

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, April 20, 2020 at 5:00 PM
Remotely using Zoom Meeting, 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.*

ZOOM Meeting Information:

1. Topic: School Board Meeting
Time: Apr 20, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://isd361.zoom.us/j/92509439355?pwd=SFVWWHZLa0lhUzV5VGhUV09kbWZiZz09>

Meeting ID: 925 0943 9355

Password: 2ngvj5

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 925 0943 9355

Password: 830430

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 April Students of the Month: Keisha Kittelson and Cole Anderson
2. Presentation of Elk's May Students of the Month: Cassandra Mindl and Wyatt Leseman

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3. Public Open Forum

Consent Agenda

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

1. Approve past meeting minutes for the regular School Board meeting on Monday, March 16, 2020. 5
2. Approve current accounts payable due in amount of \$943,268.49. 7
3. Approve payroll in the amount of \$410,291.88 for pay periods March 27th and April 10th.
4. Second reading of School Board Policy 601 - School Dist. Curriculum and Instructional Goals 32
5. Second reading of School Board Policy 613 - Graduation Requirements 39
6. Second reading of School Board Policy 615 - Testing Accommodations, Modifications, and Exemptions 46
7. Second reading of School Board Policy 620 - Credit for Learning 51
8. Second reading of School Board Policy 623 - Mandatory Summer School Instruction 59
9. Second reading of School Board Policy 703 - Annual Audit 62
10. Second reading of School Board Policy 720 - Vending Machines 64
11. Second reading of School Board Policy 721 - Uniform Grant Guidance Policy 68
12. Second reading of School Board Policy 802 - Disposition of Obsolete Equip. and Material 85
13. First reading of School Board Policy 103 - Complaints - Students, Parents, Other Persons 89
14. First reading of School Board Policy 104 - School District Mission Statement 91
15. First reading of School Board Policy 201 - Legal Status of the School Board 93
16. First reading of School Board Policy 202 - School Board Officers 96
17. First reading of School Board Policy 203 - Operation of the School Board - Governing Rules 100
18. First reading of School Board Policy 203.1 - School Board Procedures; Rules of Order 101
19. First reading of School Board Policy 203.2 - Order of the Regular School Board Meeting 104
20. First reading of School Board Policy 400 - Substitute Pay Policy 106
21. First reading of School Board Policy 806 - Crisis Management Policy 108
22. Approve Interquest Detection Canines Contract 120
23. Approve hire of Seth Bjornrud for asst. football coach for the school year 2020-21. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
24. Approve the hire of Jennifer (JJ) McBride for head girls' swim coach for the 2020-21 school year. This hire and payment for duties is contingent upon having a season. Payment will be

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- prorated in the event that there is a shortened season due to COVID-19.
25. Approve the hire of Ariana Cipriano for the asst girls' swim coach for the school year 2020-21. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
 26. Approve the hire of Michele McDonald for the head girls' hockey coach for the school year 2020-21. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
 27. Approve the hire of Kevin Erickson for the asst girls' hockey coach for the school year 2020-21. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
 28. Approve the hire of Jay Boyle for the head girls' basketball coach for the school year 2020-21. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
 29. Approve the hire of Steve Windels for the asst girls' basketball coach for the school year 2020-21. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
 30. Grant Administration the authority to alter Semester 2, 2020 grading system based on MDE guidance.
 31. Approve elementary and high school sections as presented. 122
 32. Approve Chromebook cart purchases. 130
 33. Amend joint powers agreement between City of Int'l Falls and ISD 361 through June, 2021. 131
 34. Approve the purchase of new lockers. 137
 35. Approve the ordering of a school bus not to exceed \$105,000.
 36. Approve agreement with Northeast Service Cooperative for FES HVAC upgrade project at cost of \$7,500. Project includes asbestos inspection, project design and management.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / 138
failed.
2. Adopt resolution for refunding of current bond and sale of new bond for FES boiler/HVAC 139
project.

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent:
 3. 1. COVID-19 update and discussion.

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- 3. 2. Graduation.
- 3. 3. School Pictures.
- 3. 4. Qcomp - Star results. 163
- 3. 5. New version of Boardbook. 164
- 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
Monday, March 16, 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 Monday, March 16, 2020, beginning at 5:00 PM in the FHS Library.

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

Pledge of Allegiance.

Approval of Agenda:

Motion by Terry Murray then second by Roxanne Skogstad-Ditsch to approve agenda as presented. Motion carried 6-0.

Open Forum:

1. Presentation of Madeline Olson and Jaxon Germain as Elk's March Students of the Month, and Kaitlyn Kalstad as Elk's February Student of the Month.
2. Presentation of diploma to Garrett Lyons, recent graduate of the ALC.
3. Robotics demonstration was postponed.

Consent Agenda

Motion by Mike Holden then second by Toni Korpi to accept Consent Agenda as presented. Motion carried 6-0.

1. Approved 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.
2. Approved current accounts payable due in amount of \$375,824.85.
3. Approved 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
5. Second reading of School Board Policy 515 - Protection and Privacy of Pupil Records
6. Second reading of School Board Policy 530 - Immunization Form
7. Second reading of School Board Policy 602 - Organization of School Calendar and School Day
8. Second reading of School Board Policy 904 - Distrib. of Materials on School Property
9. Second reading of School Board Policy 419 - Tobacco Free Environment; Possession and Use
10. Second reading of School Board Policy 414 - Mandated Reporting of Child Neglect or Abuse
11. Second reading of School Board Policy 421 - Gifts to Employees
12. Second reading of School Board Policy 422 - Policies Incorporated by Reference
13. Second reading of School Board Policy 510 - School Activities
14. Second reading of School Board Policy 513 - Student Promotion, Retention, and Program Design
15. Second reading of School Board Policy 524 - Internet Acceptable Use and Safety
16. First reading of School Board Policy 601 - School Dist. Curriculum and Instructional Goals
17. First reading of School Board Policy 613 - Graduation Requirements
18. First reading of School Board Policy 615 - Testing Accommodations, Modifications, and Exemptions
19. First reading of School Board Policy 620 - Credit for Learning
20. First reading of School Board Policy 623 - Mandatory Summer School Instruction
21. First reading of School Board Policy 703 - Annual Audit
22. First reading of School Board Policy 720 - Vending Machines
23. First reading of School Board Policy 721 - Uniform Grant Guidance Policy

24. First reading of School Board Policy 802 - Disposition of Obsolete Equip. and Material
25. Approved short-term rental agreement with Citizens for Backus
26. Approved the hire of Beth Slatinski for the Youth Activity Coordinator position effective 2/26/20.
27. Approved termination of transportation software agreement with Tyler Technologies, Inc.
28. Approved posting of counselor/social worker position at 1.0 FTE.
29. Approved hire of Phil Talmage as Head Boy's Baseball Coach for the 2019-2020 season.
30. Approved hire of Seth Ettestad as Head Football Coach for the 2020-2021.

Action Items:

1. Motion by Terry Murray then second by Jennifer Windels to approve the Resolution Acceptance of Gifts and Donations. Voting in favor: Mike Holden, Terry Murray, Jennifer Windels, Toni Korpi, Roxanne Skogstad-Ditsch, and Ted Saxton. Voting against: None; whereas, resolution was declared adopted 6-0.
2. Approve School Calendar 2020 - 2021 Version "C" for school year 2020-2021. Motion by Roxanne Skogstad-Ditsch, second by Toni Korpi. After discussion, motion amended to approve Version "B", Motion by Terry Murray, second by Mike Holden, Motion carried 4-2 to approve Calendar "B".
3. Approved wage increases for the At Will Employee Schedule dated March 16, 2020. 1st year – 2% with 2-1/2% for substitute positions, 2nd year – 2%. Motion by Mike Holden, second by Roxanne Skogstad-Ditsch. Motion carried 6-0.
4. Approved one additional teacher in service day for school year 2020-2021 for a total of 173 student days and added October 5th as an in-service day. Motion by Jennifer Windels, second by Toni Korpi. Motion carried 6-0.
5. Approved the hire of Julie Talmage as an Elementary Teacher at 1.0 FTE for the 2020-21 school year. Motion by Mike Holden, second by Terry Murray. Motion carried 6-0.
6. Approved wage increase for Technology Director per contract. 1st year – 2%, 2nd year – 2%. Motion by Toni Korpi, second by Roxanne Skogstad-Ditsch. Motion carried 6-0.

Administrative Reports:

1. Melissa Tate, Elementary Principal: All events are cancelled.
2. Tim Everson, Secondary Principal:
3. Kevin Grover, Superintendent: Bids out for the FES Boiler Project, sent to 41 contractors. Meeting to discuss set for April 2. Established a working group of Jennifer, Ted, and Roxanne to further develop the strategic plan. Gave an update on the COVID-19 situation. The plan is to feed all students and have childcare for emergency workers in the community. Will work with staff on distance learning.
4. Committee Reports:
 - 4.1. Community Ed Advisory Board
 - 4.2. Recreation Commission.
 - 4.3. Tech group

Adjournment:

Motion by Mike Holden then second by Toni Korpi to adjourn the meeting at 6:44 pm. Motion carried 5-0. Roxanne Skogstad-Ditsch left at 6:30.

Approved Minutes:

District Clerk	Date	Board Chair	Date
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Payable Summary
April 20, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7730	DETROIT LAKES NATIVE AMERICAN	3/27/2020	3/6/2020	QUIZ BOWL REGISTRATION TOM VOLLUM		0 \$ (200.00)
7763	AFT Local #331	3/13/2020	20200313ADDUE1	Payroll accrual		0 \$ 3,007.80
	AFT Local #331	3/13/2020	20200313ADDUE1	Payroll accrual		0 \$ 93.66
7764	Falls Education Foundation	3/13/2020	20200313ADFEF	Payroll accrual		0 \$ 50.00
7765	Gurstel Law Firm PC	3/13/2020	20200313ADGARN	Payroll accrual		0 \$ 218.01
7766	ND Child Support Division	3/13/2020	20200313ADCSP1	Child Support		0 \$ 332.31
7767	Para Local #4798	3/13/2020	20200313ADDUE2	Payroll accrual		0 \$ 795.85
	Para Local #4798	3/13/2020	20200313ADDUE2	Payroll accrual		0 \$ 16.40
7768	Range Credit Bureau, Inc.	3/13/2020	20200313ADGRNS	Payroll accrual		0 \$ 196.04
7769	United Way of Northeastern MN	3/13/2020	20200313ADUWA	Payroll accrual		0 \$ 8.00
7770	THUNDERBIRD TROPHIES	3/19/2020	15842	HALL OF FAME INDIVIDUAL PLAQUES	3002000059	\$ 2,146.41
7771	US FOODSERVICE	3/19/2020	3831010	FES; Food for Meal Service		0 \$ 69.93
	US FOODSERVICE	3/19/2020	3831009	FHS; Food for Meal Service		0 \$ 103.23
	US FOODSERVICE	3/19/2020	5955711	FHS; Food for Meal Service		0 \$ (16.67)
	US FOODSERVICE	3/19/2020	5907242	FHS; Food for Meal Service		0 \$ (13.50)
	US FOODSERVICE	3/19/2020	3558843	FHS; Food for Meal Service		0 \$ 1,824.16
	US FOODSERVICE	3/19/2020	3558856	FHS; Food for Meal Service		0 \$ 94.83
	US FOODSERVICE	3/19/2020	3619268	FHS; Food for Meal Service		0 \$ 1,079.86
	US FOODSERVICE	3/19/2020	3691429	FHS; Food for Meal Service		0 \$ 1,928.38
	US FOODSERVICE	3/19/2020	3756762	FHS; Food for Meal Service		0 \$ 1,263.51
	US FOODSERVICE	3/19/2020	3756769	FHS; Food for MCA Testing		0 \$ 202.04
	US FOODSERVICE	3/19/2020	3830991	FHS; Food for Meal Service		0 \$ 1,505.94
	US FOODSERVICE	3/19/2020	3831015	FHS; Food for Meal Service		0 \$ 34.42
	US FOODSERVICE	3/19/2020	3851299	FHS; Food for Meal Service		0 \$ 16.64
	US FOODSERVICE	3/19/2020	3892393	FHS; Food for Meal Service		0 \$ 1,571.04
	US FOODSERVICE	3/19/2020	3964366	FHS; Food for Meal Service		0 \$ 2,127.93
	US FOODSERVICE	3/19/2020	3964368	FHS; Food for MCA Testing		0 \$ 185.19
7772	US FOODSERVICE	3/19/2020	3425981	FES; Food for Meal Service		0 \$ 404.27
	US FOODSERVICE	3/19/2020	3485511	FES; Food for Meal Service		0 \$ 1,074.70
	US FOODSERVICE	3/19/2020	3485515	FES; Food for Meal Service		0 \$ 143.12
	US FOODSERVICE	3/19/2020	3558848	FES; Food for Meal Service		0 \$ 100.20

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	US FOODSERVICE	3/19/2020	3558850	FES; Food for Meal Service	0	\$ 671.46
	US FOODSERVICE	3/19/2020	3619275	Pre-K Open House Food	0	\$ 312.86
	US FOODSERVICE	3/19/2020	3619276	FES; Food for Meal Service	0	\$ 109.83
	US FOODSERVICE	3/19/2020	3619278	FES; Food for Meal Service	0	\$ 870.06
	US FOODSERVICE	3/19/2020	3691436	FES; Food for Meal Service	0	\$ 775.66
	US FOODSERVICE	3/19/2020	3756771	FES; Food for Meal Service	0	\$ 110.74
	US FOODSERVICE	3/19/2020	3756773	FES; Food for Meal Service	0	\$ 1,287.22
	US FOODSERVICE	3/19/2020	3830995	FES; Food for Meal Service	0	\$ 106.86
	US FOODSERVICE	3/19/2020	3830998	FES; Food for Meal Service	0	\$ 1,078.90
	US FOODSERVICE	3/19/2020	3830999	FES; Food for Meal Service	0	\$ 135.30
	US FOODSERVICE	3/19/2020	3892399	FES; Food for Meal Service	0	\$ 972.37
	US FOODSERVICE	3/19/2020	3892401	FES; Food for Meal Service	0	\$ 151.06
	US FOODSERVICE	3/19/2020	3892408	FES; Food for Meal Service	0	\$ 28.52
7773	AT & T Mobility	3/19/2020	3032020	Bus Wifi	0	\$ 9.07
7774	EVOLVE U FITNESS & WELLNESS LLC	3/19/2020	21420	PALS Exercise--Evolve U	5002000071	\$ 100.00
7775	GUARDIAN PEST CONTROL INC	3/19/2020	2114177	Pest Control Service	8102000016	\$ 64.65
7776	Marco Technologies LLC	3/19/2020	7426605	Guid Office Cost per Copy	7102000000	\$ 29.75
	Marco Technologies LLC	3/19/2020	7426606	Bus Office Copy Per Copy	1102000004	\$ 49.07
7777	Marco Technologies LLC	3/19/2020	409119773	FHS; B & W Copy Machine 754E	3002000009	\$ 1,559.23
	Marco Technologies LLC	3/19/2020	409120094	Comm Ed; Canon 1025N Copier	5002000001	\$ 216.99
7778	MIDWEST SPECIAL INSTRUMENTS	3/19/2020	3003167-IN	FES Nursing Supplies	1302000220	\$ 4,355.71
	MIDWEST SPECIAL INSTRUMENTS	3/19/2020	2003133-IN	FES Nursing Special Ed Supplies	1302000222	\$ 4,961.70
7779	MN POWER	3/19/2020	22120	Pole Attachments 2020	8102000012	\$ 99.00
	MN POWER	3/19/2020	31120	Electricity Bill	8102000012	\$ 808.10
	MN POWER	3/19/2020	31120	Electricity Bill	8102000012	\$ 7,278.46
	MN POWER	3/19/2020	31120	Electricity Bill	8102000012	\$ 2,050.00
	MN POWER	3/19/2020	31120	Electricity Bill	8102000012	\$ 3,502.33
7779	MN POWER	3/19/2020	31120	Electricity Bill	8102000012	\$ 6,150.00
	MN POWER	3/19/2020	31120	Electricity Bill	8102000012	\$ 66.08
7780	MN TELECOMMUNICATIONS	3/19/2020	6166	Monthly Broadband Services	6052000013	\$ 1,512.50
7781	PEPPER JW & SON INC	3/19/2020	299118411	Music for Spring Concert	2582000011	\$ 283.99
7782	VARITRONICS	3/19/2020	PSI-118408	FES Laminate Paper	1302000221	\$ 684.30

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7783	ZIEMBA, BERNIE	3/19/2020	31020	WOOD SHOP SUPPLIES	2552000013	\$ 750.00
7784	AFSCME Council 65	3/20/2020	20200327	ADAFS% Payroll accrual	0	\$ 898.75
	AFSCME Council 65	3/20/2020	20200327	ADAFS% Payroll accrual	0	\$ 289.91
	AFSCME Council 65	3/20/2020	20200327	ADAFS% Payroll accrual	0	\$ 12.77
	AFSCME Council 65	3/20/2020	20200327	ADAFSLC Payroll accrual	0	\$ 16.67
	AFSCME Council 65	3/20/2020	20200327	ADAFSLC Payroll accrual	0	\$ 9.00
	AFSCME Council 65	3/20/2020	20200327	ADAFSLC Payroll accrual	0	\$ 0.33
7785	AFT Local #331	3/20/2020	20200327	ADDUE1 Payroll accrual	0	\$ 3,007.80
	AFT Local #331	3/20/2020	20200327	ADDUE1 Payroll accrual	0	\$ 93.66
7786	Falls Education Foundation	3/20/2020	20200327	ADFEF Payroll accrual	0	\$ 50.00
7787	Gurstel Law Firm PC	3/20/2020	20200327	ADGARN Payroll accrual	0	\$ 242.67
7788	ND Child Support Division	3/20/2020	20200327	ADCSP1(Child Support	0	\$ 332.31
7789	Para Local #4798	3/20/2020	20200327	ADDUE2 Payroll accrual	0	\$ 777.23
	Para Local #4798	3/20/2020	20200327	ADDUE2 Payroll accrual	0	\$ 16.40
7790	Range Credit Bureau, Inc.	3/20/2020	20200327	ADGRNS Payroll accrual	0	\$ 196.04
	Range Credit Bureau, Inc.	3/20/2020	20200327	ADGRNS Payroll accrual	0	\$ (196.04)
7791	United Way of Northeastern MN	3/20/2020	20200327	ADUWA' Payroll accrual	0	\$ 8.00
7792	Madison National Life	3/20/2020	1378465	Invoice 1378465 & 1378466	0	\$ 3,330.54
	Madison National Life	3/20/2020	1378465	Invoice 1378465 & 1378466	0	\$ 292.78
7793	NCPERS Group Life Ins.	3/20/2020	1.64913E+11	PERA Life	0	\$ 432.00
7794	BEMIDJI WELDERS SUPPLY	3/27/2020	10028931	Classroom Supplies	0	\$ 202.20
7795	FRONTIER	3/27/2020	31620	Monthly Telephone Service	8102000019	\$ 34.66
	FRONTIER	3/27/2020	31620	Monthly Telephone Service	8102000019	\$ 876.83
	FRONTIER	3/27/2020	31620	Monthly Telephone Service	8102000019	\$ 11.75
7796	Innovative	3/27/2020	2909937	Bus Office Supplies	1102000026	\$ 102.30
7797	JOSTENS INC	3/27/2020	2020	1920 1st Year Book Payment	0	\$ 1,256.22
7798	LOFFLER	3/27/2020	3385323	FHS: Study Hall Toner	0	\$ 159.99
	LOFFLER	3/27/2020	3252782	FHS; Computer Lab Toner	0	\$ 229.99
	LOFFLER	3/27/2020	3364448	Business Class Toner	0	\$ 173.71
	LOFFLER	3/27/2020	3374040	Laser Jet Cartridge	0	\$ 172.00
	LOFFLER	3/27/2020	3380475	FHS; Computer Lab Toner	0	\$ 279.99
7799	MN ASSN OF SCHOOL ADMIN	3/27/2020	K Grover	2020 MASA Conference	0	\$ 329.00
7800	MN ENERGY RESOURCES CORP	3/27/2020	31820	Natural Gas Services	8102000013	\$ 707.67

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN ENERGY RESOURCES CORP	3/27/2020	31820	Natural Gas Services	8102000013	\$ 19.24
7801	OFFICE DEPOT	3/27/2020	4.55582E+11	Office supplies	3002000076	\$ 81.42
	OFFICE DEPOT	3/27/2020	4.55582E+11	Office supplies	3002000076	\$ 281.09
	OFFICE DEPOT	3/27/2020	4.55582E+11	Office supplies	3002000076	\$ 20.99
7802	RATWIK ROSZAK & MALONEY PA	3/27/2020	30120	Feb Attorney Consultations	0	\$ 2,074.55
7803	ROCHE'S TOWING	3/27/2020	2082190	Winch Bus Out	0	\$ 100.00
7804	SANDSTROM'S INC	3/27/2020	297932	FES; Milk for Meal Service	0	\$ 480.00
	SANDSTROM'S INC	3/27/2020	298928	FHS; Milk for Meal Service	0	\$ 448.50
	SANDSTROM'S INC	3/27/2020	299859	FHS; Milk for Meal Service	0	\$ 235.50
	SANDSTROM'S INC	3/27/2020	300729	FHS; Milk for Meal Service	0	\$ 330.00
	SANDSTROM'S INC	3/27/2020	300682	FHS; Milk for Meal Service	0	\$ 330.00
	SANDSTROM'S INC	3/27/2020	298929	FHS; Milk for Meal Service	0	\$ 302.50
7805	SHANNONS INC	3/27/2020	31620	FES; Boiler Design	0	\$ 9,000.00
7806	SOUND NORTH	3/27/2020	9440	LETTER AWARD PAPER	2922000057	\$ 50.00
7807	WATER DEPT	3/27/2020	32020	Water Usage	8102000014	\$ 1,046.58
	WATER DEPT	3/27/2020	32020	Water Usage	8102000014	\$ 1,888.66
	WATER DEPT	3/27/2020	32020	Water Usage	8102000014	\$ 1,822.18
	WATER DEPT	3/27/2020	32020	Water Usage	8102000014	\$ 55.06
	WATER DEPT	3/27/2020	32020	Water Usage	8102000014	\$ 21.25
7808	WESTONE LABORATORIES INC	3/27/2020	60678967	Hearing Aids Part	0	\$ 95.00
7812	Further	4/1/2020	1469317	Further participant fee	0	\$ 258.00
7813	MN PEIP	4/1/2020	939082	Health Insurance Bill - March Coverage	0	\$ 116,868.68
	MN PEIP	4/1/2020	951804	Health Insurance Bill - April Coverage	0	\$ 116,547.24
7814	Bemidji State University	4/2/2020	246287	Spring 2020 Concurrent Enrollment	0	\$ 15,600.00
7815	COCA-COLA BOTTLING CO	4/2/2020	25430	FHS; Ala Carte Beverages	0	\$ 301.75
7816	DISTRIBUTED WEBSITE CORP	4/2/2020	51023	Comm Ed & Facilities Scheduler	1102000025	\$ 1,792.00
	DISTRIBUTED WEBSITE CORP	4/2/2020	51023	Comm Ed & Facilities Scheduler	1102000025	\$ 1,600.00
7817	Educator Benefit Consultants, LLC	4/2/2020	13797	403b Third Party Admin Svc	1102000007	\$ 164.63

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Payable Summary
April 20, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7818	Fun Express, LLC	4/2/2020	701997176-01	ECFE Eggstravaganza - FES	1302000247	\$ 219.60
7819	Inland Leasing	4/2/2020	58965129	Cafeteria Vending Rental	7702000001	\$ 182.13
7820	Marco Technologies LLC	4/2/2020	409761137	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 929.92
	Marco Technologies LLC	4/2/2020	409761137	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 1,211.62
7821	NORTHEAST SERVICE COOPERATIVI	4/2/2020	2079	February Services	0	\$ 840.00
7822	PAN O GOLD BAKING CO	4/2/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 117.74
	PAN O GOLD BAKING CO	4/2/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 86.48
	PAN O GOLD BAKING CO	4/2/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 37.40
	PAN O GOLD BAKING CO	4/2/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 91.00
7823	Screen Surgeons	4/2/2020	4430	Screen Replacement	6052000099	\$ 630.00
7824	Small Town Tech Inc.	4/2/2020	8600	Cat 6 Cables	0	\$ 229.50
7825	TechCheck	4/2/2020	40359	Supplies	6052000094	\$ 1,050.00
	TechCheck	4/2/2020	40404	Configures Office 260	0	\$ 420.00
7826	UHL	4/2/2020	21556	Work on Air Flow Zones	0	\$ 1,531.00
7827	Welch, Ben	4/2/2020	Sheridan/Marin	Moved--Lunch Acct Refund	0	\$ 75.55
7828	AFT Local #331	4/10/2020	20200410ADDUE1	Payroll accrual	0	\$ 3,007.80
	AFT Local #331	4/10/2020	20200410ADDUE1	Payroll accrual	0	\$ 93.66
7829	Falls Education Foundation	4/10/2020	20200410ADFEF	Payroll accrual	0	\$ 50.00
7830	Gurstel Law Firm PC	4/10/2020	20200410ADGARN	Payroll accrual	0	\$ 240.76
7831	ND Child Support Division	4/10/2020	20200410ADCSP1	Child Support	0	\$ 332.31
7832	Para Local #4798	4/10/2020	20200410ADDUE2	Payroll accrual	0	\$ 777.23
	Para Local #4798	4/10/2020	20200410ADDUE2	Payroll accrual	0	\$ 16.40
7833	United Way of Northeastern MN	4/10/2020	20200410ADUWA	Payroll accrual	0	\$ 8.00
7834	FRONTIER	4/9/2020	32520	Telephone Maint Agreement	8102000019	\$ 284.10
7835	HAWKINS INC	4/9/2020	4686487	Pool Chemicals	8102000039	\$ 32.79
7836	HILLYARD HUTCHINSON	4/9/2020	700420484	FHS; Machine Repair	0	\$ 298.00
	HILLYARD HUTCHINSON	4/9/2020	603822724	FES Cleaning Supplies (Hillyard)	8102000102	\$ 154.80
	HILLYARD HUTCHINSON	4/9/2020	603800773	FES Cleaning Supplies (Hillyard)	8102000102	\$ 388.32
7837	KGHS-AM	4/9/2020	33120	School Matters	102000000	\$ 198.00

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7838	Learning Sciences International	4/9/2020	29774	Building Team Ownership	0	\$ 4,500.00
7839	Marco Technologies LLC	4/9/2020	7444184	Staples for FES Copy Machines	1302000249	\$ 205.84
7840	MIDCONTINENT COMMUNICATION	4/9/2020	32720	ALC Phone & Data	3002000007	\$ 168.23
7841	MN ENERGY RESOURCES CORP	4/9/2020	32720	Natural Gas Services	8102000013	\$ 2,831.80
	MN ENERGY RESOURCES CORP	4/9/2020	32720	Natural Gas Services	8102000013	\$ 2,923.77
	MN ENERGY RESOURCES CORP	4/9/2020	32720	Natural Gas Services	8102000013	\$ 3,169.28
	MN ENERGY RESOURCES CORP	4/9/2020	32720	Natural Gas Services	8102000013	\$ 1,056.43
7842	MSHSL	4/9/2020	36718	G Softball Rule Book	0	\$ 18.00
7843	RCN Technologies	4/9/2020	111037038	Mobile Hot Spots (P & I Grant)	1102000027	\$ 3,383.92
	RCN Technologies	4/9/2020	110922213	Supplies	6052000102	\$ 548.49
7844	SCHOOL NURSE SUPPLY INC	4/9/2020	787002	FES School Nurse Supply	1302000252	\$ 807.00
7845	TRANE US INC	4/9/2020	310709144	Feasibility Study/Audit	0	\$ 34,586.00
7846	VOYAGEUR REFRIGERATION ICE INC	4/9/2020	7150	Ice Machine Repair	0	\$ 115.00
7847	ADVANCED FIRST AID INC	4/21/2020	0320-70	Aed rebuild kits	8102000107	\$ 278.00
7848	ARROWHEAD LIBRARY SYSTEM	4/21/2020	7307	Library Catalog System	6202000000	\$ 625.00
7849	BSN SPORTS	4/21/2020	908628589	SOFTBALL SUPPLIES	2922000056	\$ 515.44
	BSN SPORTS	4/21/2020	908668734	BASEBALL SUPPLIES	2922000058	\$ 771.66
7850	CliftonLarsonAllen LLP	4/21/2020	2431112	HR Consulting Services	0	\$ 4,562.00
	CliftonLarsonAllen LLP	4/21/2020	2426984	HR Consulting Services	0	\$ 7,325.00
7851	Education Innovation Partners	4/21/2020	1349	Monthly EIP Billing	6052000001	\$ 206.25
7852	FALLS LUMBER COMPANY INC	4/21/2020	190659	FES;Paint	0	\$ 27.33
7853	FRIENDS GARBAGE SERVICE, LLC	4/21/2020	9181400	Garbage Pickups	8102000034	\$ 1,790.10
7854	KANTOR ELECTRIC INC	4/21/2020	15801	Reroute Cat 5	6052000105	\$ 759.08
	KANTOR ELECTRIC INC	4/21/2020	15826	FHS; Change Light Switches	0	\$ 187.66
	KANTOR ELECTRIC INC	4/21/2020	15818	FHS; Amp repair	0	\$ 235.00
	KANTOR ELECTRIC INC	4/21/2020	15818	FHS; Amp repair	0	\$ 420.58
	KANTOR ELECTRIC INC	4/21/2020	15817	Repair Woodshop Lights	0	\$ 104.72
	KANTOR ELECTRIC INC	4/21/2020	15827	Pool; Adjust Clorinator Controls	0	\$ 94.00
7855	Koochiching Resource Council	4/21/2020	1	2020 Kids Science Class Tuition	0	\$ 690.00
7856	MacGill School Nurse Supplies	4/21/2020	IN0714155	FES Nurse Supplies	1302000244	\$ 75.98

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MacGill School Nurse Supplies	4/21/2020	IN0715829	Masks for FES Nurses	1302000256	\$ 18.95
7857	MN TELECOMMUNICATIONS	4/21/2020		6235 Monthly Broadband Services	6052000013	\$ 1,512.50
7858	RAINY LAKE MEDICAL CENTER	4/21/2020		3502 PT/OT Therapies Services	3002000014	\$ 9,913.58
	RAINY LAKE MEDICAL CENTER	4/21/2020		3502 PT/OT Therapies Services	3002000014	\$ 5,578.65
7859	ROCHESTER TELECOM SYSTEMS INC	4/21/2020		32220 Long Distance Phone Calls	8102000033	\$ 61.74
	ROCHESTER TELECOM SYSTEMS INC	4/21/2020		32220 Long Distance Phone Calls	8102000033	\$ 61.73
7860	SOFTCHOICE	4/21/2020		5356669 Enterprise Backup	6052000100	\$ 2,049.90
	SOFTCHOICE	4/21/2020		5351965 Distance Learning E Sites	6052000101	\$ 2,265.00
7861	THE JOURNAL	4/21/2020		Mar-20 Advertising Local Newspaper	1102000000	\$ 1,056.67
	THE JOURNAL	4/21/2020		Mar-20 Advertising Local Newspaper	1102000000	\$ 210.85
7862	Thompson, Sara	4/21/2020		40120 P & I Grant Marketing Consultant	7902000008	\$ 1,230.00
7863	UHL	4/21/2020		20347 FHS; Boiler Controller	0	\$ 506.01
	UHL	4/21/2020		20347 FHS; Boiler Controller	0	\$ 919.38
7864	Vacura, Jessie	4/16/2020	James & Eliza	Lunch Account Refunds (James \$10 and Elizabeth \$10.20)	0	\$ 20.20
	7865 Tyler Technologies, Inc.	4/16/2020	045-279227	Bus Routing Software	0	\$ 3,150.00
192000091	Cipriano, Ariana	3/20/2020		32020 Refund - 167.64 over deduction of health insurance premium (71.85 + 95.79)	0	\$ 167.64
192000093	Boe, Angel	4/21/2020		31220 Library Mileage Reimbursement	0	\$ 12.08
192000094	Christianson, Rosa	4/21/2020		33120 Feb & Mar Mileage Reimbursement	0	\$ 8.62
192000095	Grover, Kevin	4/21/2020		31320 Mileage & Meal Reimbursement to Minneapolis	0	\$ 258.88
192000096	Hopkins, Michelle	4/21/2020		33120 1st Qtr Mileage Reimbursement	0	\$ 92.60
192000097	Olson-Line, Karla	4/21/2020		22120 Mileage Reimbursement to Perkins Meeting	0	\$ 71.40
192000098	Wilson, June	4/21/2020		31320 Mileage Reimbursement	0	\$ 9.20
201901076	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSAID	Payroll accrual	0	\$ 53.08
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSASF	Payroll accrual	0	\$ 1,351.95
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSECC	Payroll accrual	0	\$ 2,631.39

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSFR/	Payroll accrual	0	\$ 2,408.14
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSGR'	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSHO	Payroll accrual	0	\$ 150.51
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSMG	Payroll accrual	0	\$ 181.62
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSSYM	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSVAI	Payroll accrual	0	\$ 3,460.05
	Educator Benefit Consultants, LLC	3/13/2020	20200313ADTSVAI	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSASP	Payroll accrual	0	\$ 361.64
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSECC	Payroll accrual	0	\$ 1,374.66
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSECC	Payroll accrual	0	\$ 46.16
201901076	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSFRA	Payroll accrual	0	\$ 709.95
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSGR\	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSHOI	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSMG	Payroll accrual	0	\$ 141.71
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSSTA	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSVAL	Payroll accrual	0	\$ 1,409.04
	Educator Benefit Consultants, LLC	3/13/2020	20200313AFTSVAL	Payroll accrual	0	\$ 65.39
201901077	Empower Retirement	3/13/2020	20200313ADDEFCC	Payroll accrual	0	\$ 135.00
	Empower Retirement	3/13/2020	20200313ADDEFCC	Payroll accrual	0	\$ 15.00
	Empower Retirement	3/13/2020	20200313ADG-457	Payroll accrual	0	\$ 10.89
	Empower Retirement	3/13/2020	20200313ADG-457	Payroll accrual	0	\$ 20.69
	Empower Retirement	3/13/2020	20200313AFDEFM	Payroll accrual	0	\$ 10.89
	Empower Retirement	3/13/2020	20200313AFDEFM	Payroll accrual	0	\$ 20.69
	Empower Retirement	3/13/2020	20200313AFHCSP	Payroll accrual	0	\$ 2,967.88
	Empower Retirement	3/13/2020	20200313AFHCSP	Payroll accrual	0	\$ 6.92
201901078	Internal Revenue Service	3/13/2020	20200313ADFICA	Payroll accrual	0	\$ 20,848.94
	Internal Revenue Service	3/13/2020	20200313ADFICA	Payroll accrual	0	\$ 606.51
	Internal Revenue Service	3/13/2020	20200313ADFICA	Payroll accrual	0	\$ 439.29
	Internal Revenue Service	3/13/2020	20200313ADFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	3/13/2020	20200313ADFTA	Payroll accrual	0	\$ 10.00
	Internal Revenue Service	3/13/2020	20200313ADFTP	Payroll accrual	0	\$ 239.37

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	3/13/2020	20200313ADFTX	Payroll accrual	0	\$ 24,598.43
	Internal Revenue Service	3/13/2020	20200313ADFTX	Payroll accrual	0	\$ 646.18
	Internal Revenue Service	3/13/2020	20200313ADFTX	Payroll accrual	0	\$ 359.27
	Internal Revenue Service	3/13/2020	20200313ADMDCf	Payroll accrual	0	\$ 4,875.93
	Internal Revenue Service	3/13/2020	20200313ADMDCf	Payroll accrual	0	\$ 141.86
	Internal Revenue Service	3/13/2020	20200313ADMDCf	Payroll accrual	0	\$ 102.74
	Internal Revenue Service	3/13/2020	20200313AFFICA	Payroll accrual	0	\$ 20,848.94
	Internal Revenue Service	3/13/2020	20200313AFFICA	Payroll accrual	0	\$ 606.51
	Internal Revenue Service	3/13/2020	20200313AFFICA	Payroll accrual	0	\$ 439.29
	Internal Revenue Service	3/13/2020	20200313AFMDCR	Payroll accrual	0	\$ 4,875.93
	Internal Revenue Service	3/13/2020	20200313AFMDCR	Payroll accrual	0	\$ 141.86
	Internal Revenue Service	3/13/2020	20200313AFMDCR	Payroll accrual	0	\$ 102.74
201901079	MINNESOTA REVENUE	3/13/2020	20200313ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	3/13/2020	20200313ADSITA	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	3/13/2020	20200313ADSITA	Payroll accrual	0	\$ 20.00
201901079	MINNESOTA REVENUE	3/13/2020	20200313ADSITMI	Payroll accrual	0	\$ 11,554.89
	MINNESOTA REVENUE	3/13/2020	20200313ADSITMI	Payroll accrual	0	\$ 303.01
	MINNESOTA REVENUE	3/13/2020	20200313ADSITMI	Payroll accrual	0	\$ 185.46
	MINNESOTA REVENUE	3/13/2020	20200313ADSITP	Payroll accrual	0	\$ 158.13
201901080	MN Teachers Retirement Associati	3/13/2020	20200313ADTRAC	Payroll accrual	0	\$ 15,928.49
	MN Teachers Retirement Associati	3/13/2020	20200313ADTRAC	Payroll accrual	0	\$ 539.39
	MN Teachers Retirement Associati	3/13/2020	20200313ADTRAC	Payroll accrual	0	\$ 39.98
	MN Teachers Retirement Associati	3/13/2020	20200313AFTRAC	Payroll accrual	0	\$ 16,820.53
	MN Teachers Retirement Associati	3/13/2020	20200313AFTRAC	Payroll accrual	0	\$ 569.60
	MN Teachers Retirement Associati	3/13/2020	20200313AFTRAC	Payroll accrual	0	\$ 42.21
201901081	Public Employees Retirement Assoc	3/13/2020	20200313ADPERA	Payroll accrual	0	\$ 6,369.57
	Public Employees Retirement Assoc	3/13/2020	20200313ADPERA	Payroll accrual	0	\$ 145.16
	Public Employees Retirement Assoc	3/13/2020	20200313ADPERA	Payroll accrual	0	\$ 478.46
	Public Employees Retirement Assoc	3/13/2020	20200313AFPERAC	Payroll accrual	0	\$ 7,349.45
	Public Employees Retirement Assoc	3/13/2020	20200313AFPERAC	Payroll accrual	0	\$ 167.50
	Public Employees Retirement Assoc	3/13/2020	20200313AFPERAC	Payroll accrual	0	\$ 552.08
201901082	Public Employees Retirement-DCP	3/13/2020	20200313ADDCP	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DCP	3/13/2020	20200313AFDCP	Payroll accrual	0	\$ 24.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201901083	Internal Revenue Service	3/18/2020	20200318ADFICA	Payroll accrual	0	\$ 49.71
	Internal Revenue Service	3/18/2020	20200318ADFTX	Payroll accrual	0	\$ 28.03
	Internal Revenue Service	3/18/2020	20200318ADMDCI	Payroll accrual	0	\$ 11.62
	Internal Revenue Service	3/18/2020	20200318AFFICA	Payroll accrual	0	\$ 49.71
	Internal Revenue Service	3/18/2020	20200318AFMDCR	Payroll accrual	0	\$ 11.62
201901084	MINNESOTA REVENUE	3/18/2020	20200318ADSITMI	Payroll accrual	0	\$ 15.00
201901085	Public Employees Retirement Assoc	3/18/2020	20200318ADPERA	Payroll accrual	0	\$ 38.21
	Public Employees Retirement Assoc	3/18/2020	20200318AFPERA	Payroll accrual	0	\$ 44.09
201901086	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSAID	Payroll accrual	0	\$ 53.08
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSASF	Payroll accrual	0	\$ 1,351.95
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSECC	Payroll accrual	0	\$ 2,631.39
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSFR	Payroll accrual	0	\$ 2,408.14
201901086	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSGR	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSHO	Payroll accrual	0	\$ 150.51
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSMG	Payroll accrual	0	\$ 181.62
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSSYM	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSVAI	Payroll accrual	0	\$ 3,460.05
	Educator Benefit Consultants, LLC	3/27/2020	20200327ADTSVAI	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSASP	Payroll accrual	0	\$ 361.64
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSECC	Payroll accrual	0	\$ 1,374.66
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSFRA	Payroll accrual	0	\$ 709.95
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSGR	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSHOI	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSMG	Payroll accrual	0	\$ 141.71
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSSTA	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSVAL	Payroll accrual	0	\$ 1,409.04
	Educator Benefit Consultants, LLC	3/27/2020	20200327AFTSVAL	Payroll accrual	0	\$ 65.39
201901087	Empower Retirement	3/27/2020	20200327ADDEFCC	Payroll accrual	0	\$ 135.00
	Empower Retirement	3/27/2020	20200327ADDEFCC	Payroll accrual	0	\$ 15.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Empower Retirement	3/27/2020	20200327ADG-457	Payroll accrual	0	\$ 10.89
	Empower Retirement	3/27/2020	20200327ADG-457	Payroll accrual	0	\$ 20.69
	Empower Retirement	3/27/2020	20200327AFDEFM	Payroll accrual	0	\$ 10.89
	Empower Retirement	3/27/2020	20200327AFDEFM	Payroll accrual	0	\$ 20.69
	Empower Retirement	3/27/2020	20200327AFHCSP	Payroll accrual	0	\$ 2,967.88
	Empower Retirement	3/27/2020	20200327AFHCSP	Payroll accrual	0	\$ 6.92
201901088	Internal Revenue Service	3/27/2020	20200327ADFICA	Payroll accrual	0	\$ 17,942.79
	Internal Revenue Service	3/27/2020	20200327ADFICA	Payroll accrual	0	\$ 605.95
	Internal Revenue Service	3/27/2020	20200327ADFICA	Payroll accrual	0	\$ 626.60
	Internal Revenue Service	3/27/2020	20200327ADFICA	Payroll accrual	0	\$ 26.75
	Internal Revenue Service	3/27/2020	20200327ADFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	3/27/2020	20200327ADFTA	Payroll accrual	0	\$ 10.00
	Internal Revenue Service	3/27/2020	20200327ADFTP	Payroll accrual	0	\$ 149.71
	Internal Revenue Service	3/27/2020	20200327ADFTX	Payroll accrual	0	\$ 21,506.12
	Internal Revenue Service	3/27/2020	20200327ADFTX	Payroll accrual	0	\$ 664.11
	Internal Revenue Service	3/27/2020	20200327ADFTX	Payroll accrual	0	\$ 554.52
	Internal Revenue Service	3/27/2020	20200327ADFTX	Payroll accrual	0	\$ 0.99
	Internal Revenue Service	3/27/2020	20200327ADMDCf	Payroll accrual	0	\$ 4,196.23
201901088	Internal Revenue Service	3/27/2020	20200327ADMDCf	Payroll accrual	0	\$ 141.73
	Internal Revenue Service	3/27/2020	20200327ADMDCf	Payroll accrual	0	\$ 146.53
	Internal Revenue Service	3/27/2020	20200327ADMDCf	Payroll accrual	0	\$ 6.26
	Internal Revenue Service	3/27/2020	20200327AFFICA	Payroll accrual	0	\$ 17,942.79
	Internal Revenue Service	3/27/2020	20200327AFFICA	Payroll accrual	0	\$ 605.95
	Internal Revenue Service	3/27/2020	20200327AFFICA	Payroll accrual	0	\$ 626.60
	Internal Revenue Service	3/27/2020	20200327AFFICA	Payroll accrual	0	\$ 26.75
	Internal Revenue Service	3/27/2020	20200327AFMDCR	Payroll accrual	0	\$ 4,196.23
	Internal Revenue Service	3/27/2020	20200327AFMDCR	Payroll accrual	0	\$ 141.73
	Internal Revenue Service	3/27/2020	20200327AFMDCR	Payroll accrual	0	\$ 146.53
	Internal Revenue Service	3/27/2020	20200327AFMDCR	Payroll accrual	0	\$ 6.26
201901089	MINNESOTA REVENUE	3/27/2020	20200327ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	3/27/2020	20200327ADSITA	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	3/27/2020	20200327ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	3/27/2020	20200327ADSITMI	Payroll accrual	0	\$ 10,505.28

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MINNESOTA REVENUE	3/27/2020	20200327ADSITMI	Payroll accrual	0	\$ 310.66
	MINNESOTA REVENUE	3/27/2020	20200327ADSITMI	Payroll accrual	0	\$ 282.70
	MINNESOTA REVENUE	3/27/2020	20200327ADSITMI	Payroll accrual	0	\$ 0.54
	MINNESOTA REVENUE	3/27/2020	20200327ADSITP	Payroll accrual	0	\$ 44.79
201901090	MN Teachers Retirement Associati	3/27/2020	20200327ADTRAC	Payroll accrual	0	\$ 13,777.43
	MN Teachers Retirement Associati	3/27/2020	20200327ADTRAC	Payroll accrual	0	\$ 550.46
	MN Teachers Retirement Associati	3/27/2020	20200327ADTRAC	Payroll accrual	0	\$ 1.15
	MN Teachers Retirement Associati	3/27/2020	20200327ADTRAC	Payroll accrual	0	\$ 43.88
	MN Teachers Retirement Associati	3/27/2020	20200327AFTRAC	Payroll accrual	0	\$ 14,549.02
	MN Teachers Retirement Associati	3/27/2020	20200327AFTRAC	Payroll accrual	0	\$ 581.29
	MN Teachers Retirement Associati	3/27/2020	20200327AFTRAC	Payroll accrual	0	\$ 46.33
	MN Teachers Retirement Associati	3/27/2020	20200327AFTRAC	Payroll accrual	0	\$ 1.22
201901091	Public Employees Retirement Assoc	3/27/2020	20200327ADPERA	Payroll accrual	0	\$ 6,396.08
	Public Employees Retirement Assoc	3/27/2020	20200327ADPERA	Payroll accrual	0	\$ 152.18
	Public Employees Retirement Assoc	3/27/2020	20200327ADPERA	Payroll accrual	0	\$ 656.97
	Public Employees Retirement Assoc	3/27/2020	20200327ADPERA	Payroll accrual	0	\$ 27.06
	Public Employees Retirement Assoc	3/27/2020	20200327AFPERAC	Payroll accrual	0	\$ 7,380.10
	Public Employees Retirement Assoc	3/27/2020	20200327AFPERAC	Payroll accrual	0	\$ 175.59
	Public Employees Retirement Assoc	3/27/2020	20200327AFPERAC	Payroll accrual	0	\$ 758.04
	Public Employees Retirement Assoc	3/27/2020	20200327AFPERAC	Payroll accrual	0	\$ 31.22
201901092	Public Employees Retirement-DCP	3/27/2020	20200327ADDCP	Payroll accrual	0	\$ 42.75
	Public Employees Retirement-DCP	3/27/2020	20200327AFDCP	Payroll accrual	0	\$ 42.75
201901103	Further	3/18/2020	39364186	Employee flex medical and dependent care reimbursement	0	\$ 913.79
	Further	3/18/2020	39364186	Employee flex medical and dependent care reimbursement	0	\$ 225.00
201901104	Further	3/25/2020	39371965	Employee flex medical and dependent care reimbursement	0	\$ 426.62
	Further	3/25/2020	39371965	Employee flex medical and dependent care reimbursement	0	\$ 192.32
201901105	Further	4/1/2020	39379659	Employee flex medical and dependent care reimbursement	0	\$ 2,622.02
	Further	4/1/2020	39379659	Employee flex medical and dependent care reimbursement	0	\$ 1,051.60

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Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				dependent care reimbursement		
201901108	DELTA DENTAL	4/5/2020	2727492	Delta Dental Insurance Bill	0	\$ 1,940.60
	DELTA DENTAL	4/5/2020	2727492	Delta Dental Insurance Bill	0	\$ 4,585.40
201901109	Internal Revenue Service	4/2/2020	20200402ADFICA	Payroll accrual	0	\$ 450.57
	Internal Revenue Service	4/2/2020	20200402ADFICA	Payroll accrual	0	\$ 20.85
	Internal Revenue Service	4/2/2020	20200402ADFICA	Payroll accrual	0	\$ 9.50
	Internal Revenue Service	4/2/2020	20200402ADFTP	Payroll accrual	0	\$ 23.46
	Internal Revenue Service	4/2/2020	20200402ADFTX	Payroll accrual	0	\$ 213.25
	Internal Revenue Service	4/2/2020	20200402ADFTX	Payroll accrual	0	\$ 10.69
	Internal Revenue Service	4/2/2020	20200402ADFTX	Payroll accrual	0	\$ -
	Internal Revenue Service	4/2/2020	20200402ADMDCf	Payroll accrual	0	\$ 105.37
	Internal Revenue Service	4/2/2020	20200402ADMDCf	Payroll accrual	0	\$ 4.87
	Internal Revenue Service	4/2/2020	20200402ADMDCf	Payroll accrual	0	\$ 2.22
	Internal Revenue Service	4/2/2020	20200402AFFICA	Payroll accrual	0	\$ 450.57
	Internal Revenue Service	4/2/2020	20200402AFFICA	Payroll accrual	0	\$ 20.85
	Internal Revenue Service	4/2/2020	20200402AFFICA	Payroll accrual	0	\$ 9.50
	Internal Revenue Service	4/2/2020	20200402AFMDCR	Payroll accrual	0	\$ 105.37
	Internal Revenue Service	4/2/2020	20200402AFMDCR	Payroll accrual	0	\$ 4.87
	Internal Revenue Service	4/2/2020	20200402AFMDCR	Payroll accrual	0	\$ 2.22
201901110	MINNESOTA REVENUE	4/2/2020	20200402ADSITMI	Payroll accrual	0	\$ 105.49
201901110	MINNESOTA REVENUE	4/2/2020	20200402ADSITMI	Payroll accrual	0	\$ 5.20
	MINNESOTA REVENUE	4/2/2020	20200402ADSITMI	Payroll accrual	0	\$ -
201901111	MN Teachers Retirement Associati	4/2/2020	20200402ADTRAC	Payroll accrual	0	\$ 16.53
	MN Teachers Retirement Associati	4/2/2020	20200402AFTRAC	Payroll accrual	0	\$ 17.45
201901112	Public Employees Retirement Assoc	4/2/2020	20200402ADPERA	Payroll accrual	0	\$ 423.32
	Public Employees Retirement Assoc	4/2/2020	20200402ADPERA	Payroll accrual	0	\$ 21.86
	Public Employees Retirement Assoc	4/2/2020	20200402ADPERA	Payroll accrual	0	\$ 9.96
	Public Employees Retirement Assoc	4/2/2020	20200402AFPERAC	Payroll accrual	0	\$ 488.42
	Public Employees Retirement Assoc	4/2/2020	20200402AFPERAC	Payroll accrual	0	\$ 25.22
	Public Employees Retirement Assoc	4/2/2020	20200402AFPERAC	Payroll accrual	0	\$ 11.49
201901113	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSAID	Payroll accrual	0	\$ 53.08
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSASF	Payroll accrual	0	\$ 1,351.95

Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSECC	Payroll accrual	0	\$ 2,631.39
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSFR/	Payroll accrual	0	\$ 2,408.14
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSGR'	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSHO	Payroll accrual	0	\$ 150.51
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSMC	Payroll accrual	0	\$ 181.62
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSSYN	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSVAI	Payroll accrual	0	\$ 3,460.05
	Educator Benefit Consultants, LLC	4/10/2020	20200410ADTSVAI	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSASP	Payroll accrual	0	\$ 361.64
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSECC	Payroll accrual	0	\$ 1,374.66
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSFRA	Payroll accrual	0	\$ 709.95
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSGR\	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSHOI	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSMG	Payroll accrual	0	\$ 141.71
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSSTA	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSVAL	Payroll accrual	0	\$ 1,409.04
	Educator Benefit Consultants, LLC	4/10/2020	20200410AFTSVAL	Payroll accrual	0	\$ 65.39
201901114	Empower Retirement	4/10/2020	20200410ADDEFCC	Payroll accrual	0	\$ 135.00
	Empower Retirement	4/10/2020	20200410ADDEFCC	Payroll accrual	0	\$ 15.00
201901114	Empower Retirement	4/10/2020	20200410ADG-457	Payroll accrual	0	\$ 10.89
	Empower Retirement	4/10/2020	20200410ADG-457	Payroll accrual	0	\$ 20.69
	Empower Retirement	4/10/2020	20200410AFDEFM	Payroll accrual	0	\$ 10.89
	Empower Retirement	4/10/2020	20200410AFDEFM	Payroll accrual	0	\$ 20.69
	Empower Retirement	4/10/2020	20200410AFHCSP	Payroll accrual	0	\$ 2,967.88
	Empower Retirement	4/10/2020	20200410AFHCSP	Payroll accrual	0	\$ 6.92
201901115	Internal Revenue Service	4/10/2020	20200410ADFICA	Payroll accrual	0	\$ 16,329.48
	Internal Revenue Service	4/10/2020	20200410ADFICA	Payroll accrual	0	\$ 586.40
	Internal Revenue Service	4/10/2020	20200410ADFICA	Payroll accrual	0	\$ 585.28
	Internal Revenue Service	4/10/2020	20200410ADFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	4/10/2020	20200410ADFTA	Payroll accrual	0	\$ 10.00

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Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	4/10/2020	20200410ADFTP	Payroll accrual	0	\$ 82.17
	Internal Revenue Service	4/10/2020	20200410ADFTX	Payroll accrual	0	\$ 20,536.26
	Internal Revenue Service	4/10/2020	20200410ADFTX	Payroll accrual	0	\$ 662.88
	Internal Revenue Service	4/10/2020	20200410ADFTX	Payroll accrual	0	\$ 515.92
	Internal Revenue Service	4/10/2020	20200410ADMDCf	Payroll accrual	0	\$ 3,818.96
	Internal Revenue Service	4/10/2020	20200410ADMDCf	Payroll accrual	0	\$ 137.15
	Internal Revenue Service	4/10/2020	20200410ADMDCf	Payroll accrual	0	\$ 136.87
	Internal Revenue Service	4/10/2020	20200410AFFICA	Payroll accrual	0	\$ 16,329.48
	Internal Revenue Service	4/10/2020	20200410AFFICA	Payroll accrual	0	\$ 586.40
	Internal Revenue Service	4/10/2020	20200410AFFICA	Payroll accrual	0	\$ 585.28
	Internal Revenue Service	4/10/2020	20200410AFMDCR	Payroll accrual	0	\$ 3,818.96
	Internal Revenue Service	4/10/2020	20200410AFMDCR	Payroll accrual	0	\$ 137.15
	Internal Revenue Service	4/10/2020	20200410AFMDCR	Payroll accrual	0	\$ 136.87
201901116	MINNESOTA REVENUE	4/10/2020	20200410ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	4/10/2020	20200410ADSITA	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	4/10/2020	20200410ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	4/10/2020	20200410ADSITMI	Payroll accrual	0	\$ 9,749.21
	MINNESOTA REVENUE	4/10/2020	20200410ADSITMI	Payroll accrual	0	\$ 309.49
	MINNESOTA REVENUE	4/10/2020	20200410ADSITMI	Payroll accrual	0	\$ 264.57
	MINNESOTA REVENUE	4/10/2020	20200410ADSITP	Payroll accrual	0	\$ 12.00
201901117	MN Teachers Retirement Associati	4/10/2020	20200410ADTRAC	Payroll accrual	0	\$ 13,652.18
	MN Teachers Retirement Associati	4/10/2020	20200410ADTRAC	Payroll accrual	0	\$ 542.48
	MN Teachers Retirement Associati	4/10/2020	20200410ADTRAC	Payroll accrual	0	\$ 72.15
	MN Teachers Retirement Associati	4/10/2020	20200410AFTRAC	Payroll accrual	0	\$ 14,416.77
	MN Teachers Retirement Associati	4/10/2020	20200410AFTRAC	Payroll accrual	0	\$ 572.86
201901117	MN Teachers Retirement Associati	4/10/2020	20200410AFTRAC	Payroll accrual	0	\$ 76.19
201901118	Public Employees Retirement Assoc	4/10/2020	20200410ADPERA	Payroll accrual	0	\$ 6,015.64
	Public Employees Retirement Assoc	4/10/2020	20200410ADPERA	Payroll accrual	0	\$ 147.97
	Public Employees Retirement Assoc	4/10/2020	20200410ADPERA	Payroll accrual	0	\$ 611.10
	Public Employees Retirement Assoc	4/10/2020	20200410AFPERAC	Payroll accrual	0	\$ 6,941.12
	Public Employees Retirement Assoc	4/10/2020	20200410AFPERAC	Payroll accrual	0	\$ 170.73
	Public Employees Retirement Assoc	4/10/2020	20200410AFPERAC	Payroll accrual	0	\$ 705.13
201901119	Public Employees Retirement-DCP	4/10/2020	20200410ADDCP	Payroll accrual	0	\$ 24.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Public Employees Retirement-DCP	4/10/2020	20200410AFDCP	Payroll accrual	0	\$ 24.00
201901120-	BMO	4/3/2020		See Detail Report		
201901212	BMO				0	\$ 20,089.53
TOTAL						\$ 943,268.49

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	03/11/2020	5807	HUMBELAU002	Humbert Laurie A	U Of M-Cehd Ed Tech In, 6126263		03/26/2020		Invoiced	A	190.67
	2	FES Curriculum			1302000245	Missy's C/C00000	04/03/2020	190.67			
XXXXXXXXXXXX8327	03/02/2020	5808	HEISSVIC000	Heiss Victoria L	Holiday Inn Express Ro, 6512947	HOLIDAY 001	03/26/2020		Invoiced	A	421.64
	1	BOYS' STATE SWIM MEET STEVE JOSLYN				Tim's C/C00000	04/03/2020	421.64			
	03/02/2020	5809	HEISSVIC000	Heiss Victoria L	Holiday Inn Express Ro, 6512947	HOLIDAY 001	03/26/2020		Invoiced	A	432.68
	1	BOYS' STATE SWIM MEET STEVE JOSLYN				Tim's C/C00000	04/03/2020	432.68			
	03/02/2020	5810	HEISSVIC000	Heiss Victoria L	Holiday Inn Express Ro, 6512947	HOLIDAY 001	03/26/2020		Invoiced	A	421.64
	1					Tim's C/C00000	04/03/2020	421.64			
											3 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==> 1,275.96
XXXXXXXXXXXX8335	03/25/2020	5818	SteelEug000	Steele Eugene L	Northern Lumber Yard I, Intl Fa	NORTHERN005	03/26/2020		Invoiced	A	15.56
	2	Transportation			8102000024	Gene's C/C00000	04/03/2020	15.56			
	03/20/2020	5815	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/26/2020		Invoiced	A	515.16
	2	Misc. transportation parts			7602000003	Gene's C/C00001	04/03/2020	515.16			
	03/20/2020	5816	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/26/2020		Invoiced	A	515.16
	2	Misc. transportation parts			7602000003	Gene's C/C00002	04/03/2020	515.16			
	03/20/2020	5817	SteelEug000	Steele Eugene L	Auto Value International, Interna	AUTO VAL000	03/26/2020		Invoiced	A	36.96
	2	Misc. transportation parts (Blanket)			7602000002	Gene's C/C00003	04/03/2020	36.96			
	03/16/2020	5814	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/26/2020		Invoiced	A	47.98
	2	Misc. transportation parts			7602000003	Gene's C/C00004	04/03/2020	47.98			
	03/13/2020	5813	SteelEug000	Steele Eugene L	Auto Value International, Interna	AUTO VAL000	03/26/2020		Invoiced	A	287.98
	2	Misc. transportation parts (Blanket)			7602000002	Gene's C/C00005	04/03/2020	287.98			
	03/12/2020	5812	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/26/2020		Invoiced	A	184.87
	2	Misc. transportation parts			7602000003	Gene's C/C00006	04/03/2020	184.87			
	03/10/2020	5811	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	03/26/2020		Invoiced	A	70.18
	2	Transportation			8102000011	Gene's C/C00007	04/03/2020	70.18			
	03/02/2020	5819	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/26/2020		Invoiced	A	-66.96
	2	Misc. transportation parts			7602000003	Gene's C/C00008	04/03/2020	-66.96			
											9 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==> 1,606.89
XXXXXXXXXXXX7362	03/26/2020	5892			Fredpryor Careertrack, 800-5563		03/30/2020		Invoiced	A	499.00
	2	Subscription to webinar series, payroll and mi			1102000028	Stacy's C/C00000	04/03/2020	499.00			
	03/20/2020	5822			Paul Bunyan Communicat, 2184441	PAUL BUN000	03/26/2020		Invoiced	A	650.00
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5			6052000003	Stacy's C/C00001	04/03/2020	650.00			
	03/20/2020	5823			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	03/26/2020		Invoiced	A	85.00
	2	Internet at Bus Garage				Stacy's C/C00002	04/03/2020	85.00			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX7362	continued...										
	03/20/2020	5824			Ferrellgas L P, 800-8747699, MO	FERRELLG000	03/26/2020		Invoiced	A	329.96
	1	Arena; Propane for Zamboni		Stacy's C/C00003	04/03/2020	329.96					
	03/18/2020	5821			Usps.Com Postal Store, 800-275-	POSTMAST000	03/26/2020		Invoiced	A	1,967.65
	1	Postage Paid District Envelops		Stacy's C/C00004	04/03/2020	1,967.65					
	03/11/2020	5820			Innovative Office Solu, 9528089	INNOVATI000	03/26/2020		Invoiced	A	102.30
	2	Business Office Supplies PO #1102000026		Stacy's C/C00005	04/03/2020	102.30					
					6 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>						3,633.91
XXXXXXXXXXXX7124	03/23/2020	5852	BLESIMIC000	Blesi Michael E	Holiday Stations 0380, Internat		03/26/2020		Invoiced	A	21.56
	2	Apple Lighting Cable for Ipad.		6052000109	Mike's C/C00000	04/03/2020	21.56				
	03/20/2020	5851	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	03/26/2020		Invoiced	A	680.00
	2	Lot of 18 (120GB) SSD Drives to upgrade older		6052000107	Mike's C/C00001	04/03/2020	680.00				
	03/05/2020	5850	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	42.06
	2	HDMI Cable and Adapter		6052000108	Mike's C/C00002	04/03/2020	42.06				
	03/03/2020	5849	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	03/26/2020		Invoiced	A	36.00
	2	4GB Laptop Memory Module.		6052000106	Mike's C/C00003	04/03/2020	36.00				
					4 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>						779.62
XXXXXXXXXXXX7132	03/18/2020	5856	ANDERJER000	Anderson Jeremy R	Auto Value Internation, Interna	AUTO VAL000	03/26/2020		Invoiced	A	13.98
	2	Misc. transportation parts (Blanket)		7602000002	Jeremy's C/C00000	04/03/2020	13.98				
	03/18/2020	5857	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	03/26/2020		Invoiced	A	50.69
	2	Transportation		8102000024	Jeremy's C/C00001	04/03/2020	50.69				
	03/09/2020	5854	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	03/26/2020		Invoiced	A	17.68
	2	Transportation		8102000024	Jeremy's C/C00002	04/03/2020	17.68				
	03/09/2020	5855	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	03/26/2020		Invoiced	A	15.76
	2	Transportation		8102000011	Jeremy's C/C00003	04/03/2020	15.76				
	03/06/2020	5853	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	03/26/2020		Invoiced	A	54.31
	2	Transportation		8102000011	Jeremy's C/C00004	04/03/2020	54.31				
	03/02/2020	5858	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	03/26/2020		Invoiced	A	22.96
	2	Transportation		8102000011	Jeremy's C/C00005	04/03/2020	22.96				
					6 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>						175.38
XXXXXXXXXXXX5747	03/16/2020	5806	GROVEKEV000	Grover Kevin K	Marriott Minneapolis N, Brookly		03/26/2020		Invoiced	A	480.78
	1			Kevin's C/C00000	04/03/2020	480.78					
	03/06/2020	5805	GROVEKEV000	Grover Kevin K	Best Western Plus Cap, St. Paul	BEST WES000	03/26/2020		Invoiced	A	159.33
	1			Kevin's C/C00001	04/03/2020	159.33					

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX5747	continued...										
	03/04/2020	5803	GROVEKEV000	Grover Kevin K	Peddlers Pub/Cr Event, Saint Pa		03/26/2020		Invoiced	A	13.68
	1					Kevin's C/C00000	04/03/2020	13.68			
	03/04/2020	5804	GROVEKEV000	Grover Kevin K	Holiday Stations 0253, Forest L		03/26/2020		Invoiced	A	20.50
	1					Kevin's C/C00000	04/03/2020	20.50			
					4 transaction(s) for XXXXXXXXXXXXX5747. Total Amount ==>						674.29
XXXXXXXXXXXX7648	03/19/2020	5862	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		03/26/2020		Invoiced	A	-402.92
	1					Beth's C/C00000	04/03/2020	-402.92			
	03/19/2020	5863	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		03/26/2020		Invoiced	A	-402.92
	1					Beth's C/C00000	04/03/2020	-402.92			
	03/19/2020	5864	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		03/26/2020		Invoiced	A	-201.46
	1					Beth's C/C00000	04/03/2020	-201.46			
	03/19/2020	5865	SLATIBET000	Slatinski BethAnne K	Ruttgers Bay Lake Lodg, Deerwoo		03/26/2020		Invoiced	A	-201.46
	1					Beth's C/C00000	04/03/2020	-201.46			
	03/11/2020	5860	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	03/26/2020		Invoiced	A	66.70
	2	Youth Leadership Academy			7902000088	Beth's C/C00001	04/03/2020	66.70			
	03/11/2020	5861	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/26/2020		Invoiced	A	12.00
	2	12b (Youth Leadership Academy)			7902000086	Beth's C/C00002	04/03/2020	12.00			
	03/06/2020	5859	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	83.14
	2	Youth Group Refreshments (12h)			7902000087	Beth's C/C00003	04/03/2020	83.14			
					7 transaction(s) for XXXXXXXXXXXXX7648. Total Amount ==>						-1,046.92
XXXXXXXXXXXX2314	03/27/2020	5895	OLSONKAR000	Olson-Line Karla A	County Mkt. #574, International	COUNTY M000	03/30/2020		Invoiced	A	9.95
	1	Supplies for class				Karla's C/C00000	04/03/2020	9.95			
	03/25/2020	5875	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	42.30
	1	Supplies				Karla's C/C00001	04/03/2020	42.30			
	03/23/2020	5874	OLSONKAR000	Olson-Line Karla A	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	39.80
	1	Supplies				Karla's C/C00002	04/03/2020	39.80			
	03/18/2020	5873	OLSONKAR000	Olson-Line Karla A	Battalion Distributing, Intl Fa	BATTALIO000	03/26/2020		Invoiced	A	30.65
	1					Karla's C/C00003	04/03/2020	30.65			
	03/13/2020	5872	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	34.42
	1	Supplies for class				Karla's C/C00001	04/03/2020	34.42			
	03/12/2020	5871	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Bg3jw8203, Amzn.Co	AMAZON B000	03/26/2020		Invoiced	A	37.07
	2	Klever Innovations KCJ-1Y Safety Cutter, Advan			2502000019	Karla's C/C00004	04/03/2020	16.82			
	3	Klever Cutter (10 - Pack, Blue)			2502000019	Karla's C/C00004	04/03/2020	20.25			
	03/10/2020	5870	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	86.63
	1	Supplies for class				Karla's C/C00001	04/03/2020	86.63			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX2314	continued...										
	03/09/2020	5869	OLSONKAR000	Olson-Line Karla A	County Mkt. #574, International	COUNTY M000	03/26/2020		Invoiced	A	31.46
	1	Supplies for class			Karla's C/C00000	04/03/2020	31.46				
	03/05/2020	5868	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	20.31
	1	Supplies for class			Karla's C/C00001	04/03/2020	20.31				
	03/04/2020	5867	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	134.40
	1	Supplies for class			Karla's C/C00001	04/03/2020	134.40				
	03/02/2020	5866	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	9.99
	1	Supplies for class			Karla's C/C00001	04/03/2020	9.99				
					11 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>						476.98
XXXXXXXXXXXX2322	03/13/2020	5877	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	89.34
	2	MISC SUPPLIES GEORGE MCDONALD			2552000005 George's C/C00000	04/03/2020	89.34				
	03/05/2020	5876	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	03/26/2020		Invoiced	A	28.04
	2	BLANKET PO GEORGE MCDONALD			2552000011 George's C/C00001	04/03/2020	28.04				
					2 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>						117.38
XXXXXXXXXXXX3600	03/24/2020	5790	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ce65t6y93, Amzn.Co	AMAZON B000	03/26/2020		Invoiced	A	640.88
	1				Laurie's C/C00000	04/03/2020	640.88				
	03/23/2020	5788	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/26/2020		Invoiced	A	161.50
	2	ENVELOPE,CLSP,10X13,BN32#			1302000253 Laurie's C/C00001	04/03/2020	161.50				
	03/23/2020	5789	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/26/2020		Invoiced	A	112.72
	2	ENVELOPE,CLSP,10X13,28#BN			1302000250 Laurie's C/C00002	04/03/2020	59.20				
	3	MARKER,SHARPE FN,36/PK,BK			1302000250 Laurie's C/C00002	04/03/2020	53.52				
	03/20/2020	5787	HUMBELAU002	Humbert Laurie A	Teacherspayteachers.Co, 6465880	TEACHERS007	03/26/2020		Invoiced	A	109.26
	1				Laurie's C/C00003	04/03/2020	109.26				
	03/17/2020	5786	HUMBELAU002	Humbert Laurie A	Stumps, 8003485084, IN, 46802,	STUMPS 000	03/26/2020		Invoiced	A	553.09
	2				Laurie's C/C00004	04/03/2020	553.09				
	03/16/2020	5785	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/26/2020		Invoiced	A	530.66
	2	STAPLER,FLT,CLNCH,STND,BK			1302000242 Laurie's C/C00005	04/03/2020	34.66				
	3	PENCIL,#2,UNIVERSAL			1302000242 Laurie's C/C00005	04/03/2020	16.56				
	4	MARKER,CLASSIC,BROAD,8/ST			1302000242 Laurie's C/C00005	04/03/2020	30.90				
	5	PAD,12 FANFOLD 3X3,YW			1302000242 Laurie's C/C00005	04/03/2020	104.16				
	6	NOTE,CUBE 2X2 400SH3PK,NE			1302000242 Laurie's C/C00005	04/03/2020	95.16				
	7	INDEX,BNDR,LTR5TAB,6ST/PK			1302000242 Laurie's C/C00005	04/03/2020	47.40				
	8	BATTERY,COPPRTP,AAA,24/BX			1302000242 Laurie's C/C00005	04/03/2020	62.32				
	9	TAPE,MASKING,1"X60YD			1302000242 Laurie's C/C00005	04/03/2020	139.50				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600		continued...									
	03/13/2020	5783	HUMBELAU002	Humbert Laurie A	Amzn Mktp US A06q83ka3, Amzn.Co	AMAZON B000	03/26/2020		Invoiced	A	12.34
	1					Laurie's C/C00000	04/03/2020	12.34			
	03/13/2020	5784	HUMBELAU002	Humbert Laurie A	Kiwico, Inc., Ca, CA, 95014, US	KIWI CO 000	03/26/2020		Invoiced	A	149.95
	2					Laurie's C/C00006	04/03/2020	149.95			
	03/12/2020	5782	HUMBELAU002	Humbert Laurie A	Tot Andersons, 800-328-9650, MN	ANDERSON003	03/26/2020		Invoiced	A	-74.99
	2					Laurie's C/C00007	04/03/2020	-74.99			
	03/11/2020	5780	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ho9bo81i3, Amzn.Co	AMAZON B000	03/26/2020		Invoiced	A	489.93
	1					Laurie's C/C00000	04/03/2020	489.93			
	03/11/2020	5781	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/26/2020		Invoiced	A	201.62
	1					Laurie's C/C00008	04/03/2020	201.62			
	03/09/2020	5779	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Uh1uz4b93, Amzn.Co	AMAZON B000	03/26/2020		Invoiced	A	29.49
	2					Laurie's C/C00000	04/03/2020	29.49			
	03/05/2020	5778	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	03/26/2020		Invoiced	A	48.50
	2	Supplies @ FES PBIS Staff of the Month			1302000238	Laurie's C/C00009	04/03/2020	48.50			
	03/03/2020	5776	HUMBELAU002	Humbert Laurie A	Institute For Educatio, 800-260		03/26/2020		Invoiced	A	279.00
	1					Laurie's C/C00010	04/03/2020	279.00			
	03/03/2020	5777	HUMBELAU002	Humbert Laurie A	Institute For Educatio, 800-260		03/26/2020		Invoiced	A	279.00
	2					Laurie's C/C00010	04/03/2020	279.00			
	02/28/2020	5791	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	17.17
	1					Laurie's C/C00011	04/03/2020	17.17			
	02/28/2020	5792	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/26/2020		Invoiced	A	295.79
	2	SHARPENER, PENCIL, ELEC, BK			1302000225	Laurie's C/C00012	04/03/2020	60.90			
	3	GUIDE, CARD 3X5 A-Z, AST			1302000225	Laurie's C/C00012	04/03/2020	13.80			
	4	CLEANER, WHITE BOARD, 8OZ			1302000225	Laurie's C/C00012	04/03/2020	37.08			
	5	PEN, BLPT, RSVP, MED, VL			1302000225	Laurie's C/C00012	04/03/2020	15.74			
	6	PAPER, LASER, 250SH, 65#, BRW			1302000225	Laurie's C/C00012	04/03/2020	44.60			
	7	PAPER, CNST, 9X12, 50PK, BK			1302000225	Laurie's C/C00012	04/03/2020	8.52			
	8	PAPER, CNST, 9X12, 50PK, EVG			1302000225	Laurie's C/C00012	04/03/2020	8.28			
	9	PAPER, CNST, 9X12, 50PK, BRG			1302000225	Laurie's C/C00012	04/03/2020	8.28			
	10	PAPER, CNST, 9X12, 50PK, LGN			1302000225	Laurie's C/C00012	04/03/2020	8.28			
	11	PAPER, CNST, 9X12, 50PK, YW			1302000225	Laurie's C/C00012	04/03/2020	8.28			
	12	PAPER, CNST, 12X18, 50PK, YW			1302000225	Laurie's C/C00012	04/03/2020	15.72			
	13	PAPER, CNST, 12X18, 50PK, WE			1302000225	Laurie's C/C00012	04/03/2020	17.40			
	14	PAPER, CNST, 9X12, 50PK, WE			1302000225	Laurie's C/C00012	04/03/2020	8.28			
	15	PAPER, CNST, 9X12, 50PK, VL			1302000225	Laurie's C/C00012	04/03/2020	8.28			
	16	THUMB TACK, ST1, 3/8", 100BX			1302000225	Laurie's C/C00012	04/03/2020	2.76			
	17	TAPE, SEALING, HI-PERF, 2", C			1302000225	Laurie's C/C00012	04/03/2020	22.63			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX3600 continued...											
18	ADHESIVE,MOUNTING,PUTTY	1302000225	Laurie's C/C00012	04/03/2020	6.96						
17 transaction(s) for XXXXXXXXXXXX3600. Total Amount =====>											3,835.91
XXXXXXXXXXXX2606	03/26/2020	5893	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/30/2020		Invoiced	A	35.45
2	FHS blanket	8102000009	Tom's C/C00000	04/03/2020	35.45						
03/26/2020	5894	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	03/30/2020		Invoiced	A	878.84	
2	DAL 4778 60" STIRRUP FIBERGLASS12CA YELLOW WET	8102000100	Tom's C/C00002	04/03/2020	37.80						
3	CP LBR4046X4B BLACK 100CA40X46 1.7M ROLL CAN L	8102000100	Tom's C/C00002	04/03/2020	66.08						
4	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN	8102000100	Tom's C/C00002	04/03/2020	174.44						
5	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE	8102000100	Tom's C/C00002	04/03/2020	250.05						
6	SPEC SLRS385815K BLACK 100CA38X58 1.5M ROLL CA	8102000100	Tom's C/C00002	04/03/2020	104.79						
7	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA	8102000100	Tom's C/C00002	04/03/2020	154.56						
8	shipping		Tom's C/C00001	04/03/2020	91.12						
03/25/2020	5837	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	03/26/2020		Invoiced	A	718.90	
2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER	8102000101	Tom's C/C00003	04/03/2020	332.28						
3	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA	8102000101	Tom's C/C00003	04/03/2020	128.80						
4	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE	8102000101	Tom's C/C00003	04/03/2020	166.70						
5	shipping		Tom's C/C00001	04/03/2020	91.12						
03/25/2020	5838	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	03/26/2020		Invoiced	A	839.03	
2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER	8102000104	Tom's C/C00004	04/03/2020	664.56						
3	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE	8102000104	Tom's C/C00004	04/03/2020	83.35						
4	Shipping		Tom's C/C00001	04/03/2020	91.12						
03/24/2020	5836	HOLT THO000	Holt Thomas T	Puraqua Products Inc, Rock Hill		03/26/2020		Invoiced	A	413.48	
2	Hayward chlorine pump and motor	8102000106	Tom's C/C00005	04/03/2020	366.58						
3	shipping	8102000106	Tom's C/C00005	04/03/2020	46.90						
03/20/2020	5835	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	14.99	
2	Transportation Blanket	8102000009	Tom's C/C00006	04/03/2020	14.99						
03/18/2020	5831	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	181.60	
2	FHS blanket	8102000009	Tom's C/C00007	04/03/2020	181.60						
03/18/2020	5832	HOLT THO000	Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	03/26/2020		Invoiced	A	182.19	
2	Pressure washer hose	7602000017	Tom's C/C00009	04/03/2020	183.19						
3	discount		Tom's C/C00008	04/03/2020	-1.00						
03/18/2020	5833	HOLT THO000	Holt Thomas T	Amzn Mktp US Dalr603n3, Amzn.Co	AMAZON B000	03/26/2020		Invoiced	A	189.98	
2	2 pcs Package Retractable Wall Barriers, 156"	8102000103	Tom's C/C00010	04/03/2020	189.98						
03/18/2020	5834	HOLT THO000	Holt Thomas T	Amzn Mktp US Cj8aa84v3, Amzn.Co	AMAZON B000	03/26/2020		Invoiced	A	17.87	
2	Office Desk Name Plate or Door Sign 2x8 - Lase	8102000103	Tom's C/C00011	04/03/2020	5.99						
3	Name Plate Choose Color 2 x 8 - Laser Engraved	8102000103	Tom's C/C00011	04/03/2020	5.99						

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	4	Shipping - Cost of shipping, not including shi			8102000103	Tom's C/C00011	04/03/2020	5.89			
	03/09/2020	5829	HOLT	THO000 Holt Thomas T	Edge Resort & Waterpar, 8007777			03/26/2020	Invoiced	A	180.72
	1	Hotel cost for Cory To take pool training				Tom's C/C00012	04/03/2020	180.72			
	03/09/2020	5830	HOLT	THO000 Holt Thomas T	Amzn Mktp US Jt4o06ah3, Amzn.Co	AMAZON B000	03/26/2020		Invoiced	A	27.58
	2	NORLAKE 015124 Dr Cartridge Assembly with Tab			8102000098	Tom's C/C00013	04/03/2020	21.08			
	3	Shipping - Cost of shipping, not including shi			8102000098	Tom's C/C00013	04/03/2020	6.50			
	03/03/2020	5828	HOLT	THO000 Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	03/26/2020		Invoiced	A	262.40
	2	3M full face respirator			8102000097	Tom's C/C00014	04/03/2020	154.06			
	3	Combo cartridge			8102000097	Tom's C/C00014	04/03/2020	108.34			
	02/28/2020	5839	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	27.87
	2	FHS blanket			8102000009	Tom's C/C00015	04/03/2020	27.87			
	02/28/2020	5840	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	03/26/2020		Invoiced	A	432.27
	1	FES; Cleaning Wipes (PO#1302000224)				Tom's C/C00001	04/03/2020	432.27			
					15 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>						4,403.17
XXXXXXXXXXXX5690	03/13/2020	5797	HEISSVIC000	Heiss Victoria L	Flinn Scientific Inc, 800-452-1	FLINN 000	03/26/2020		Invoiced	A	286.84
	2	DENSITY CUBE SET			2602000007	Vicki's C/C00000	04/03/2020	144.80			
	3	ALLIGATOR CORDS			2602000007	Vicki's C/C00000	04/03/2020	107.00			
	4	SHIPPING & HANDLING			2602000007	Vicki's C/C00000	04/03/2020	35.04			
	03/11/2020	5794	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	51.96
	2	MISC SUPPLIES GEORGE MCDONALD			2552000005	Vicki's C/C00001	04/03/2020	51.96			
	03/11/2020	5795	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	56.05
	1	Hemstad Science Supplies				Vicki's C/C00002	04/03/2020	56.05			
	03/11/2020	5796	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	-56.05
	1	Hemstad Science Supplies (Return)				Vicki's C/C00002	04/03/2020	-56.05			
	03/09/2020	5793	HEISSVIC000	Heiss Victoria L	Paypal Pfd A Com, 4029357733, Q		03/26/2020		Invoiced	A	293.75
	1	LIFE JACKET HEIDI THOMPSON				Vicki's C/C00003	04/03/2020	293.75			
					5 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>						632.55
XXXXXXXXXXXX6650	03/02/2020	5881	JORGELOR000	Jorgenson Lori R	Grand Forks Hampton In, Grand F		03/26/2020		Invoiced	A	282.00
	1					Lori's C/C00000	04/03/2020	282.00			
	03/02/2020	5882	JORGELOR000	Jorgenson Lori R	Grand Forks Hampton In, Grand F		03/26/2020		Invoiced	A	282.00
	1					Lori's C/C00000	04/03/2020	282.00			
	03/02/2020	5883	JORGELOR000	Jorgenson Lori R	Grand Forks Hampton In, Grand F		03/26/2020		Invoiced	A	389.94
	1					Lori's C/C00000	04/03/2020	389.94			
	03/02/2020	5884	JORGELOR000	Jorgenson Lori R	Grand Forks Hampton In, Grand F		03/26/2020		Invoiced	A	282.00
	1					Lori's C/C00000	04/03/2020	282.00			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX6650	continued...										
	03/02/2020	5885	JORGELOR000	Jorgenson Lori R	Grand Forks Hampton In, Grand F		03/26/2020		Invoiced	A	282.00
	1					Lori's C/C00000	04/03/2020	282.00			
	03/02/2020	5886	JORGELOR000	Jorgenson Lori R	Alerus Center, Grand Forks, ND,		03/26/2020		Invoiced	A	300.00
	1					Lori's C/C00000	04/03/2020	300.00			
									6 transaction(s) for XXXXXXXXXXXXX6650. Total Amount ==>		1,817.94
XXXXXXXXXXXX8814	03/25/2020	5802	HEISSVIC000	Heiss Victoria L	Mn Assn Child Mh, 6516447333, M		03/26/2020		Invoiced	A	200.00
	2	LAURIE YOUSO CHILDREN'S MENTAL HEALTH CONF.				FHS Trav C/C00000	04/03/2020	200.00			
	03/16/2020	5798	HEISSVIC000	Heiss Victoria L	Timberlake Lodge & Hot, Grand R		03/26/2020		Invoiced	A	119.76
	1	TIMBERLAKE LODGE QUIZ BOWL TOM VOLL0M				FHS Trav C/C00000	04/03/2020	119.76			
	03/16/2020	5799	HEISSVIC000	Heiss Victoria L	Timberlake Lodge & Hot, Grand R		03/26/2020		Invoiced	A	130.75
	1	TIMBERLAKE LODGE QUIZ BOWL TOM VOLL0M				FHS Trav C/C00000	04/03/2020	130.75			
	03/16/2020	5800	HEISSVIC000	Heiss Victoria L	Timberlake Lodge & Hot, Grand R		03/26/2020		Invoiced	A	130.75
	1	TIMBERLAKE LODGE QUIZ BOWL TOM VOLL0M				FHS Trav C/C00000	04/03/2020	130.75			
	03/16/2020	5801	HEISSVIC000	Heiss Victoria L	Timberlake Lodge & Hot, Grand R		03/26/2020		Invoiced	A	130.75
	1	TIMBERLAKE LODGE QUIZ BOWL TOM VOLL0M				FHS Trav C/C00000	04/03/2020	130.75			
									5 transaction(s) for XXXXXXXXXXXXX8814. Total Amount ==>		712.01
XXXXXXXXXXXX8848	03/02/2020	5825	HOLT THO000	Holt Thomas T	Cenex Superpum09905654, Crookst		03/26/2020		Invoiced	A	47.39
	1	Fuel, Swimming				Fuel C/C's00000	04/03/2020	47.39			
XXXXXXXXXXXX8855	03/02/2020	5827	HOLT THO000	Holt Thomas T	Holiday Stations 0258, Pine Cit		03/26/2020		Invoiced	A	39.36
	1	Swimming Fuel				Fuel C/C's00000	04/03/2020	39.36			
	02/28/2020	5826	HOLT THO000	Holt Thomas T	Holiday Stations 3532, Rosevill		03/26/2020		Invoiced	A	52.36
	1	Swimming fuel				Fuel C/C's00000	04/03/2020	52.36			
									2 transaction(s) for XXXXXXXXXXXXX8855. Total Amount ==>		91.72
XXXXXXXXXXXX8863	03/12/2020	5844	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	25.98
	2	FHS blanket			8102000009	FHS Cust C/C00000	04/03/2020	25.98			
	03/12/2020	5845	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	03/26/2020		Invoiced	A	15.03
	2	FHS			8102000011	FHS Cust C/C00001	04/03/2020	15.03			
	03/11/2020	5843	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	30.15
	2	FHS blanket			8102000009	FHS Cust C/C00002	04/03/2020	30.15			
	03/09/2020	5842	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	17.90
	2	FHS blanket			8102000009	FHS Cust C/C00003	04/03/2020	17.90			
	03/06/2020	5841	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	15.92
	2	FHS blanket			8102000009	FHS Cust C/C00004	04/03/2020	15.92			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt				Amount
XXXXXXXXXXXX8863	continued...										
	02/28/2020	5846	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	25.48
	2	FHS blanket			8102000009	FHS Cust C/C00005	04/03/2020				25.48
									6 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>		130.46
XXXXXXXXXXXX9069	03/12/2020	5891	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	9.57
	1	FES; Food for Meal				FES Cafe C/C00000	04/03/2020				9.57
	03/09/2020	5890	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	03/26/2020		Invoiced	A	12.99
	1	FES; Food for Meal Service				FES Cafe C/C00000	04/03/2020				12.99
									2 transaction(s) for XXXXXXXXXXXX9069. Total Amount ==>		22.56
XXXXXXXXXXXX7691	03/20/2020	5848	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	35.56
	2	FHS blanket			8102000009	FES Cust C/C00000	04/03/2020				35.56
	03/12/2020	5847	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	28.85
	2	FES blanket			8102000009	FES Cust C/C00001	04/03/2020				28.85
									2 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>		64.41
XXXXXXXXXXXX9022	03/26/2020	5896	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	03/30/2020		Invoiced	A	68.11
	2	DAVE OLSON BLANKET PO			2552000000	Dave's C/C00000	04/03/2020				68.11
	03/12/2020	5880	OLSONDAV000	Olson David W	McEnglevan Industrial, 217-4460		03/26/2020		Invoiced	A	75.61
	2	BLANKET PO REPAIR PARTS FOR FOUNDRY FURNACE			2552000012	Dave's C/C00001	04/03/2020				75.61
	03/09/2020	5879	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	34.29
	2	DAVE OLSON BLANKET PO			2552000000	Dave's C/C00002	04/03/2020				34.29
	03/05/2020	5878	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	03/26/2020		Invoiced	A	47.76
	2	DAVE OLSON BLANKET PO			2552000000	Dave's C/C00003	04/03/2020				47.76
									4 transaction(s) for XXXXXXXXXXXX9022. Total Amount ==>		225.77
XXXXXXXXXXXX8122	03/16/2020	5888	MCGONDAN000	McGonigle Daniel	City Drug 00949537, Internation	CITY DRU000	03/26/2020		Invoiced	A	15.53
	1	Latex gloves for lifeguard swimming course				Dan's C/C00000	04/03/2020				15.53
	03/16/2020	5889	MCGONDAN000	McGonigle Daniel	City Drug 00949537, Internation	CITY DRU000	03/26/2020		Invoiced	A	-4.14
	1	Purchased non-latex gloves when latex were nee				Dan's C/C00000	04/03/2020				-4.14
	03/12/2020	5887	MCGONDAN000	McGonigle Daniel	American Red Cross, 800-733-276		03/26/2020		Invoiced	A	210.09
	2	Lanyards for lifeguard classes			5002000074	Dan's C/C00002	04/03/2020				15.92
	3	Lifeguard hip pack w/seal quick mask/whistle			5002000074	Dan's C/C00002	04/03/2020				184.00
	4	Shipping				Dan's C/C00001	04/03/2020				10.17
									3 transaction(s) for XXXXXXXXXXXX8122. Total Amount ==>		221.48
									121 transaction(s). Total Amount ==>		20,089.53

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**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)

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

**BOARD POLICY 103
Complaints – Students, Employees, Parents, Other Persons**

Adopted ___ By Reference _____

Revised ___ February 2020 _____

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party

concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

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

**BOARD POLICY 104
School District Mission Statement**

Adopted ___ By Reference ___

Revised ___ February 2020 ___

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

~~To prepare every learner for a changing world by developing their maximum potential within a climate of mutual respect and trust.~~

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.

IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010 to 3501.0180

Minn. Rule Parts 3501.0200-3501.0270
~~Minn. Stat § 123.972 (School District Policy)~~

Cross References:

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

**BOARD POLICY 201
Legal Status of the School Board**

Adopted ___ By Reference ___

Revised ___ 2015 ___

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.

- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers and employees.
- F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (general powers)
Minn. Stat. § 123B.09 (school board powers)
Minn. Stat. § 123B.14 (school district officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

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

**BOARD POLICY 202
School Board Officers**

Adopted ___ By Reference _____

Revised ___ February 2020 _____

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

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide

and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.

- b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before ~~October 10~~ **September 30 of each year**, an attested copy of the clerk's record, showing the amount of ~~money proposed property tax~~ voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;

- c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
- d. superintend school grading practices and examinations for promotions;
- e. make reports required by the commissioner; and
- f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (finance)
Minn. Stat. § 123B.14 (officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

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

**BOARD POLICY 203
Operation of the School Board – Governing Rules**

Adopted___By Reference_____

Revised___February 2020_____

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A and B above.

[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. § Ch. 13D (Open Meeting Law)
 Minn. Stat. § 123B.09, Subds. 6, 7 and 10 (School Board Matters)
 Minn. Stat. § 123B.14 (Officers)
 ~~Minn. Stat. Ch. 13D (Open Meeting Law)~~

Cross References:

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

**BOARD POLICY 203.1
School Board Procedures; Rules of Order**

Adopted ___ By Reference _____

Revised ___ February 2020 _____

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.

- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
 - D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
 - E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
 - F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
 - G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
 - H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
 - I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
 - J. The order in which names will be called for roll call votes will be determined by the school board.
- [Note: The school board may choose to include in the policy a method of calling the roll.]*
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
 - L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
 - M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exceptions to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

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

**BOARD POLICY 203.2
Order of the Regular School Board Meeting**

Adopted ___ By Reference _____

Revised ___ February 2020 _____

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Open forum.
4. Approval of prior meeting minutes.
5. Authorization of accounts payable.
6. Consent agenda(s).
7. Action items.
8. Administrative reports.
9. Adjournment.

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

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

**BOARD POLICY 400
Substitute Pay Policy**

Adopted ___ By Reference ___

Revised ___ October 17, 2017 ___

Amended: November 19, 2007; March 19, 2012; May, 2014; August 19, 2019

1. All substitute teachers, before being employed, must have approval by the Superintendent. A file will be maintained on each teacher at the District Office.
2. All substitute teachers must have a valid teaching license on file. A graduate with a teaching degree may start substituting with evidence of a pending license. A substitute without a teaching degree shall be allowed to substitute upon provision of a short-call license to the district.
3. The principal should use overall judgment on the assignment of a substitute teacher in order to place the most effective person in a given situation.
4. The general criteria for assigning a substitute teacher are:
 - A. First, be licensed in the subject area if possible
 - B. Second, be licensed as a teacher
 - C. Third, be licensed as a Limited Permit/Short-call Substitute as determined and regulated by the Department of Education.
5. Payment for full day substitute teachers is as set by the School Board with rates effective September 1, 2014 to be:
 - A. FULL DAY – ELEMENTARY OR SECONDARY
 - a. ~~\$110~~ 120 per full day
 - B. LESS THAN FULL DAY – ELEMENTARY OR SECONDARY
 - a. Less than full day shall be pro-rated on a per-minute basis, i.e. ~~\$110~~ 120/total minutes

Full Day is based on an 8:120 to 3:530 duty less ~~30 minutes for~~ lunch.

- C. Substitutes qualifying for compensation as established by statute shall be paid in accord with statute.
- D. Substitute pay rates shall be reviewed annually by the School Board.

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

**BOARD POLICY 806
Crisis Management Policy**

Adopted ___ By Reference ___

Revised ___ May 2017 _____

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. Purpose

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

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and

groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

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

B. Elements of the District Crisis Management Policy

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

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

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

a) Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address

system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

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

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

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

Note: The Comprehensive School Safety Guide (2011 edition), has sample lock-down procedures, evacuation procedures, and sheltering procedures.

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

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

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

[Note: The Comprehensive School Safety Guide (2011 edition), has a sample School Emergency Response Team list.]

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

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching

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

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

B. Planning and Preparing for Fire

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

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

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

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

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

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

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

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

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

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

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

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

D. Emergency Telephone Numbers

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

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

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

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

E. Warning and Notification Systems

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

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific

crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

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

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

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

G. Media Procedures

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

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

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage

situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

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

I. Long-Term Recovery Intervention procedures.

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

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

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

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

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

~~A. Fire~~

~~B. Hazardous Materials~~

~~C. Severe Weather: Tornado/Severe Thunderstorm/Flooding~~

~~D. Medical Emergency~~

- ~~E. — Fight/Disturbance~~
- ~~F. — Assault~~
- ~~G. — Intruder~~
- ~~H. — Weapons~~
- ~~I. — Shooting~~
- ~~J. — Hostage~~
- ~~K. — Bomb Threat~~
- ~~L. — Chemical or Biological Threat~~
- ~~M. — Checklist for Telephone Threats~~
- ~~N. — Demonstration~~
- ~~O. — Suicide~~
- ~~P. — Lock-down Procedures~~
- ~~Q. — Shelter In Place Procedures~~
- ~~R. — Evacuation/Relocation~~
- ~~S. — Media Procedures~~
- ~~T. — Post Crisis Procedures~~
- ~~U. — School Emergency Response Team~~
- ~~V. — Emergency Phone Numbers~~
- ~~W. — Highly Contagious Serious Illness or Pandemic Flu~~

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents.

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

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

B. Visitors

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

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

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

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

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

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

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

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

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner Of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)

20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

Interquest Detection Canines®
(INTERQUEST)
Falls High School
(the District)

This shall serve as an agreement by and between Interquest Detection Canines® and the DISTRICT for substance awareness and detection services for the period of September 2020 through May 2021.

It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non- aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the DISTRICT administration with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT. Suspected drugs of abuse may be field-tested to provide preliminary or presumptive identification of the drug.

INTERQUEST agrees to provide 9 half day visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. The cost for each visit will be \$ 325.00 per team. Multiple canine teams will be charged on a per team basis. Required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

INTERQUEST will schedule DISTRICT visits in conjunction with days designated by the DISTRICT as appropriate for visits. The District will provide a school calendar with inappropriate dates for service noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. DISTRICT will be responsible for payment for any visit made on any day other than those days noted as unacceptable on the attached school calendar.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and other state regulatory agencies as required.

INTERQUEST DETECTION CANINES®

SCHOOL:

Sara Fox

	<u>01/21/20</u>	<u>2020 - 21 School Year</u>
PRESCHOOL		
Baron, Mandi	35	
LaVigne, Kristie	39	
Walls, Missy	20	
CLASS TOTAL	94	
KINDERGARTEN		
Ebel, Heather	18	
Hayward, Laura	18	
Mason, Terry	19	
Morrison, Jill	19	
CLASS TOTAL	74	
1ST GRADE		
Auran, Lisa	19	18
Boyle, Karli	22	18
Eldien, Brittany	22	19
CLASS TOTAL	63	19
		74
2ND GRADE		
Katrin, Jill	18	19
Little, Jeanne	20	22
Pavleck, Molly	18	22
CLASS TOTAL	56	63
3RD GRADE		
Hjelle, Paul	20	18
Nemec, Marci	19	20
Wendt, Sara	20	18
Wood, Nicci	19	
CLASS TOTAL	78	56
4TH GRADE		
McDonald, Kim	22	26
Winkel, Katie	22	26
Zika, Luke	21	26
CLASS TOTAL	65	78
5TH GRADE		
Cipriano, Ariana	27	22
Erickson, Kevin	27	22
Wenberg, Jennifer	26	21
CLASS TOTAL	80	65
SCHOOL TOTAL	510	
FTE	23	23

7 Period Day Course Section Scenario

2020-21

Updated: 04/16/20

Department Name	Course Name	Proposed Number of Sections 2020-21	Proposed 2020-21 FTE	Current FTE	Change
Math					
	Math/Reading 7-8	1 @ ???	0.182	0.182	0.000
	Honors Math Topics / Math Topics	0 @ 4	0.000	0.000	0.000
	Plane Geometry	1 @ 26	0.182	0.182	0.000
	Honors Algebra II 10	1 @ 31	0.182	0.182	0.000
	Foundations Geometry	1 @ 20	0.182	0.182	0.000
	Algebra II	1 @ 23	0.182	0.182	0.000
	Foundations Algebra II	1 @ 16	0.182	0.182	0.000
	Foundations Math 7th Grade	1 @ 27	0.182	0.182	0.000
	Math 7th Grade	1 @ 29	0.182	0.182	0.000
	Honors Algebra 1 7th Grade	1 @ 27	0.182	0.182	0.000
	Foundations Algebra 1 8th Grade	1 @ 17	0.182	0.182	0.000
	Algebra I 8th Grade	1 @ 25	0.182	0.182	0.000
	Honors Algebra 2 8th Grade	1 @ 18	0.182	0.182	0.000
	Honors Geometry 9	1 @ 27	0.182	0.182	0.000
	Intermediate Algebra I 9th Grade	1 @ 32	0.182	0.182	0.000
	Foundations Intermediate Algebra I 9th Grade	1 @ 18	0.182	0.182	0.000
	Math for Today	1 @ 27	0.182	0.182	0.000
	CEP Beginning Algebra/College Algebra	1 @ 17/17	0.182	0.182	0.000
	CEP Intro to Calculus/Calculus I	1 @ 7/7	0.182	0.182	0.000
	Journalism / Broadcasting	0 @ 14	0.000	0.000	0.000
				Current FTE	Change
		FTE 7 Period:	3.272	3.272	0.000

7 Period Day Course Section Scenario

2020-21

Updated: 04/16/20

Department Name	Course Name	Proposed Number of Sections 2020-21	Proposed 2020-21 FTE	Current FTE	Change
Social Studies					
	US History 7	3 @ 27.3	0.545	0.545	0.000
	Civics 8	3 @ 19.6	0.545	0.545	0.000
	Geography 9	3 @ 25	0.545	0.545	0.000
	US History 10	3 @ 23.6	0.545	0.545	0.000
	World History 11	1 @ 36	0.182	0.182	0.000
	Senior Social	1 @ 27	0.182	0.182	0.000
	CE Modern European History I / II	1 @ 24/24	0.182	0.182	0.000
	CE American Govt (semester)	1 @ 22	0.091	0.091	0.000
	CE Economics (semester)	1 @ 23	0.091	0.091	0.000
				Current FTE	Change
		FTE 7 Period:	2.909	2.909	0.000
Science					
	Science 7	3 @ 27.6	0.545	0.545	0.000
	Science 8	3 @ 20.3	0.545	0.545	0.000
	Physical Science 9	3 @ 26.3	0.545	0.545	0.000
	Biology 10	3 @ 26.3	0.545	0.545	0.000
	Chemistry	2 @ 21.5	0.364	0.364	0.000
	Astronomy (.5 credit)	1 @ 9	0.091	0.091	0.000
	Conceptual Physics I (.5 credit)	1 @ 33	0.091	0.091	0.000
	Conceptual Physics II (.5 credit)	1 @ 29	0.091	0.091	0.000
	Physics	1 @ 11	0.182	0.182	0.000
				Current FTE	Change

7 Period Day Course Section Scenario

2020-21

Updated: 04/16/20

Department Name	Course Name	Proposed Number of Sections 2020-21	Proposed 2020-21 FTE	Current FTE	Change
		FTE 7 Period:	3.000	3.000	0.000
English					
	English 7	2 @ 31.5	0.364	0.364	0.000
	Foundations English 7	1 @ 20	0.182	0.182	0.000
	Math/Reading 7-8	1 @ ???	0.182	0.182	0.000
	English 8	2 @ 23	0.364	0.364	0.000
	Foundations English 8	1 @ 15	0.182	0.182	0.000
	English 9	2 @ 22.5	0.364	0.364	0.000
	Honors English 9	1 @ 32	0.182	0.182	0.000
	English 10	2 @ 22	0.364	0.364	0.000
	Honors English 10	1 @ 30	0.182	0.182	0.000
	English 11	1 @ 30	0.182	0.182	0.000
	English 12	1 @ 34	0.182	0.364	-0.182
	Journalism / Broadcasting	1 @ 14	0.182	0.000	0.182
	CE English Comp I / Comp II	1 @ 29/29	0.182	0.182	0.000
	CE English Literature	1 @ 23	0.091	0.091	0.000
	CE Communications	1 @ 23	0.091	0.091	0.000
				Current FTE	Change
		FTE 7 Period:	3.273	3.272	0.000
Phy Ed.					
Required by all 7th Grade Students	Phy Ed 7	3 @ 27.6	0.545	0.364	0.182
Required by all 9th Grade Students	Phy Ed 9	3 @ 25.6	0.545	0.545	0.000
Elective	Elective PE 8	1 @ 17	0.091	0.091	0.000

7 Period Day Course Section Scenario

2020-21

Updated: 04/16/20

Department Name	Course Name	Proposed Number of Sections 2020-21	Proposed 2020-21 FTE	Current FTE	Change
	Weight Training and Fitness I & II	2 @ 23.5 / 1 @ 30	0.273	0.364	-0.091
	Independent & Team Sports	1 @ 20 / 1@13	0.182	0.091	0.091
Students only registered for one semester. Norm's students populate this class.	Unified PE	0 @ 6/6?	0.000	0.182	-0.182
				Current FTE	Change
		FTE 7 Period:	1.636	1.636	0.000
FACS					
	FACS 8	2 @ 22.5	0.182	0.273	-0.091
	Life Skills and Parenting (semester)	1 @ 37	0.091	0.091	0.000
	On Your Own (semester)	1 @ 33	0.091	0.091	0.000
	Foods I	3 @ 29.6 (89)	0.273	0.182	0.091
	Foods II	2 @ 31.5 (63)	0.182	0.182	0.000
	Textiles and Fashion	1 @ 7	0.091	0.091	0.000
				Current FTE	Change
		FTE 7 Period:	0.909	0.909	0.000
Industrial Technology					
	Technology 8 (semester)	2 @ 21	0.182	0.273	-0.091
	Art Metals (semester)	1 @ 18	0.091	0.091	0.000
	CADD I	1 @ 18	0.091	0.091	0.000
	CADD II	1 @ 14	0.091	0.091	0.000
	Hot Metals I (semester)	1 @ 18	0.091	0.182	-0.091
	Hot Metals II (semester)	1 @ 18	0.091	0.091	0.000
	Engineering	1 @ 10	0.182	0.182	0.000
	Woods I (semester)	2 @ 12	0.182	0.182	0.000
	Woods II (semester)	1 @ 26	0.091	0.091	0.000
	Cabinet Making (semester)	1 @ 26	0.091	0.091	0.000

7 Period Day Course Section Scenario

2020-21

Updated: 04/16/20

Department Name	Course Name	Proposed Number of Sections 2020-21	Proposed 2020-21 FTE	Current FTE	Change
	Hand/Power Tools (semester)	1 @ 11	0.091	0.091	0.000
	Welding I & II	1 @ 12/9	0.182	0.182	0.000
				Current FTE	Change
		FTE 7 Period:	1.454	1.636	-0.182
Music	Chorus 9-12	1 @ 9/11 (20)	0.182	0.182	0.000
	Band 9-12	1 @ 45/11 (56)	0.182	0.182	0.000
	Band 7-8	1 @ 59/13 (72)	0.182	0.182	0.000
	Chorus 7-8	1 @ 27/13 (40)	0.182	0.182	0.000
	Music Lessons 7-8	1	0.182	0.182	0.000
	Music 7	0 @ 6	0.000	0.091	-0.091
				Current FTE	Change
		FTE 7 Period:	0.909	1.000	-0.091
Foreign Language	Spanish I	1 @ 31	0.182	0.364	-0.182
	Spanish II	2 @ 21	0.364	0.182	0.182
	Cultural of the World I	0 @ 3	0.000	0.000	0.000
	Cultural of the World II	0 @ 2	0.000	0.000	0.000
	Spanish III/CE Spanish	0 @ 4/1	0.000	0.000	0.000
	Intro to Anishinaabe Studies	1 @ 7	0.182	0.182	0.000
	Intro to Ojibwe Language	1 @ 22	0.182	0.182	0.000
	Ojibwe II	1 @ 8	0.182	0.182	0.000
	Ojibwe III	1 @ 6	0.182	0.182	0.000
				Current FTE	Change
		FTE 7 Period:	1.273	1.273	0.000
Art	Visual Arts	2 @ 14	0.182	0.273	-0.091
	Studio Arts	3 @ 12.3	0.273	0.273	0.000
	Painting	1 @ 21	0.091	0.091	0.000
	Ceramics	2 @ 16.5	0.182	0.091	0.091

7 Period Day Course Section Scenario

2020-21

Updated: 04/16/20

Department Name	Course Name	Proposed Number of Sections 2020-21	Proposed 2020-21 FTE	Current FTE	Change
Required by all 8th Grade Students	Art 8 (semester)	3 @ 20.3	0.273	0.273	0.000
				Current FTE	Change
		FTE 7 Period:	1.000	1.000	0.000
Business					
	Desktop Publishing / CE Desktop Publishing (semester)	1 @ 5/9 (14)	0.091	0.091	0.000
	CE Graphic Production	1 @ 4	0.182	0.182	0.000
Offered Alternate Years	FHS Intro to Business / CE Intro to Business	0	0.000	0.091	-0.091
	FHS Accounting / CE Accounting	1 @ 3/7 (10)	0.091	0.000	0.091
7th Grade Elective	Exploring Computer 7 (semester)	1 @ 23	0.091	0.091	0.000
Required by all 8th Grade Students	Computer 8 (semester)	3 @ 20.3	0.273	0.273	0.000
				Current FTE	Change
		FTE 7 Period:	0.727	0.727	0.000
Other					
	CE Nursing	1 @ 11	0.091	0.091	0.000
Elective	Grade 7 Study Skills	2 @ 20	0.182	0.091	0.091
Elective	Education Elective	1 @ 2	0.000	0.000	0.000
				Current FTE	Change
		FTE 7 Period:	0.273	0.182	0.091
Sixth Grade					
	Math	3 @ 27	0.545	0.545	0.000
	English - Reading	3 @ 27	0.545	0.545	0.000
	English -Composition	3 @ 27	0.545	0.545	0.000
	Science	3 @ 27	0.545	0.545	0.000
	Social Studies	3 @ 27	0.545	0.545	0.000
	Band 6	2 @ 32	0.091	0.091	0.000

7 Period Day Course Section Scenario

2020-21

Updated: 04/16/20

Department Name	Course Name	Proposed Number of Sections 2020-21	Proposed 2020-21 FTE	Current FTE	Change
	Chorus 6	2 @ 32	0.091	0.091	0.000
	Computers	3 @ 27	0.182	0.182	0.000
	Library	3 @ 27	Para	Para	Para
	Physical Eduation	3 @ 27	0.182	0.182	0.000
				Current FTE	Change
		FTE 7 Period:	3.272	3.272	0.000
Special Ed					
	SLD Cowman	1 @ 17	1.000	1.000	0.000
	SLD McDonald	1 @ 18	1.000	1.000	0.000
	DCD Thompson	1 @ 12	1.000	1.000	0.000
	SLD Renberg	1 @ 16	1.000	1.000	0.000
	18-21 Yr Old Wood	1 @ 13	1.000	1.000	0.000
ALC Coverage?	ALC/SLD/EBD McDonald	1 @ 3	0.364	0.364	0.000
	Adapt PE	1 @ 8?	0.182	0.182	0.000
				Current FTE	Change
		FTE 7 Period:	5.545	5.545	0.000
				Current Total FTE	Proposed Change
Proposed Total FTE:			29.453	29.634	-0.182

REQ DATE
04/02/2020

International Falls Public Schools - ISD 361

Attention: Accounts Payable
 1515 11th Street
 International Falls, MN 56649
 Phone: 218/283-2571 x181

REQUISITION NUMBER
6052000104

VENDOR KEY : DAVENPOR000
 SHIP DATE : 04/02/2020
 FISCAL YEAR : 2019-2020
 ENTERED BY : BLESIMIC000

PRINTED 04/16/2020

VENDOR:
 Davenport Group
 4166 N LEXINGTON AVE
 SHOREVIEW, MN 55126

SHIP TO:
 ISD #361
 1515 11th St
 International Falls, MN 56649

PHONE: (651) 432-0678
 ross.smith@davenportgroup.com

ATTN: Michael Blesi

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
72	Each	CATALOG/ITEM NUMBER: ASDSQ230 Dell Chromebook 3100 inc/Chrome Mgmt for EDU	264.00000	19,008.00
2	Each	CATALOG/ITEM NUMBER: ASDSQ230 Dell Mobile Computing Cart	1625.00000	3,250.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		01 E 130 203 000 000 466	22,258.00	
			PAGE TOTAL	22,258.00
			TOTAL	22,258.00

This is a Requisition and not an official Purchase Order.
 The District is not financially responsible for the
 unauthorized purchases made with a Requisition.

**XXXV. JOINT POWERS AGREEMENT ESTABLISHING
A JOINT RECREATION COMMISSION AND
DEFINING ITS POWERS**

The City of International Falls, Minnesota

Independent School District No. 361, Minnesota

There is hereby created by adoption and periodic revision of this Joint Powers Agreement ("Agreement") a Recreation Commission for the City of International Falls and Independent School District No. 361 pursuant to the authority granted by Minnesota Statute, Sec. 471.59, under which the power of the City of International Falls ("City") and School Board of Independent School District No. 361 ("School District") to operate a program of recreation may be delegated to such a Joint Powers Board ("Commission").

SECTION ONE – ESTABLISHMENT AND COMPOSITION OF RECREATION BOARD:

The Recreation Commission shall consist of nine (9) members composed as follows: The City Council of the City of International Falls, and the School Board of Independent School District 361, shall have 3 members each, but no less than 1 elected official, the remaining 2 appointees may be any member from their taxing district at the independent discretion of each respective council or board. The Recreation Commission will elect 3 at-large members to the board. A vacancy shall be filled from the unexpired portion of the term by the appropriate appointing body. Members of the Recreation Commission shall serve without compensation and shall not be personally interested in any contracts of the Recreation Commission.

The Recreation Commission shall at the beginning of each calendar year, select a Chairperson, Vice Chairperson, and Secretary from their numbers, with duties in addition to board membership implied by these titles. A majority shall constitute a quorum for the transaction of business.

SECTION TWO - GENERAL POLICIES:

The Recreation Commission shall have power to operate a program of public recreation as joint agent of the City and School District. If any part of the public recreation program of the community is administered directly by any public or private agency other than the Commission, the Commission shall have power to make cooperative agreements with any such public or private agency for the purpose of coordinating all the activities and facilities included in such public recreation program. The program directly administered by the Commission may make use of public property, assigned to, or of private property leased or otherwise made available for public recreational use.

The City Council shall determine what land is to be acquired be it for recreational purposes, what land it shall be permitted to use in carrying on its recreational program, and what buildings or other permanent structures are to be constructed upon those lands.

The School District shall make similar decisions with respect to its structures upon it.

The Commission shall advise the City Council and School Board upon such matters and shall operate facilities made available to it for recreational purposes; but it shall have no authority to acquire land in its own name or without the consent of the governmental unit in whose name such land is to be acquired, and it shall have no authority to construct buildings or other permanent structures upon any land without the consent of the owners of such land; and in no event shall such buildings or structures be constructed by the commission upon privately owned land.

SECTION THREE – SPECIFIC POWERS:

In order to carry on the recreation program provided herein, the Commission shall adopt rules for its meetings, transactions of the Recreation Commission business, and rules governing the use by the public of the recreations facilities under its control.

Employees:

The Recreation Commission shall employ a program Recreation Director. The Recreation Director will be responsible for the overall management of the programs administered under the Recreation Commission.

A salary committee established by the Recreation Commission Board will perform an annual performance review of the program Director in April of each year. The salary committee will be represented by one school board member, one representative from the City Council of International Falls, and one Recreation Commission Chair or Vice-Chair in the absence of the Chair.

The Recreation Commission shall assure all employees are selected based on merit and shall be appointed in compliance with the minimum qualifications established the Minnesota Department of Education. Employees and volunteers working directly with program youth participants may be subject to a background check as per MS 123B.03.

The Recreation Commission may enter into contracts for completion within a current fiscal year, lease real or personal property for public recreational purposes subject to the provisions of Section 2 , and purchase materials, supplies and equipment as necessary for support of programs. Contract services will be bid per contract bid law. Perform additional acts as reasonable and necessary to carry on a public recreational program under this ordinance.

The Recreation Commission shall accept gifts and personal property for public recreational purposes subject to Section Two.

SECTION FOUR – PREPARATION OF PROGRAM:

The Recreation Commission shall each fiscal year prepare a comprehensive program for public recreation activities for the upcoming fiscal year. The comprehensive program will include recommended divisions of responsibility as between private agencies, or other public agencies administering recreation activities directly, and the Recreation Commission itself.

The comprehensive program report will be presented by the Recreation Director to the School District Board and City Council in July of each year. The Recreation Commission's own program shall be described in terms of activities, as well as finances.

The Recreation Commission shall not itself levy taxes or borrow money; and it shall not approve any claims or incur any obligations for expenditures, unless there is an unencumbered budget available.

SECTION FIVE- FINANCES:

The fiscal year of the Recreation Commission will be July 1st to June 30th. The budget of finances shall be balanced and shall be accounted for following generally accepted accounting principles.

In July of each year the Recreation Director will present to the Recreation Commission Board, City Council and School Board the tentative revenue and expenditure budget for the upcoming fiscal year and the final revenue and expenditure budget of the current fiscal year. The final fiscal year budget along with the new tentative budget of the upcoming fiscal year will be approved by the Recreation Commission at their June board meeting. The budget approved by the Recreation Commission shall control the fiscal years spending program, except the excess revenues received may be spent upon approval of five (5) members of the Recreation Commission.

SECTION SIX: FINANCES OF THE COMMISSION:

For the purpose of the financing the public recreation program authorized by this Joint Powers Agreement, contributions will be made as follows:

City of International Falls:

The City of International Falls will contribute an amount to be determined annually after budget presentations and consultation with the Recreation Commission.

The City of International Falls will provide payroll services for the Commission. An audit of income and expenditures as required by law, will be performed at a minimum of every (5) years included in the City of International Falls audit, at the expense of the Recreation Commission.

Independent School District #361:

The School District will provide office space within their facility for the Recreation Director's office. The School District will provide all office overhead, including computer, software, internet, and utilities for use by the Recreation Director.

Activity Levy Revenue:

The purpose of the activity levy revenue is to reduce fees for school age participants; thereby, providing the children of the community with affordable recreational programs.

The total activity levy revenue is determined by taking the AMCPU of the School District times the \$74/AMCPU levy allowance. (Adjusted Pupil Unit)

The School District will pay the activity levy revenue due the Recreation Commission by November 30th of each fiscal year.

The total activity levy revenue available for the fiscal year will be certified by Independent School District business manager to the Recreation Commission. based on adjusted pupil unit.

SECTION SEVEN- INSURANCE:

The Recreation Commission is required to maintain liability insurance with limits of \$1,000,000 per occurrence, and \$2,000,000 bodily injury.

The Recreation Commission shall carry Workers Compensation Insurance and surety bonds for all officers and employees.

SECTION EIGHT- RULES OF CONDUCT:

Any participant of a Recreation Department activity will follow current Minnesota State High School League (MSHSL) and ISD 361 policies and rules. Recreation Department activities are all activities that the Recreation Department has a part in administering. When policies refer to principal that would align with Recreation Director, and when reference is made to the school board that would refer to the Recreation Commission with regards to interpretation of rules/policies dealing with student conduct and discipline.

SECTION NINE- PLAYER MOVEMENT POLICY:

In those activities where the Recreation Commission provides a team at the Jr. High level, the student/athlete will participate at his/her respective level. A Junior High school student may compete for a high school level team (JV, Varsity) if the activity is not offered in season at the Jr. High level, or at the request of the head varsity coach of that activity.

In rare instances where upward player movement from Jr. High level to Jr. Varsity and Varsity level for team sports programs, (football, volleyball, basketball, hockey, baseball, softball) the following procedures will be followed.

1. The Head Coach will initiate the proposed movement to the Recreation and Athletic

Directors.

2. The Directors will conduct a review with the affected head coaches, to determine the feasibility of the request to move up the student/athlete. Criteria to consider include; is the student/athlete; mature enough, skilled enough, and how will it affect the team they are leaving? A majority shall be reached to allow the movement. (Athletic/Recreation Director, Head Coach, and Jr High Coach)
3. If the movement is approved, the parents and student will be notified by the Athletic Director. If parents and student do not concur with the recommendation, the process ends. If approved by parents and student, the student will be moved to the appropriate level.

Once the student has been moved, the student will have a two-week evaluation period. At the end of that time, a final decision on placement for the season will be made.

The philosophy of the Recreation Commission / Falls High School Activities Department believes high school athletic teams should be made up of students primarily in grades 9-12. Every attempt will be made by coaches to recruit elementary, Jr. High school students for participation in activities.

When an exception is made, the Jr. High Student will not deny a student in grades 9-12, the opportunity from being a team member for their respective teams.

SECTION TEN-DISPOSAL OF PROPERTY:

In the event that this agreement is terminated, all property will be distributed according to M.S. 471.59. All equipment, supplies and surplus money shall be split 50/50 between the City of International Falls and School District #361.

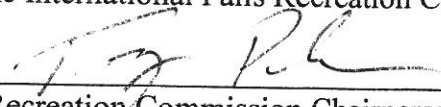
SECTION ELEVEN-OUT CLAUSE:

This agreement may be terminated by either party upon 90 days' notice in writing, served on the other party. Service may be by personal service or certified mail within return receipt. Agents for the service shall be Superintendent of Schools or Agent, and City Administrator or Agent.

SECTION TWELVE- EFFECTIVE DATE:

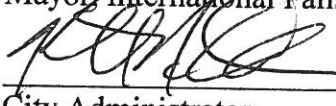
This agreement shall be in effect from **July 1, 2018 to June 30, 2021.**

Passed by the International Falls Recreation Commission on July 18, 2018

Signed by: 
Recreation Commission Chairperson

Passed by the City Council of International Falls on (date): April 6, 2020

Signed by: 
Mayor, International Falls

Signed by: 
City Administrator

Passed by the School Board of International Falls Public Schools, ISD 361 on (date) _____

Signed by: _____
School Board Chairperson

Signed by: _____
Superintendent



Tom Holt <tholt@isd361.org>

WISSOTA - LOCKERS - International Falls HS

Greg John - Wissota <gjohn@wissotasupply.com>

Wed, Apr 1, 2020 at 11:12 AM

To: Tom Holt <tholt@isd361.org>

Cc: "Tim Sullivan (tsullivan@lyonworkspace.com)" <tsullivan@lyonworkspace.com>

WISSOTA SUPPLY is pleased to quote your LYON locker needs as follows:

(198) LYON ALL WEDLED EXTREME LOCKERS per the specifications **\$49,000.00**

INCLUDES:

- LYON LOCKERS delivered, unloaded, installed
- Labor to remove existing lockers
- Colors match the existing LYON colors
- MASTER LOCKS to match existing Series and Key
- Custom 4" recess Trim, Custom MS-1 Louvers

EXCLUDES:

Reuse existing base, any and all taxes, permits and/or fees



Respectfully submitted,

Greg John

Wissota Supply Co. Inc.

PO Box 335, 905 Dexter St

Prescott, WI 54021

715.262.8899

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:

School Breakfast/Lunch (Pick-up and Delivery Assistance)		
From	PCA Mill of Int’l Falls	\$5000.00
Baseball Scoreboard Sponsorship		
From	TruStar Federal Credit Union	\$500.00
	Chocolate Moose Restaurant	\$250.00
	Sammy’s Pizza	\$250.00
Volleyball HUDL 20/21 Software		
From	BSN Sports	\$132.00

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING
AND FACILITIES MAINTENANCE BONDS SERIES 2020A

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 361 (INTERNATIONAL FALLS)
STATE OF MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held April 20, 2020 at 5:00 o'clock p.m., in the District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION AUTHORIZING THE APPROVAL OF THE SALE OF
GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING
AND FACILITIES MAINTENANCE BONDS, SERIES 2020A;
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND
BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES,
SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE
PRINCIPAL AND INTEREST ON THE BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of April, 2020.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 361
(INTERNATIONAL FALLS)
STATE OF MINNESOTA

HELD: APRIL 20, 2020

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 361, State of Minnesota, was duly held on April 20, 2020, at 5:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE APPROVAL OF THE SALE OF GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING AND FACILITIES MAINTENANCE BONDS, SERIES 2020A; COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS

BE IT RESOLVED by the School Board of Independent School District No. 361, State of Minnesota, as follows:

1. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 361 (the "Issuer" or the "District") to sell and issue its fully registered general obligation bonds (the "Bonds"). The refunding component of the Bonds shall be in the total aggregate principal amount of not to exceed \$925,000. The refunding component of the Bonds, together with such other available funds of the Issuer as may be required, shall provide funds to refund in advance of their stated maturities, through a current refunding, all of the bonds maturing in the years 2021 through 2026 aggregating \$895,000 in principal amount, of the Issuer's General Obligation Alternative Facilities Bonds, Series 2010A, bearing a date of original issue of September 8, 2010 (the "Refunded Bonds"), and to pay the costs associated with issuing the refunding component of the Bonds. The Refunded Bonds were originally issued to provide funds for the acquisition and betterment of health and safety projects included in the District's five-year facility plan approved by the Commissioner of Education. The Refunded Bonds have not previously been refunded. The facilities maintenance components of the Bonds shall be in the total aggregate principal amount of not to exceed \$2,255,000 and are issued pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as amended,

to fund the costs of the health and safety and deferred maintenance projects at the District's elementary school as included in its approved ten-year facility plan, and related financing costs.

It is the intention of the Board that the Bonds would be issued in a total aggregate principal amount of not to exceed \$3,180,000. The issuance of the Bonds is hereby authorized.

2. The ten-year facility plan approved by the Board is incorporated in this resolution as though fully specified herein. The administration is authorized and directed to submit to the Commissioner such additional information as may be necessary to secure the approval of the Commissioner for the ten-year facility plan and this bond issuance, as required by Minnesota Statutes, Section 123B.595. The submission of a proposed plan and a request for approval prior to the date of this resolution is ratified and approved in all respects.

3. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

4. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution, but at least twenty (20) days before the earliest of the issuance of bonds or the final certification of levies. Any publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

5. The Board, having been advised by Ehlers & Associates, Inc., its independent municipal advisor, hereby determines that the Bonds shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, as amended.

6. If the issuance of the Bonds is approved, the Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds. The terms and provisions specified in the Official Statement are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, and shall be made available to all prospective purchasers of the Bonds. Ehlers & Associates, Inc., is authorized to prepare an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

7. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is

authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE GENERAL OBLIGATION ALTERNATIVE
FACILITIES REFUNDING AND FACILITIES MAINTENANCE BONDS
TO REFUND CERTAIN BONDS AND TO FINANCE CERTAIN DEFERRED
MAINTENANCE AND HEALTH AND SAFETY PROJECTS INCLUDED IN THE
DISTRICT'S TEN-YEAR FACILITY PLAN**

**INDEPENDENT SCHOOL DISTRICT NO. 361
(INTERNATIONAL FALLS)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 361 (International Falls), State of Minnesota (the "District"), adopted a resolution (the "Resolution") on April 20, 2020, stating the intention of the School Board to issue its alternative facilities refunding and facilities maintenance bonds (the "Bonds") in the total principal amount of not to exceed \$3,180,000 pursuant to Minnesota Statutes, Section 123B.595 and Chapter 475, as amended. The refunding component of the proceeds of the bonds will be used to refund in advance of their stated maturities, through a current refunding, all of the bonds maturing in the years 2021 through 2026, aggregating \$895,000 in principal amount, of the District's General Obligation Alternative Facilities Bonds, Series 2010A, bearing a date of original issue of September 8, 2010 (the "Refunded Bonds"). The facilities maintenance components of the proceeds of the Bonds will be used to fund the costs of the following projects as included in the District's approved ten-year facility plan, and to fund related financing costs of the Bonds:

- HVAC upgrade projects at the District's elementary school and boiler replacement as part of the HVAC upgrade projects at the District's elementary school

The total amount of District indebtedness as of April 6, 2020 will be \$2,255,000. If these proposed Bonds were issued after that date, the total indebtedness of the District at that time (after the refunding) would be \$4,540,000.

Dated: April 20, 2020

BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk

Independent School District No. 361 (International Falls)
State of Minnesota

ESTIMATES PRIOR TO BOND SALE

International Falls School District No. 361

Estimated Sources and Uses of Funds

April 7, 2020

	Alternative Facilities Refunding	FM Bonds - Health & Safety	FM Bonds - Deferred Maintenance	Total
Authorized Bond Amount	\$925,000	\$1,970,000	\$285,000	\$3,180,000
Estimated Bond Amount	\$925,000	\$1,970,000	\$285,000	\$3,180,000
Estimated Project Cost	\$895,000	\$1,876,999	\$771,500	\$3,543,499
Dated Date of Bonds	6/11/2020	6/11/2020	6/11/2020	6/11/2020
Sources of Funds				
Par Amount	\$925,000	\$1,970,000	\$285,000	\$3,180,000
Estimated Investment Earnings*	0	0	0	0
Estimated Reoffering Premium **	0	0	0	0
General Funds on Hand***	0	0	508,050	508,050
Total Sources	\$925,000	\$1,970,000	\$793,050	\$3,688,050
Uses of Funds				
Allowance for Discount Bidding	\$13,875	\$29,550	\$4,275	\$47,700
Capitalized Interest ***	0	28,319	0	28,319
1st Principal Payment - General Funds on Hand ***	0	0	8,050	8,050
Rounding	0	0	0	0
Estimated Legal and Fiscal Costs #	16,646	35,452	5,129	57,227
Net Available for Project Costs	894,479	1,876,679	775,596	3,546,754
Total Uses	\$925,000	\$1,970,000	\$793,050	\$3,688,050
Est. Deposit to Construction Fund	894,479	1,876,679	275,596	3,046,754

* Estimated investment earnings are estimated to be minimal.

** The underwriter of the bonds may pay a premium to purchase the bonds. The amount will be determined based on the competitive bidding process, and may range from 0 to 5 percent or more of the bond amount. If any premium is received, it will be used either to reduce the par amount of the bonds or to pay a portion of the first year's interest on the bonds.

*** The district will finance the first year's interest payment on the Facilities Maintenance Bond - Health & Safety portion of this issue with bond proceeds, and the first year's interest payment on the Facilities Maintenance Bond - Deferred Maintenance portion with long term facilities maintenance revenue in the General Fund.

Includes fees for municipal advisor, bond counsel, rating agency or agencies, paying agent, and county certificates.

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

International Falls School District No. 361
Analysis of Possible Structure for Capital and Debt Levies

\$1,970,000 Bond Issue 9 Tax Levies Wrapped Around Existing Debt

April 7, 2020

FM Bond - Health & Safety	
Principal Amount:	\$1,970,000
Dated Date:	6/11/2020
Avg. Interest Rate:	2.25%

145

Levy Pay Year	Fiscal Year	Tax Capacity Value ¹		Existing Commitments					Proposed New Debt				Combined Totals		
		(\$000s)	% Chg	Building Bonds ²	Alt Fac H&S Bonds ²	Est. Debt Excess ³	Net Levy	Tax Rate	Principal	Interest	Est. Debt Excess ³	Adjusted Debt Levy	Adjusted Debt Levy	Net Levy	Tax Rate
2020	2021	7,859	-1.3%	168,368	175,610	(9,622)	334,356	4.25	-	28,319 ⁵	-	-	334,356	334,356	4.25
2021	2022	7,859	-1.0%	173,618	176,964	(13,759)	336,823	4.29	130,000	44,325	-	183,041	519,864	519,864	6.62
2022	2023	7,859	0.0%	183,593	172,701	(14,023)	342,271	4.36	125,000	41,400	-	174,720	516,991	516,991	6.58
2023	2024	7,859	0.0%	177,030	173,384	(14,252)	336,162	4.28	135,000	38,588	-	182,267	518,429	518,429	6.60
2024	2025	7,859	0.0%	180,968	173,751	(14,017)	340,702	4.34	140,000	35,550	(7,291)	177,037	517,739	517,739	6.59
2025	2026	7,859	0.0%	179,130	173,712	(14,189)	338,653	4.31	145,000	32,400	(7,081)	179,189	517,842	517,842	6.59
2026	2027	7,859	0.0%	346,500	-	(14,114)	332,386	4.23	155,000	29,138	(7,168)	186,177	518,563	518,563	6.60
2027	2028	7,859	0.0%	349,440	-	(13,860)	335,580	4.27	155,000	25,650	(7,447)	182,235	517,815	517,815	6.59
2028	2029	7,859	0.0%	-	-	-	-	-	480,000	22,163	(7,289)	519,981	519,981	519,981	6.62
2029	2030	7,859	0.0%	-	-	-	-	-	505,000	11,363	(20,799)	521,381	521,381	521,381	6.63
2030	2031	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2031	2032	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2032	2033	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2033	2034	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2034	2035	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2035	2036	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Totals				1,758,645	1,046,123	(107,835)	2,696,933		1,970,000	308,894	(57,075)	2,306,028	5,002,961	5,002,961	

- 1 Tax capacity value for taxes payable in 2020 is the actual final value and the value for 2021 is a preliminary figure from the MN Department of Revenue . Estimates for future years are based on the percentage changes as shown above.
- 2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.
- 3 Debt excess adjustment for taxes payable in 2020 is the actual amount. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.
- 4 Assumes that the existing capital project levy would be renewed at the same tax rate prior to expiring.
- 5 The district would not be able to make a tax levy to fund payments on the new bonds due during fiscal year 2021, so those payments, estimated at \$28,319, would have to be made from funds on hand or bond proceeds.

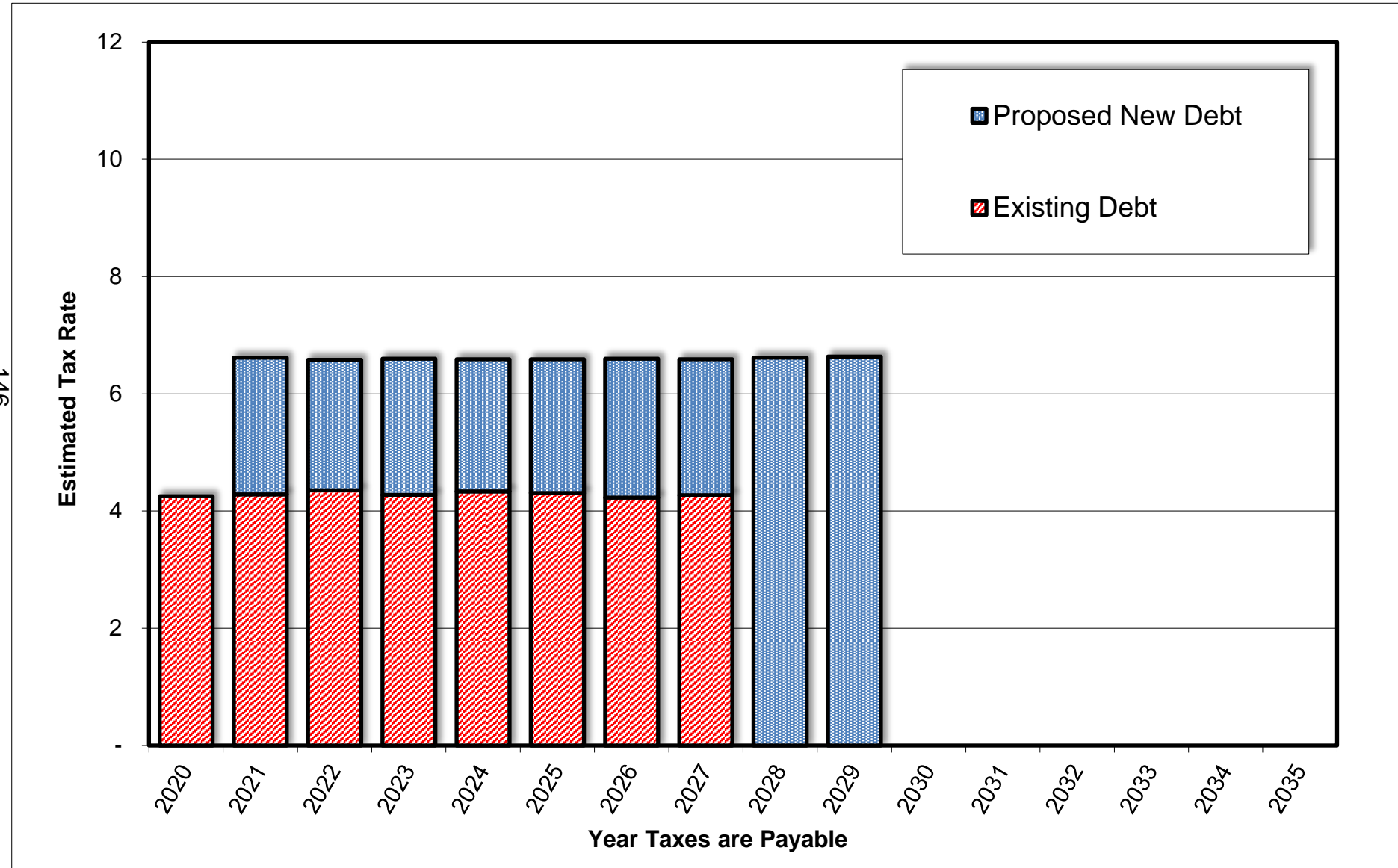


PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

International Falls School District No. 361
Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$1,970,000 Bond Issue
9 Tax Levies
Wrapped Around Existing Debt

Date Prepared: April 7, 2020



PRELIMINARY ESTIMATES - FOR DISCUSSION ONLY

International Falls School District No. 361

Analysis of Tax Impact for Potential FM Bond Issue

April 7, 2020

Health and Safety Projects

Bond Issue Amount	\$1,970,000
Average Interest Rate	2.25%
Number of Tax Levies	9

Type of Property	Estimated Market Value	Estimated Impact on Taxes Payable in 2021 *
Residential Homestead	\$50,000	\$7
	75,000	10
	100,000	17
	125,000	23
	175,000	36
	200,000	42
	250,000	55
Commercial/Industrial	300,000	68
	\$50,000	\$17
	100,000	35
	250,000	99
Agricultural Homestead** (average value per acre of land & buildings)	500,000	216
	\$500	\$0.03
	1,000	0.05
	1,500	0.08
	2,000	0.10
Agricultural Non-Homestead** (average value per acre of land & buildings)	3,000	0.16
	\$500	\$0.05
	1,000	0.10
	1,500	0.16
Seasonal Recreational Residential	2,000	0.21
	3,000	0.31
	\$50,000	\$12
	100,000	23
	150,000	35
Residential	200,000	47
	300,000	70
	500,000	117

* Estimated tax impact includes principal and interest payments on the new bonds. The amounts in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the proposed bond issue for many property owners.

** For all agricultural property, estimated tax impact for 2021 includes a 55% reduction due to the School Building Bond Agricultural Credit. The credit percentage will gradually increase to 70% by taxes payable in 2023; this will cause a reduction in taxes in future years. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than \$1.9 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

April 20, 2020

Pre-Sale Report for

Independent School District No. 361
(International Falls), Minnesota

\$3,075,000 General Obligation Alternative Facilities
Refunding and Facilities Maintenance Bonds,
Series 2020A



Prepared by:

Shelby McQuay, CIPMA
Senior Municipal Advisor

Joel Sutter, CIPMA
Senior Municipal Advisor

Matthew Hammer,
Municipal Advisor

Executive Summary of Proposed Debt

<p>Proposed Issue:</p>	<p>\$3,075,000 General Obligation Alternative Facilities Refunding and Facilities Maintenance Bonds, Series 2020A.</p> <p>The Board will authorize the issuance of up to \$2,255,000 in Bonds for the Facilities Maintenance portion and approximately \$925,000 in Bonds for the Alternative Facilities Refunding portion, so the total authorized amount will be \$3,180,000. The \$3,075,000 amount is our current estimate of the bond amount necessary based on the amount needed for the refunding and for project costs, and the premium pricing structure explained in more detail on page 3.</p>
<p>Purposes:</p>	<p>The proposed issue includes financing for the following purposes:</p> <ul style="list-style-type: none"> • To finance a current refunding of the 2021 through 2026 maturities of the \$2,000,000 G.O. Alternative Facilities Bonds, Series 2010A, and • to finance deferred maintenance and health and safety projects included in the district's 10 year plan, approved by the Commissioner of the Minnesota Department of Education (specifically, replacement of the boiler and indoor air quality improvements at the elementary school). <p>The existing 2010A bonds have interest rates of 2.65% to 3.40%. Based on current market conditions, we estimate that the new refunding bonds would have interest rates of 3% (see Page 9). In addition, we expect the underwriter of the bonds will pay a premium (a price in excess of the par amounts of the bonds), as shown on page 6. Any net premium will be used to reduce the par amount on the new issue. The lower interest rates, along with the premium paid by the underwriter, would reduce future debt service payments by an estimated \$12,321 over fiscal years 2021 through 2026 (see page 10). This will cause a reduction in property tax levies for taxes payable in 2021 through 2025. Actual results will be determined based on market conditions on the day of sale. The refunding portion is considered to be a Current Refunding as the obligations being refunded are callable (pre-payable) now.</p> <p>The State will require separate payment and tax levy schedules for the deferred maintenance and the health and safety portions of the issue.</p>
<p>Authority:</p>	<p>The Bonds are being issued pursuant to Minnesota Statutes, Sections 123B.59, 123B.595, and Chapter 475.</p> <p>The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged. Debt service on the refunding portion will be paid from the District's annual debt service property tax levy. Debt service for the Facilities Maintenance portion of the Bonds will be paid from property tax levies and state aid received as part of the Long Term Facilities Maintenance program.</p>

Term/Call Feature:	<p>The Bonds are being issued for a term of 9 years, 8 months. Principal on the Bonds will be due on February 1 of 2021 through 2030. Interest will be due every six months beginning February 1, 2021.</p> <p>The Bonds are being offered without option of prior redemption.</p>
Bank Qualification:	<p>Because the District is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the District will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
State Credit Enhancement:	<p>By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.</p> <p>To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.</p>
Rating:	<p>Under current bond ratings, the state credit enhancement would bring a S&P Global Ratings "AAA" rating. The District’s most recent bond issues were rated by S&P Global Ratings. The current ratings on those bonds are “AAA” (credit enhanced rating). The District will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District’s bond rating in the event that the bond rating of the insurer is higher than that of the District.</p>
Basis for Recommendation:	<p>Based on your objectives and characteristics of various municipal financing options, you have chosen the issuance of General Obligation Alternative Facilities Refunding and Facilities Maintenance Bonds as a suitable option to finance the planned projects.</p> <ul style="list-style-type: none"> • General Obligation Bonds will result in lower interest rates than some other financing options. • The District will qualify for Long-Term Facilities Maintenance Aid to finance a portion of the payments on the Bonds. • The District will be able to finance the payments on the Health and Safety portion with an additional debt service levy. • The District will be able to finance payments on the Deferred Maintenance portion from their annual Long Term Facilities Maintenance Revenue, without requiring an additional tax levy.

<p>Method of Sale/Placement:</p>	<p>We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.</p> <p>We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.</p>
<p>Premium Pricing:</p>	<p>In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the District. Any net premium received may be used to reduce the principal amount of the Bonds, increase the net proceeds for the project, or to fund a portion of the interest on the Bonds.</p> <p>On the day of sale, we will adjust the amount of the bond issue and the use of funds as needed to comply with the restrictions in the statute and to ensure that the results of the bond issue will comply with the District’s objectives for available funds for construction, total principal and interest, and tax impact.</p>
<p>Review of Existing Debt:</p>	<p>We have reviewed all outstanding indebtedness for the District and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the District’s outstanding debt and will alert you to any future refunding opportunities.</p>
<p>Continuing Disclosure:</p>	<p>The District will be agreeing to provide its Audited Financial Statements annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.</p>
<p>Arbitrage Monitoring:</p>	<p>Because the Bonds tax-exempt obligations, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be defined in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p>

Investment of Bond Proceeds:	To maximize interest earnings, we recommend using an SEC registered investment advisor to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers is a registered investment advisor and can assist the District in developing an appropriate investment strategy if needed.
Other Considerations:	Although our current estimates show that the refunding portion of the issue will produce some savings, any increase in interest rates could change that result. We will be closely monitoring market conditions, and if it appears likely that the refunding would not produce any savings, we may recommend restructuring the issue to remove the refunding portion.
Risk Factors:	<p>The Bonds are being issued to finance a current refunding of prior District debt obligations. Those prior debt obligations were “callable” on or after February 1, 2019. The new Bonds will not be pre-payable.</p> <p>This refunding is being undertaken based in part on an assumption that the District does not expect to pre-pay off this debt prior to the new call date and that market conditions warrant the refunding at this time.</p>
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Counsel: Knutson, Flynn & Deans, P.A.</p> <p>Paying Agent: Bond Trust Services Corporation</p> <p>Rating Agency: S&P Global Ratings (S&P)</p>

This presale report summarizes our understanding of the District’s objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District’s objectives.

Proposed Debt Issuance Schedule

Pre-Sale Report Presented to School Board; School Board Approves Resolution Authorizing Sale of Bonds:	April 20, 2020
Due Diligence Call to Review Official Statement:	Week of May 4, 2020
Distribute Official Statement:	Week of May 4, 2020
Conference with Rating Agency:	Week of May 4, 2020
Ehlers Receives and Evaluates Proposals for Purchase of Bonds; School Board Approves Resolution Awarding Sale of Bonds:	May 18, 2020
Estimated Closing Date:	June 11, 2020
Redemption Date for Bonds Being Refunded:	August 1, 2020

Attachments

Estimated Sources and Uses of Funds

Estimated Combined Debt Service Schedule

Estimated Refunding Debt Service Schedules and Savings Analysis

Estimated Debt Service Schedule for Facilities Maintenance – Deferred Maintenance Portion of Bonds

Estimated Long Term Financing Plan for Debt Payments and Levies, Including Estimated Debt Service Schedule for Facilities Maintenance – Health and Safety Portion of Bonds

Estimated Tax Impact Schedule for Facilities Maintenance – Health and Safety Portion of Bonds

Resolution Authorizing Ehlers to Proceed with Bonds Sale/Credit Enhancement Resolution (Provided Separately)

Ehlers Contacts

Municipal Advisors:	Shelby McQuay	(651) 697-8548
	Joel Sutter	(651) 697-8514
	Matthew Hammer	(651) 697-8592
Disclosure Coordinator:	Silvia Johnson	(651) 697-8580
Financial Analyst:	Brian Shannon	(651) 697-8515

The Preliminary Official Statement for this financing will be sent to the School Board at their home or email address for review prior to the sale date.

ESTIMATES PRIOR TO BOND SALE

International Falls School District No. 361

Estimated Sources and Uses of Funds

April 15, 2020

	Alternative Facilities Refunding	FM Bonds - Health & Safety	FM Bonds - Deferred Maintenance	Total
Authorized Bond Amount	\$925,000	\$2,255,000		\$3,180,000
Estimated Bond Amount	\$885,000	\$1,915,000	\$275,000	\$3,075,000
Estimated Project Cost	\$894,913	\$1,876,999	\$771,500	\$3,543,412
Dated Date of Bonds	6/11/2020	6/11/2020	6/11/2020	6/11/2020
Sources of Funds				
Par Amount	\$885,000	\$1,915,000	\$275,000	\$3,075,000
Estimated Investment Earnings*	0	0	0	0
Estimated Reoffering Premium **	39,909	70,004	10,880	120,792
General Funds on Hand***	0	0	505,271	505,271
Total Sources	\$924,909	\$1,985,004	\$791,151	\$3,701,063
Uses of Funds				
Allowance for Discount Bidding	\$13,275	\$33,513	\$4,813	\$51,600
Capitalized Interest ***	0	36,704	0	36,704
1st Interest Payment - General Funds on Hand ***	0	0	5,271	5,271
Rounding	4,521	0	0	4,521
Estimated Legal and Fiscal Costs #	12,200	38,251	6,776	57,227
Net Available for Project Costs	894,913	1,876,536	774,291	3,545,740
Total Uses	\$924,909	\$1,985,004	\$791,151	\$3,701,063
Est. Deposit to Construction Fund	894,913	1,876,536	274,291	3,045,740

* Estimated investment earnings are estimated to be minimal.

** The underwriter of the bonds may pay a premium to purchase the bonds. The amount will be determined based on the competitive bidding process, and may range from 0 to 5 percent or more of the bond amount. If any premium is received, it will be used either to reduce the par amount of the bonds or to pay a portion of the first year's interest on the bonds.

*** The district will finance the first year's interest payment on the Facilities Maintenance Bond - Health & Safety portion of this issue with bond proceeds, and the first year's interest payment on the Facilities Maintenance Bond - Deferred Maintenance portion with long term facilities maintenance revenue in the General Fund.

Includes fees for municipal advisor, bond counsel, rating agency or agencies, paying agent, and county certificates.

International Falls School District No. 361

\$3,075,000 G.O. Alternative Facilities Refunding and FM Bonds, Series 2020A

Issue Summary

Dated: June 11, 2020

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/11/2020	-	-	-	-	-
02/01/2021	135,000.00	3.000%	58,937.50	193,937.50	193,937.50
08/01/2021	-	-	44,100.00	44,100.00	-
02/01/2022	300,000.00	3.000%	44,100.00	344,100.00	388,200.00
08/01/2022	-	-	39,600.00	39,600.00	-
02/01/2023	305,000.00	3.000%	39,600.00	344,600.00	384,200.00
08/01/2023	-	-	35,025.00	35,025.00	-
02/01/2024	315,000.00	3.000%	35,025.00	350,025.00	385,050.00
08/01/2024	-	-	30,300.00	30,300.00	-
02/01/2025	330,000.00	3.000%	30,300.00	360,300.00	390,600.00
08/01/2025	-	-	25,350.00	25,350.00	-
02/01/2026	335,000.00	3.000%	25,350.00	360,350.00	385,700.00
08/01/2026	-	-	20,325.00	20,325.00	-
02/01/2027	195,000.00	3.000%	20,325.00	215,325.00	235,650.00
08/01/2027	-	-	17,400.00	17,400.00	-
02/01/2028	185,000.00	3.000%	17,400.00	202,400.00	219,800.00
08/01/2028	-	-	14,625.00	14,625.00	-
02/01/2029	475,000.00	3.000%	14,625.00	489,625.00	504,250.00
08/01/2029	-	-	7,500.00	7,500.00	-
02/01/2030	500,000.00	3.000%	7,500.00	507,500.00	515,000.00
Total	\$3,075,000.00	-	\$527,387.50	\$3,602,387.50	-

Yield Statistics

Bond Year Dollars	\$17,579.58
Average Life	5.717 Years
Average Coupon	3.0000000%
Net Interest Cost (NIC)	2.6064073%
True Interest Cost (TIC)	2.5661478%
Bond Yield for Arbitrage Purposes	2.1370576%
All Inclusive Cost (AIC)	2.9233699%

IRS Form 8038

Net Interest Cost	2.2232351%
Weighted Average Maturity	5.723 Years

International Falls School District No. 361

\$2,000,000 G.O. Alternative Facilities Bonds, Series 2010

Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2020	-	-	-	-	-
02/01/2021	140,000.00	2.650%	13,623.75	153,623.75	153,623.75
08/01/2021	-	-	11,768.75	11,768.75	-
02/01/2022	145,000.00	2.800%	11,768.75	156,768.75	168,537.50
08/01/2022	-	-	9,738.75	9,738.75	-
02/01/2023	145,000.00	3.000%	9,738.75	154,738.75	164,477.50
08/01/2023	-	-	7,563.75	7,563.75	-
02/01/2024	150,000.00	3.100%	7,563.75	157,563.75	165,127.50
08/01/2024	-	-	5,238.75	5,238.75	-
02/01/2025	155,000.00	3.250%	5,238.75	160,238.75	165,477.50
08/01/2025	-	-	2,720.00	2,720.00	-
02/01/2026	160,000.00	3.400%	2,720.00	162,720.00	165,440.00
Total	\$895,000.00	-	\$87,683.75	\$982,683.75	-

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	6/11/2020
Average Life	3.214 Years
Average Coupon	3.1795034%
Weighted Average Maturity (Par Basis)	3.214 Years
Weighted Average Maturity (Original Price Basis)	3.214 Years

Refunding Bond Information

Refunding Dated Date	6/11/2020
Refunding Delivery Date	6/11/2020

International Falls School District No. 361

\$885,000 G.O. Alternative Facilities Refunding and FM Bonds, Series 2020A

Current Refund Series 2010A Portion

Purpose 3 of 3

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
06/11/2020	-	-	-	-	-	-
02/01/2021	135,000.00	3.000%	16,962.50	151,962.50	151,962.50	151,962.50
08/01/2021	-	-	11,250.00	11,250.00	11,250.00	-
02/01/2022	145,000.00	3.000%	11,250.00	156,250.00	156,250.00	167,500.00
08/01/2022	-	-	9,075.00	9,075.00	9,075.00	-
02/01/2023	145,000.00	3.000%	9,075.00	154,075.00	154,075.00	163,150.00
08/01/2023	-	-	6,900.00	6,900.00	6,900.00	-
02/01/2024	150,000.00	3.000%	6,900.00	156,900.00	156,900.00	163,800.00
08/01/2024	-	-	4,650.00	4,650.00	4,650.00	-
02/01/2025	155,000.00	3.000%	4,650.00	159,650.00	159,650.00	164,300.00
08/01/2025	-	-	2,325.00	2,325.00	2,325.00	-
02/01/2026	155,000.00	3.000%	2,325.00	157,325.00	157,325.00	159,650.00
Total	\$885,000.00	-	\$85,362.50	\$970,362.50	\$970,362.50	-

International Falls School District No. 361

\$885,000 G.O. Alternative Facilities Refunding and FM Bonds, Series 2020A

Current Refund Series 2010A Portion

Purpose 3 of 3

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2021	151,962.50	151,962.50	153,623.75	1,661.25
02/01/2022	167,500.00	167,500.00	168,537.50	1,037.50
02/01/2023	163,150.00	163,150.00	164,477.50	1,327.50
02/01/2024	163,800.00	163,800.00	165,127.50	1,327.50
02/01/2025	164,300.00	164,300.00	165,477.50	1,177.50
02/01/2026	159,650.00	159,650.00	165,440.00	5,790.00
Total	\$970,362.50	\$970,362.50	\$982,683.75	\$12,321.25

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	11,217.74
Net PV Cashflow Savings @ 2.463%(AIC).....	11,217.74
Contingency or Rounding Amount.....	4,521.22
Net Present Value Benefit	\$15,738.96
Net PV Benefit / \$919,720.89 PV Refunded Debt Service	1.711%
Net PV Benefit / \$895,000 Refunded Principal...	1.759%
Net PV Benefit / \$885,000 Refunding Principal..	1.778%

Refunding Bond Information

Refunding Dated Date	6/11/2020
Refunding Delivery Date	6/11/2020

ESTIAMTES PRIOR TO BOND SALE

International Falls School District No. 361 Estimates of LTFM Revenue and Bond Payments

\$275,000 Fac. Maint. Bond Issue
7 Years; Payments Limited to
13% of LTFM Revenue

Principal Amount:	FM Bond - Deferred Maintenance \$275,000
Dated Date:	6/11/2020
Avg. Interest Rate:	2.49%

April 10, 2020

Levy Pay. Year	Fiscal Year	Adjusted Pupil Units	Building Age	Revenue/Pupil	Est. Total LTFM Revenue	State Aid	Tax Levy	Potential New Bonds				Total Debt Service	General Fund Revenue
								Principal	Interest	Est. Debt Excess ²	Net Revenue		
2020	2021	1,036	55.68	380.00	393,832	128,168	265,664	-	5,271	-	5,534	5,534	388,298
2021	2022	1,026	56.68	380.00	389,894	115,675	274,219	35,000	8,250	-	45,413	45,413	344,481
2022	2023	1,016	57.68	380.00	385,995	112,474	273,521	40,000	7,200	-	49,560	49,560	336,435
2023	2024	1,016	58.68	380.00	385,995	110,171	275,823	40,000	6,000	-	48,300	48,300	337,695
2024	2025	1,016	59.68	380.00	385,995	111,503	274,492	40,000	4,800	(1,932)	45,108	45,108	340,887
2025	2026	1,016	60.68	380.00	385,995	112,828	273,167	40,000	3,600	(1,804)	43,976	43,976	342,019
2026	2027	1,016	61.68	380.00	385,995	116,865	269,130	45,000	2,400	(1,759)	48,011	48,011	337,984
2027	2028	1,016	62.68	380.00	385,995	120,842	265,153	35,000	1,050	(1,920)	35,932	35,932	350,063
2028	2029	1,016	63.68	380.00	385,995	124,760	261,234	-	-	-	0	0	385,995
2029	2030	1,016	64.68	380.00	385,995	124,760	261,234	-	-	-	0	0	385,995
2030	2031	1,016	65.68	380.00	385,995	124,760	261,234	-	-	-	0	0	385,995
2031	2032	1,016	66.68	380.00	385,995	124,760	261,234	-	-	-	0	0	385,995
2032	2033	1,016	67.68	380.00	385,995	124,760	261,234	-	-	-			385,995
2033	2034	1,016	68.68	380.00	385,995	124,760	261,234	-	-	-			385,995
2034	2035	1,016	69.68	380.00	385,995	124,760	261,234	-	-	-			385,995
2035	2036	1,016	70.68	380.00	385,995	124,760	261,234	-	-	-			385,995
Totals					9,275,610	2,924,690	6,350,920	275,000	38,571	(7,416)	321,834	321,834	8,953,776

- 1 Initial debt service levies are set at 105 percent of the principal and interest payments during the next fiscal year.
- 2 Debt excess adjustment for taxes payable in 2021 is the actual amount. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.



ESTIMATES PRIOR TO BOND SALE

International Falls School District No. 361
Analysis of Possible Structure for Capital and Debt Levies

\$1,915,000 Bond Issue
9 Tax Levies
Wrapped Around Existing Debt

FM Bond - Health & Safety	
Principal Amount:	\$1,915,000
Dated Date:	6/11/2020
Avg. Interest Rate:	2.70%

April 10, 2020

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Levy Pay Year	Fiscal Year	Tax Capacity Value ¹		Existing Commitments					Proposed New Debt				Combined Totals		
		(\$000s)	% Chg	Building Bonds ²	Alt Fac H&S Bonds ²	Est. Debt Excess ³	Net Levy	Tax Rate	Principal	Interest	Est. Debt Excess ³	Adjusted Debt Levy	Adjusted Debt Levy	Net Levy	Tax Rate
2020	2021	7,859	-1.3%	168,368	175,610	(9,622)	334,356	4.25	-	36,704 ⁵	-	-	334,356	334,356	4.25
2021	2022	7,859	-1.0%	173,618	176,964	(13,759)	336,823	4.29	120,000	57,450	-	186,323	523,145	523,145	6.66
2022	2023	7,859	0.0%	183,593	172,701	(14,023)	342,271	4.36	120,000	53,850	-	182,543	524,813	524,813	6.68
2023	2024	7,859	0.0%	177,030	173,384	(14,252)	336,162	4.28	125,000	50,250	-	184,013	520,175	520,175	6.62
2024	2025	7,859	0.0%	180,968	173,751	(14,017)	340,702	4.34	135,000	46,500	(7,361)	183,215	523,917	523,917	6.67
2025	2026	7,859	0.0%	179,130	173,712	(14,189)	338,653	4.31	140,000	42,450	(7,329)	184,244	522,897	522,897	6.65
2026	2027	7,859	0.0%	346,500	-	(14,114)	332,386	4.23	150,000	38,250	(7,370)	190,293	522,679	522,679	6.65
2027	2028	7,859	0.0%	349,440	-	(13,860)	335,580	4.27	150,000	33,750	(7,612)	185,326	520,906	520,906	6.63
2028	2029	7,859	0.0%	-	-	-	-	-	475,000	29,250	(7,413)	522,049	522,049	522,049	6.64
2029	2030	7,859	0.0%	-	-	-	-	-	500,000	15,000	(20,882)	519,868	519,868	519,868	6.62
2030	2031	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2031	2032	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2032	2033	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2033	2034	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2034	2035	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2035	2036	7,859	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Totals				1,758,645	1,046,123	(107,835)	2,696,933		1,915,000	403,454	(57,966)	2,337,872	5,034,805	5,034,805	

- 1 Tax capacity value for taxes payable in 2020 is the actual final value and the value for 2021 is a preliminary figure from the MN Department of Revenue . Estimates for future years are based on the percentage changes as shown above.
- 2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.
- 3 Debt excess adjustment for taxes payable in 2020 is the actual amount. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.
- 4 Assumes that the existing capital project levy would be renewed at the same tax rate prior to expiring.
- 5 The district would not be able to make a tax levy to fund payments on the new bonds due during fiscal year 2021, so those payments, estimated at \$36,704, would have to be made from funds on hand or bond proceeds.

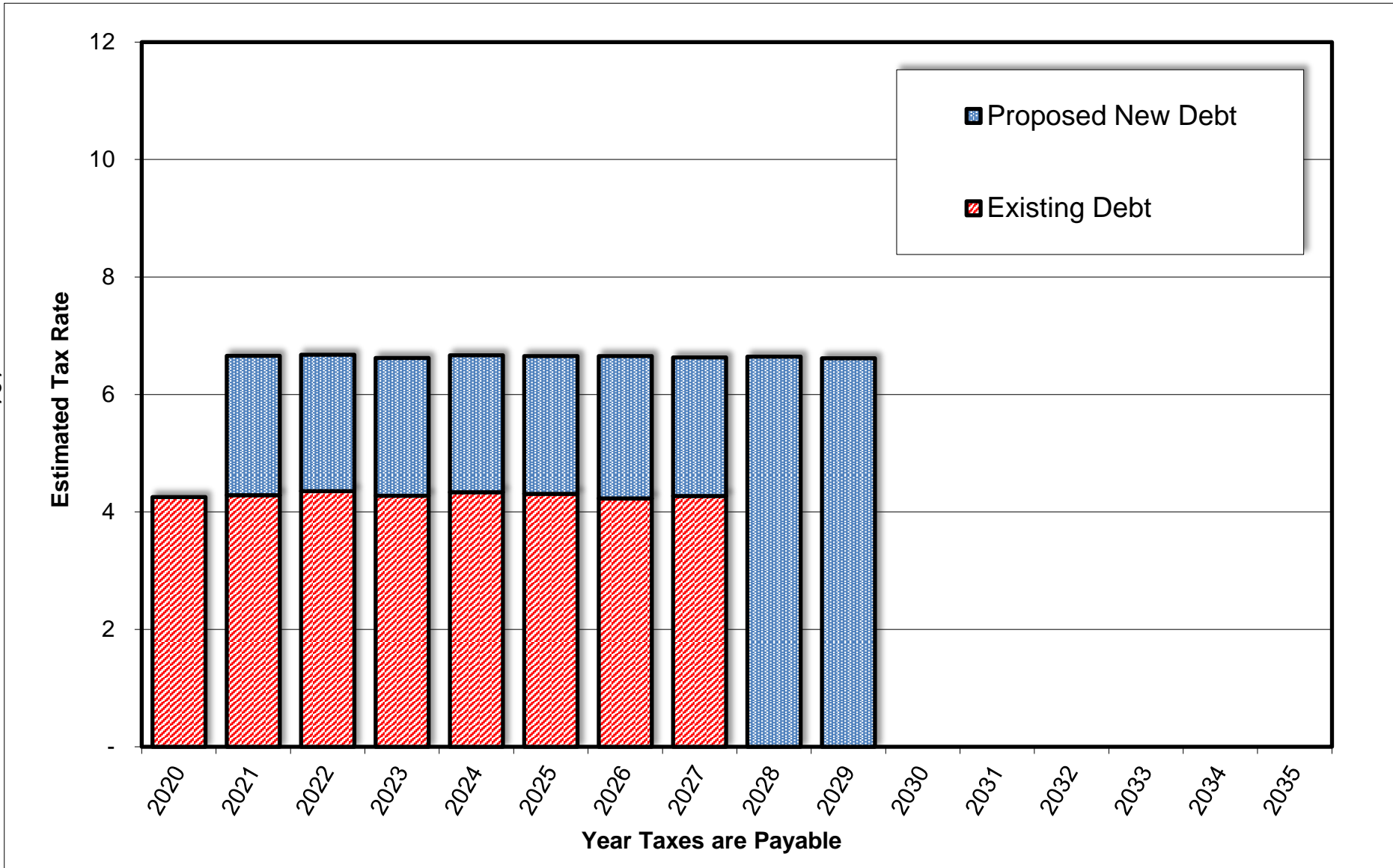


ESTIMATES PRIOR TO BOND SALE

International Falls School District No. 361
Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$1,915,000 Bond Issue
9 Tax Levies
Wrapped Around Existing Debt

Date Prepared: **April 10, 2020**



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ESTIMATES PRIOR TO BOND SALE

International Falls School District No. 361

Analysis of Tax Impact for Potential FM Bond Issue

April 15, 2020

Health and Safety Projects

Bond Issue Amount	\$1,915,000
Average Interest Rate	2.70%
Number of Tax Levies	9

Type of Property	Estimated Market Value	Estimated Impact on Taxes Payable in 2021 *
Residential Homestead	\$50,000	\$7
	75,000	11
	100,000	17
	125,000	23
	175,000	36
	200,000	43
	250,000	56
Commercial/Industrial	300,000	69
	\$50,000	\$18
	100,000	36
	250,000	101
Agricultural Homestead** (average value per acre of land & buildings)	500,000	219
	\$500	\$0.03
	1,000	0.05
	1,500	0.08
	2,000	0.11
Agricultural Non-Homestead** (average value per acre of land & buildings)	3,000	0.16
	\$500	\$0.05
	1,000	0.11
	1,500	0.16
Seasonal Recreational Residential	2,000	0.21
	3,000	0.32
	\$50,000	\$12
	100,000	24
	150,000	36
Residential	200,000	47
	300,000	71
	500,000	119

* Estimated tax impact includes principal and interest payments on the new bonds. The amounts in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the proposed bond issue for many property owners.

** For all agricultural property, estimated tax impact for 2021 includes a 55% reduction due to the School Building Bond Agricultural Credit. The credit percentage will gradually increase to 70% by taxes payable in 2023; this will cause a reduction in taxes in future years. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than \$1.9 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

FES			
Total Kids	MadeBySS	Kids Needed For Goal	Total Percentage
276	220	-8	79.71%
	212		
FHS			
Total Kids	MadeBySS	Kids Needed For Goal	Total Percentage
360	270	-30	75.00%
	240		
Total Kids			
Total Kids	MadeBySS	Kids Needed For Goal	Total Percentage
636	490	-35	77.04%
	455		

Reading:

FES			
Total Kids	MadeBySS	Kids Needed For Goal	Total Percentage
274	181	13	66.06%
	194		
FHS			
Total Kids	MadeBySS	Kids Needed For Goal	Total Percentage
365	209	12	57.26%
	221		
Total Kids			
Total Kids	MadeBySS	Kids Needed For Goal	Total Percentage
639	390	29	61.03%
	419		

FAQs for Board Members Using BoardBook Premier

Please share the following important information with your board members. This Q&A covers your legal questions related to the use of BoardBook Premier. If you have further questions, contact us at support@boardbook.org or 888.587.2665.

1. Are the notes I make in BoardBook under the “Notes” section confidential?

Not exactly. Although each user has the opportunity to log in and create notes that are not typically visible to other users, a BoardBook administrator in your school district may need to access your account to retrieve information subject to disclosure under freedom of information laws, subpoenas, or court orders. Often, information created by a board member acting in an official capacity about school business are considered governmental information that is subject to disclosure to the public. Therefore, notes maintained in BoardBook at the time of a request may be subject to public access as determined by your state laws.

Legal Services attorneys with the Texas Association of School Boards discourage BoardBook users from creating notes that are unrelated to official business or that may be personally embarrassing if released.

2. If a district receives a request for information I created in BoardBook that is subject to public disclosure, who decides whether to release information to the public?

For most states, this initial determination is likely to be made by your superintendent or a board designee, in compliance with state and federal law and typically subject to judicial review. Different laws may require certain kinds of information to be disclosed while keeping other kinds of information confidential from the public. Each state will have laws that govern the public's access to governmental information and the school's corresponding duties to protect confidential information. Any release of information maintained in BoardBook to the public should be handled in consultation with your school attorney.

3. Can I use BoardBook to send written communications to another board member?

Yes, but only with great care. State open meetings laws often require transparency for government meetings and prohibit certain interactions between public officials. Thus, while a board member may have the ability to communicate with another board member using BoardBook features, this is not a recommended practice unless advised by your attorney. BoardBook communication tools are intended to facilitate meeting planning between the board and district staff, and should not substitute as a platform for board members to communicate amongst themselves outside of a school board meeting about school business. BoardBook users with questions about how to use Premier's communication tools should consult their school attorney.

4. Will the public be able to see my vote when using the Tier 2 e-Voting feature?

Yes. While e-Voting offers additional features to facilitate meeting management and operation, all votes should be made visible to the public in accordance with your state laws and meeting rules. BoardBook e-Voting features may not be used to circumvent the law governing your official conduct. Each district is responsible for documenting votes in its board meeting records as necessary as BoardBook e-Voting does not record actual votes.