Suggested Timeline for Forum:**

15-20 min: Introduction, share the why, explain the process, have people introduce themselves, discuss how the information will be used or shared by the district. Split into small groups with assigned moderators and recorders.

10 min: Moderator or facilitator asks the question. Give 10 min for people to rank their top 3-5 answers and consider their reasoning.

20 min: Moderator has each person share their selection and rationale, recorder records.

The table comes up with their top three answers and puts it on a easel pad.

15 min: Each table has a spokesperson to share their top three and reasoning to the larger group. Each person present has three sticker dots and "votes" for their top 2.

Faciliator summarizes the votes.

***If we have two questions, MSBA suggests you double the time to repeat the process twice. This would mean a meeting that lasts about 2 hours if we have two questions. This would give us a lot of information but means we have a long meeting. Another option is to have the first question to be worked out as above and then have people answer an online or paper survey where they can answer the second question (what needs improvement) by ranking the top three from the same list and offer their reasoning.

Suggestions/Notes:

- Goal to have 48-150 – Consider groups of 8 or less (Moderator, recorder (school board member?) and 6-7 others at each table).
- Pick moderators from community leaders to keep meeting and discussion on task and on time. Have a short training meeting for them. Should be 30 min or less. Recommended to be held a week before meetings.

- MSBA strongly recommends we run through the process at a staff meeting to trial how it goes, to get staff input, and to keep staff aware of what we are doing. Suggest 1-2 weeks before the community forum so changes can be made as needed. March 18th or the 25th? We would need permission to present at early out.
- MSBA strongly recommends we have a facilitator that is not affiliated with the school directly. Possibly Mayor Droba? Someone else in the community who has hosted community meetings (like the Rec Comm meeting we had last year) and can be clear and keep things running as we've asked.

Choosing participants: ASAP

The Board can brainstorm possible people to invite to try to get a good cross section of the community (all ages, with and without kids in the district, community leaders, families with children who have special needs, social service providers, etc) - could we each share a list of 10 people to Kevin or someone at the school who could see if it's a good cross section, where there is overlap, etc so we could make sure we invite others ?

Send invites as soon as possible and Board members follow up 1-2 weeks before the event in person or on the phone to personally connect and get an RSVP. That way, we could invite more people as needed.

Publicize: (right after Board agrees) on Paper, radio, newsletters, social media

Post format and online survey as soon as possible with deadline to complete April 10th or 15th?

After Meeting:

- Send thank yous to all involved. (April)
- Summary information and post online (and in paper?) and shared with staff (April)
- Board gets input back from staff to set priorities based on the public input. (May work session?)
- Board makes a draft of priorities and makes it available for public comment. (May work session and Early June public comment meeting?)
- Take action on the priorities/goals (June or July?)

Sample letter:

[General letterhead and format]

Dear Mr/s. _____:

On behalf of the Falls School District, I am pleased to invite you, as one of (50?) community representatives, to participate in a community discussion designed to obtain your ideas about what matters for quality education and areas in which our schools can better promote academic excellence.

The board is in the process of creating a new strategic plan that sets the district's course over the next few years and is committed to gathering ideas from community members like yourself.

[Details about spouses, childcare, transportation, food?]

We will hold two community forums and ask you plan to attend one that works best for you. Forums are scheduled for Monday, April 6th at 6pm at FHS and Tuesday, April 7th at noon at [TBD]. The forum is designed to provide participants the opportunity to discuss, in an informal, relaxed, small group setting, what matters in quality education and in what areas our school can make improvements. Please consider your thoughts and feelings on the following two questions:

[insert our questions]

After the meeting, the board will share the input from the forum with the community and school staff and will consider the input when setting district priorities and goals. Please feel free to contact _____ with any questions.

The International Falls school board looks forward to working with you on this important initiative. Please complete and return the [enclosed response form or postcard or bottom of this sheet] or call _____ to confirm your participation. Working together, we can strengthen our students' learning success in response to our community's strengths and challenges. On behalf of the students of our community, we appreciate your time and effort for this project.

[_____ -Board chairperson...or Superintendent]

[Please call 283-2571 to RSVP or complete the form below and return to the school]

Please check one:

- I will participate in the April 6th discussion
- I will participate in the April 7th discussion
- I cannot attend the discussion

Please check all that apply:

- I will need child care for _____ children
- I will need transportation

**School Indicators
(PICK THREE)**

- **High Test Scores**
- **High Graduation Rates**
- **High attendance Rates**
- **High College Attendance Rates**
- **Small School Size**
- **Small Class Size**
- **High Parental Involvement**
- **Happy children who like school**
- **Strong principals**
- **Teachers who are well-trained and knowledgeable about how to teach effectively**
- **Teachers who can communicate well with parents**
- **Teachers who care about students**
- **Well-disciplined classrooms**
- **Extra Curricular Activities**
- **Low teacher turnover**
- **The way a school looks**
- **A focus on keeping students safe**
- **Athletic Awards**
- **Teacher Awards**
- **Awards for Math and Science**
- **Numbers of teachers who participate in staff development**
- **Staff who believe all students can learning**
- **A wide range of academic programs**
- **Community and business involvement in schools**
- **Teachers who know their subject area**
- **Mentoring and tutoring programs for students**
- **Availability of technology**
- **Wide range of arts programs**
- **National Board-Certified Teachers**
- **Equity and Inclusivity for students of color and all genders**
- **Special programs for gifted students**
- **Clean, well-maintained school facilities**
- **Physical fitness programs**
- **Community service programs for students**
- **Emphasis on Citizenship**
- **Wide range of services offered to parents**
- **A smart, caring superintendent**
- **An effective School Board**
- **Strong PTAs and Booster Clubs**

- **Equity in Schools**
- **Diversity**
- **Other**



Independent School District #361

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

BOARD OF EDUCATION Teddy Saxton, Chairperson • Michelle Hebner, Vice-Chairperson
Jennifer Windels, Treasurer • Terrance Murray, Clerk • Mike Holden, Director • Toni Korpi, Director • Roxanne Skogstad-Ditsch, Director

Welcome to our public listening sessions to gather input from parents, staff, and community members to help guide the district in our strategic planning process. We appreciate the commitment to make your voice heard and help us form the direction that International Falls School District takes over the next few years. Our goal is to collect input with regard to aspects of the educational process that you think are going well, along with looking at changes that could be made to improve the services that we provide.

The plan for this session:

- a) individually answer the following questions (10 minutes)
- b) table discussion to see if your group could prioritize top 5 areas from question #1 (20 minutes)
- c) table discussion to see if your group could prioritize top 5 areas from question #2 (20 minutes)
- d) individual tables report out to whole group. (20 minutes)

1) Please choose 3 areas from the following list that you think the district is doing a good job at ensuring is a priority for the district.
(MSBA list of items)

2) Please choose 3 areas from the following list that you think the district should do a better job at making a priority for the district.
(MSBA list of items)

3) Additional comments may be left on your form for the school board. (5 minutes)

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