

INDEPENDENT SCHOOL DISTRICT NO. 2
HILL CITY, MINNESOTA 55748

REGULAR MEETING OF THE BOARD OF EDUCATION
MONDAY, JUNE 22, 2020 6:00 PM

AGENDA

1. Call to Order by Chairman.
2. Pledge
3. Roll Call by Clerk.
4. Approve Agenda
5. Consider consent agenda, revise and remove as needed.
 - a. Approval of Minutes of Regular Meeting May 18,2020 4
 - b. Consideration of Claims and Accounts: 8
 1. Approve the May 2020 bills in the amount of \$362,572.09.

This total includes:

- | | | |
|----|---------------------------|--------------|
| a. | General Fund: | \$302,012.55 |
| b. | Food Service Fund: | \$16,429.38 |
| c. | Transportation Fund: | \$23,441.23 |
| d. | Community Service Fund: | \$19,851.64 |
| e. | Capital Expenditure Fund: | \$337.29 |
| f. | Construction Fund: | \$0.00 |
| g. | Debt Service Fund: | \$500.00 |
| h. | Scholarship Fund: | \$0.00 |
2. Approve current bills through June 10, 2020, presented for payment in the amount of \$195,505.51.
 3. Review investments and wire transfers:

Investments: No changes

Financial Institution	Purchase Date	Amount	Maturity Date	Interest Rate
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Wire Transfers: June 11th, 2020 from Woodland Bank to

MSDLAF

Max for \$500,000

4. Approve the May 2020 receipts in the amount of \$645,644.15.

This total includes:

- | | | |
|----|---------------------------|--------------|
| a. | General Fund: | \$606,949.10 |
| b. | Food Service Fund: | \$27,643.67 |
| c. | Transportation Fund: | \$137.62 |
| d. | Community Service Fund: | \$10,913.76 |
| e. | Capital Expenditure Fund: | \$0.00 |
| f. | Debt Service Fund: | \$0.00 |
- c. (open for consent items)
 6. Comments and request from visitors
 - a. Bart Johnson: Provost of Itasca Community College-College Entrance & Restructure of MnSCU (Minnesota State Colleges and Universities)
 7. Recognition: Katie Godfrey Retirement after 28 Years of Service, Hill City Fire Dept. and George Casper, Hill City Police Dept. and Jeff Madson, Aitkin Cty. Sheriff Dept and Patty & Blaine Sawdey
 8. Report from School Attorney - No report.
 9. Transportation Report: No report
 10. Technology Report: No report
 11. Committee Reports:
 - a. Curriculum Committee: No report
 - b. Policy Committee: No report
 - c. School and Community Health Committee: No report
 - d. Safety/Transportation Committee: No report
 - e. Negotiations Committee: No report
 - f. Community Education Report: No report
 - g. Early Childhood Report: 29
 - h. Building & Grounds Director Report:
 - i. Principal's Report:
 - j. Superintendent's Report:
 12. **OLD BUSINESS**
 - a. Approve the Transportation Contract with Nor-Tran, Inc. for the 2020-2021 and 2021-2022 School Years. 30
 - b. Approve the Facilities Use Agreement with Nor-Tran, Inc. for the 2020-2021 and 2021-2022 School Years. 40
 13. **NEW BUSINESS**
 - a. Approve the budget for the 2020-2021 school year. 47
 - b. Rescind motion to close Activity Checking and Savings account and transfer funds

- to the district accounts as of August 30,2019.
 - c. Approve to close Activity Checking and Saving account and transfer funds to the district account as of June 30, 2020.
 - d. Approve an additional 10 summer work days for the Early Childhood Coordinator.
 - e. Designate the official district publication. Presently Grand Rapids Herald Review, with summary of minutes published in District Newsletter each month.
 - f. Approve carrying over two unused vacation days to School Secretary, Mendy Oukrop, from the 2019-2020 School Year to the 2020-2021 School Year. 48
 - g. Approve berganKDV as the official school auditors for the 2019-2020, 2020-2021 and 2021-2022 School Years. 50
 - h. Approve the 2020-2021 Specific Services Contract with ARCC. 73
 - i. Approve the Health Insurance Plan for the 2020-2021 School Year.
 - j. Approve to set lunch and breakfast prices for the 2020-2021 School Year 77
 - k. Discuss and set athletic rates for the 2020-2021 school year 78
 - l. Approve Resolution Establishing Dates for Filing Affidavits of Candidacy for the school board elections on November 3, 2020. 79
 - m. Approve to Publish Notice of filling period for school board elections November 3, 2020. 82
 - n. Approve MREA membership renewal for the 2020-2021 School Year. 83
 - o. Approve the rates of pay for substitute instructors for the 2020-2021 school year. 88
 - p. Approve North Homes, Inc. for Professional Services Contract for the 2020-2021 school year. 89
 - q. Discuss & review Coaching/Activity List for the 2020-2021 school year. 99
 - r. Approve the quote form for garbage hauling, propane and snowplowing for the 2020-2021 school year. 100
 - s. Approve Professional Service Agreement with Greenway for the 2020-2021 school year. 103
14. Meetings to be Attended and Meetings Attended.
15. Adjourn

INDEPENDENT SCHOOL DISTRICT NO. 2
HILL CITY, MINNESOTA

The Regular Meeting of the Board of Education of Independent School District No. 2, Hill City, Minnesota, was called to order by Chairman Sue Kaslow at 6:00 p.m. on Monday, May 18, 2020.

The Pledge of Allegiance was recited.

Roll Call showed the following members present: Sue Kaslow, Jay Zapzalka, Mark Meyer, Bambi Lange, Sarah Kingsley and Joell Miranda. Board Members Absent: None. Also present was Superintendent Pat Rendle, Principal Adam Johnson, Business Manager Ellie Hill, Building & Grounds Director Eric Hill, Administrative Secretary / Payroll Jodi Gulbraa. Due to COVID-19, the meeting was recorded via WebEx and posted to the districts FaceBook page.

Bambi Lange made and Mark Meyer seconded a motion to approve the agenda as presented. Ayes: Mark Meyer, Jay Zapzalka, Joell Miranda, Bambi Lange and Sue Kaslow Nays: None.

MCU

Jay Zapzalka made and Bambi Lange seconded a motion to approve the following:

Approved the Minutes of the Regular Meeting of April 27th, 2020.

Approved the Minutes of the Special Meeting of May 4th, 2020.

Approved the April 2020 bills in the amount of \$363,182.16

a.	General Fund:	\$293,970.46
b.	Food Service Fund:	\$19,402.87
c.	Transportation Fund:	\$23,441.23
d.	Community Service Fund:	\$17,257.28
e.	Capital Expenditure Fund:	\$9,110.32
f.	Construction Fund:	\$0.00
g.	Debt Service Fund:	\$0.00
h.	Scholarship Fund:	\$0.00

Approved the current bills through, May 11, 2020, presented for payment in the amount of \$147,465.23

Reviewed investments and wire transfers:

Investments: None at this time

<u>Financial Institution</u>	<u>Purchase Date</u>	<u>Amount</u>	<u>Maturity Date</u>	<u>Interest Rate</u>
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Wire Transfers: There were none

Approved the April 2020 receipts in the amount of \$415,635.22

a.	General Fund:			\$399,142.27
b.	Food Service Fund:			\$16,183.72
c.	Transportation Fund:			\$171.01
d.	Community Service Fund:			\$138.22
e.	Capital Expenditure Fund:			\$0.00
f.	Debt Service Fund:			\$0.00

Ayes: Jay Zapzalka, Joell Miranda, Sarah Kingsley, Bambi Lange, Mark Meyer and Sue Kaslow
Nays: None

MCU

There were no comments from guests.

There were no recognitions to report.

There was no report from the School Attorney.

There was report from Transportation.

Committee Reports

Curriculum Committee: There was no report.

Policy Committee: There was no report.

School and Community Health Committee: There was no report.

Safety/Transportation Committee: There was no report.

Negotiation Committee: Jay Zapzalka made and Sue Kaslow seconded a motion to update wording for current Superintendent, Business Manager and Early Childhood Coordinator's Professional Services Agreement with Northland. Ayes: Bambi Lange, Joell Miranda, Sarah Kingsley, Mark Meyer, Jay Zapzalka and Sue Kaslow. Nays: None

MCU

Patrick Rendle, Superintendent, will present dates to the committee for negotiation with Early Childhood Coordinator, Brandon Otway, for the 2020-2021 School Year.

Community Education Report: There was no report.

Early Childhood Report: There was no report.

Building & Grounds Director Report: Working on school grounds, early start on summer maintenance. June 8th will begin work in basketball baskets and bleachers in small gym. 2020 Graduation banners have started being hung up. Eric Hill would like to thank everyone involved. Going to try and get a safety meeting scheduled before summer break.

Principals Report: Last week of school work going out for the students. 26th – 29th will be equipment turn in. Continued discussion around graduation ceremony plans.

Superintendent Report: Updated on COVID 19. A lot of discussion in districts about graduation ceremony options. It was suggested by MSBA to check with our attorney in regards to our districts ceremony plans. Our attorney liked our plan for a traveling ceremony.

OLD BUSINESS:

The Bus Transportation Quotations for the 2020-2021 and 2021-2022 School Years were evaluated and a motion to Act Theron was tabled until the next board meeting.

NEW BUSINESS:

Jay Zapzalka made and Mark Meyer seconded a motion to adopt the 2020-2021 Resolution for Membership in the Minnesota State High School League. Ayes: Bambi Lange, Sarah Kingsley, Joell Miranda, Mark Meyer, Jay Zapzalka and Sue Kaslow Nays: None

MCU

Bambi Lange made and Joell Miranda seconded a motion to approve quotes for the Farm2School Program for the 2020-2021 School Year. Ayes: Mark Meyer, Jay Zapzalka, Joell Miranda, Sarah Kingsley, Bambi Lange and Sue Kaslow Nays: None

MCU

Joell Miranda made and Sarah Kingsley seconded a motion to approve payout of up to five days of unused vacation time for the Business Manager, at the end of the 2019-2020 School Year on the June 30th payroll. Ayes: Jay Zapzalka, Joell Miranda, Sarah Kingsley, Bambi Lange, Mark Meyer and Sue Kaslow Nays: None

MCU

Bambi Lange made and Jay Zapzalka seconded a motion to approve the 2020-2021 School Year Master Schedule. Ayes: Bambi Lange, Joell Miranda, Sarah Kingsley, Mark Meyer, Jay Zapzalka and Sue Kaslow Nays: None

MCU

Mark Meyer made and Bambi Lange seconded a motion to hold a Workshop Meeting for BoardBook Premier 101. It will be held on July 13, 2020 at 6:00 p.m., via Webex. Ayes: Mark Meyer, Sarah Kingsley, Joell Miranda, Bambi Lange, Jay Zapzalka and Sue Kaslow Nays: None

MCU

Jay Zapzalka made and Mark Meyer seconded a motion to adjourn. Ayes: Bambi Lange, Joell Miranda, Sarah Kingsley, Sue Kaslow, Mark Meyer and Jay Zapzalka Nays: None

MCU

The Meeting adjourned at 7:11 p.m.

Respectfully submitted,

Joell Miranda, Clerk

Hill City ISD #0002 SMART Finance
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$302,012.55
02 Food Services	\$16,429.38
03 Transportation	\$23,441.23
04 Community Service	\$19,851.64
05 Capital Expenditure	\$337.29
07 Debt Redemption	\$500.00
Report Total	\$362,572.09

Hill City ISD #0002 SMART Finance
Detail Payment Register By Check

Co	Bank	Check No	Code	Recd	Vendor	Pmt/Void Date	Pmt Type
0002	1	92232	2895	E 01	RANGE WATER CONDITIONING		Check
					005 810 000 000 410	Monthly salt delivery	
							\$85.00
							Paid Amt: \$85.00
							Check Amount: \$85.00
0002	1	92233	11418	E 01	RAPIDS WELDING SUPPLY		Check
					300 255 256 000 401	Gas Tanks & Consumables	
							\$995.00
							Paid Amt: \$995.00
							Check Amount: \$995.00
0002	1	92234	2274	E 01	STUDIES WEEKLY		Check
					200 211 000 000 460	Textbooks	
							\$93.96
							Paid Amt: \$93.96
							Check Amount: \$93.96
0002	1	92235	2863	E 01	TAYLOR PUBLISHING COMPANY		Check
					300 291 000 000 305	YEARBOOK CONTRACT	
							\$1,664.00
							Paid Amt: \$1,664.00
							Check Amount: \$1,664.00
0002	1	92236	2745	E 01	TINA HARCEY		Check
					300 298 466 301 401	Personalized blankets	
							\$180.00
							Paid Amt: \$180.00
							Check Amount: \$180.00
0002	1	92237	3036	E 01	TINA'S EMBROIDERY		Check
					300 298 466 301 401	Gray Blanket	
					300 298 466 301 401	purple blanket	
							\$42.00
							\$121.00
							Paid Amt: \$163.00
							Check Amount: \$163.00
0002	1	92239	2281	E 01	COMPENSATION CONSULTANTS, LTD		Check
					005 930 000 000 299	Other Employee Benf	
							\$167.50
							Paid Amt: \$167.50
							Check Amount: \$167.50
0002	1	92240	2853	B 01	DELTA DENTAL OF MN		Check
					201 000	Salaries & Wages Payable	
					201 000	Salaries & Wages Payable	
					201 000	Salaries & Wages Payable	
					201 000	Salaries & Wages Payable	
							\$63.15
							\$30.80
							\$30.80
							\$63.15
							Paid Amt: \$187.90
							Check Amount: \$187.90

Hill City ISD #0002 SMART Finance Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0002	1	92189	3433	E 01	300 294 450 301 401	6' x 8' Vinyl Banners	\$438.60
				E 01	300 294 450 301 401	Shipping and Handling	\$36.98
		PO#: 5286	Voucher #: 28917	Invoice	Invoice No: 17681	5/11/2020	Paid Amt: \$475.58
							Check Amount: \$475.58
0002	1	92190	2834	E 05	005 865 000 363 305	Fire Safety H&S LTFM Cont Ser	\$225.00
		PO#: 5286	Voucher #: 28918	Invoice	Invoice No: 34097	5/11/2020	Paid Amt: \$225.00
							Check Amount: \$225.00
0002	1	92191	01820	E 01	005 810 000 000 320	Communications Svc	\$175.83
		PO#: 5286	Voucher #: 28919	Invoice	Invoice No: 301226489	5/11/2020	Paid Amt: \$175.83
			PO#: 5286	Voucher #: 28920	Invoice	Invoice No: 301226638	Paid Amt: \$45.41
							Check Amount: \$221.24
0002	1	92192	2251	E 01	005 150 000 000 305	Contracted Legal Services	\$58.50
		PO#: 5286	Voucher #: 28921	Invoice	Invoice No: 29741	5/11/2020	Paid Amt: \$58.50
							Check Amount: \$58.50
0002	1	92193	3437	E 01	300 294 450 301 401	Shipping	\$10.00
		PO#: 5297	Voucher #: 28922	Invoice	Invoice No: 58706	5/11/2020	Paid Amt: \$613.00
							Check Amount: \$613.00
0002	1	92194	05200	E 01	005 810 000 000 330	Utility Services	\$125.52
		PO#: 5286	Voucher #: 28923	Invoice	Invoice No: 0200000191007	5/11/2020	Paid Amt: \$125.52
			PO#: 5286	Voucher #: 28924	Invoice	Invoice No: 0100003921008	Paid Amt: \$62.48
							Check Amount: \$188.00
0002	1	92195	06210	E 01	300 211 000 000 394	James	\$1,269.96
		PO#: 5286	Voucher #: 28925	Invoice	Invoice No: Tuition	5/11/2020	Paid Amt: \$4,233.20
							Check Amount: \$4,233.20
0002	1	92196	21015	E 01	005 110 000 000 580	Principal Cap. Lease	\$229.63
				E 01	100 203 000 000 580	Principal Cap. Lease	\$229.63

Hill City ISD #0002 SMART Finance Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0002	1	92196	21015	E 01	MARCO, INC.		Check
				E 01	200 211 000 000 580	Principal Cap. Lease	\$229.63
				E 01	300 211 000 000 580	Principal Cap. Lease	\$229.64
							Paid Amt: \$918.53
							Check Amount: \$2,466.00
0002	1	92197	2772	E 01	MPCA		Check
				E 01	005 810 000 000 421	Bldg Expense	\$25.00
							Paid Amt: \$25.00
							Check Amount: \$25.00
0002	1	92198	07925	E 01	NATIONAL RECOGNITION PRODUCTS		Check
				E 01	300 280 000 000 401	PRINTED DIPLOMA INSERTS	\$112.67
				E 01	300 280 000 000 401	BLANK DIPLOMA INSERTS	\$5.93
				E 01	300 280 000 000 401	DIPLOMA COVERS	\$129.96
				E 01	300 280 000 000 401	Freight	\$18.93
							Paid Amt: \$267.49
							Check Amount: \$267.49
0002	1	92199	10410	E 01	POSTMASTER/HILL CITY		Check
				E 01	005 110 000 000 329	Postage & Express	\$240.00
							Paid Amt: \$240.00
							Check Amount: \$240.00
0002	1	92200	11418	E 01	RAPIDS WELDING SUPPLY		Check
				E 01	300 255 000 000 430	Industrial Arts Supplies	\$20.50
							Paid Amt: \$20.50
							Check Amount: \$20.50
0002	1	92201	1895	R 01	REGION 7A		Check
				R 01	300 294 020 000 060	Boys Basketball Admissions	\$12.00
							Paid Amt: \$12.00
							Check Amount: \$12.00
0002	1	92202	11758	E 02	ROADSIDE		Check
				E 02	005 770 060 709 401	COVID-19 SFSP General Supplies	\$53.75
							Paid Amt: \$53.75
							Check Amount: \$53.75

Hill City ISD #0002 SMART Finance Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0002	1	92203	2127		RTS		Check
				E 01	005 810 000 000 320	Communications Svc	
PO#:		Voucher #:	28931	Invoice	Invoice No: 620002552	5/11/2020	Paid Amt: \$106.66
							Check Amount: \$106.66
0002	1	92204	12130		SANDSTROM'S		Check
				E 02	005 770 060 709 495	COVID-19 SFSP Milk	
PO#:		Voucher #:	28936	Invoice	Invoice No: 298739	5/11/2020	Paid Amt: \$192.00
				E 02	005 770 060 709 495	COVID-19 SFSP Milk	\$132.00
PO#:		Voucher #:	28937	Invoice	Invoice No: 299684	5/11/2020	Paid Amt: \$132.00
				E 02	005 770 060 709 495	COVID-19 SFSP Milk	\$330.00
PO#:		Voucher #:	28938	Invoice	Invoice No: 305230	5/11/2020	Paid Amt: \$330.00
				E 02	005 770 060 709 495	COVID-19 SFSP Milk	\$198.00
PO#:		Voucher #:	28939	Invoice	Invoice No: 303912	5/11/2020	Paid Amt: \$198.00
				E 02	005 770 060 709 495	COVID-19 SFSP Milk	\$330.00
PO#:		Voucher #:	28940	Invoice	Invoice No: 303542	5/11/2020	Paid Amt: \$330.00
				E 02	005 770 060 709 495	COVID-19 SFSP Milk	\$330.00
PO#:		Voucher #:	28941	Invoice	Invoice No: 302817	5/11/2020	Paid Amt: \$330.00
				E 02	005 770 060 709 495	COVID-19 SFSP Milk	\$330.00
PO#:		Voucher #:	28942	Invoice	Invoice No: 304049	5/11/2020	Paid Amt: \$330.00
							Check Amount: \$1,842.00
0002	1	92205	3163		SPIRIT MOUNTAIN RECREATION AREA		Check
				E 01	300 211 000 000 369	Sec Field Trip Exp	
PO#:		Voucher #:	28935	Invoice	Invoice No: INV/00007284	5/11/2020	Paid Amt: \$1,501.00
							Check Amount: \$1,501.00
0002	1	92206	03853		U S FOOD SERVICE INC		Check
				E 02	005 770 060 709 490	COVID-19 SFSP Food	\$453.90
				E 02	005 770 060 709 401	COVID-19 SFSP Food	\$139.64
				E 02	005 770 060 709 401	COVID-19 SFSP General Supplies	\$177.82
PO#:		Voucher #:	28950	Invoice	Invoice No: 4379840	5/11/2020	Paid Amt: \$771.36
				E 02	005 770 060 709 401	COVID-19 SFSP General Supplies	\$37.19
PO#:		Voucher #:	28951	Invoice	Invoice No: 4318255	5/11/2020	Paid Amt: \$37.19
							Check Amount: \$808.55
0002	1	92207	14700		UPPER LAKES FOODS		Check
				E 02	005 770 060 709 490	COVID-19 SFSP Food	\$246.97
PO#:		Voucher #:	28952	Invoice	Invoice No: 663668	5/11/2020	Paid Amt: \$246.97
				E 02	005 770 000 701 490	Food - Lunch	\$18.51
PO#:		Voucher #:	28944	Credit	Invoice No: 607276-0A	5/11/2020	Paid Amt: (\$18.51)
				E 02	005 770 060 709 490	COVID-19 SFSP Food	\$103.86
PO#:		Voucher #:	28945	Credit	Invoice No: 654642-0A	5/11/2020	Paid Amt: (\$103.86)

Hill City ISD #0002 SMART Finance Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0002	1	92221	06755	E 01	005 810 000 000 332	Electricity	Check	\$4,649.00
		PO#:	28967	Invoice #:	28967	Invoice No: 900510350	Paid Amt:	\$4,649.00
		PO#:	28968	Invoice #:	28968	Invoice No: 8704762700	Paid Amt:	\$44.00
							Check Amount:	\$4,693.00
0002	1	92222	06907	E 01	005 810 000 000 420	Grounds Upkeep Exp	Check	\$1,200.00
		PO#:	28988	Invoice #:	28988	Invoice No: 20-225	Paid Amt:	\$1,200.00
							Check Amount:	\$1,200.00
0002	1	92223	3404	E 01	300 298 466 301 401	#H100197 6" HC purple, purple and white	Check	\$195.60
				E 01	300 298 466 301 401	Freight		\$11.25
							Paid Amt:	\$206.85
							Check Amount:	\$206.85
0002	1	92224	1870	E 05	005 865 000 347 305	Physical Haz H&S LTFM	Check	\$112.29
		PO#:	28958	Invoice #:	28958	Invoice No: 853965	Paid Amt:	\$112.29
							Check Amount:	\$112.29
0002	1	92225	3083	E 01	300 280 000 000 401	JOB ID 43913 200 GRADUATION PROGRAM	Check	\$225.97
		PO#:	5303	Invoice #:	28971	Invoice No: 36250	Paid Amt:	\$225.97
							Check Amount:	\$225.97
0002	1	92226	3441	E 01	300 298 466 301 401	2022 Saxophone enamel pin	Check	\$13.50
				E 01	300 298 466 301 401	2014 Flute enamel pin		\$4.50
							Paid Amt:	\$18.00
							Check Amount:	\$18.00
0002	1	92227	3124	E 01	300 255 000 000 430	Piston Ring Compressors	Check	\$38.97
		PO#:	5289	Invoice #:	28973	Invoice No: 98775	Paid Amt:	\$38.97
		PO#:	5344	Invoice #:	28983	Invoice No: 102808	Paid Amt:	\$777.07
							Check Amount:	\$816.04

Hill City ISD #0002 SMART Finance
Detail Payment Register By Check

r_ap_checkregd

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0002	1	92241	2457		EDUCATORS BENEFIT CONSULTANTS		Check	
			E 01	005	930 000 000 299	Other Employee Benefit		
		PO#:		28992	Invoice	Invoice No: 05312020		
							Paid Amt: \$58.97	
							Check Amount: \$58.97	
0002	1	92242	2297		NORTHEAST SERVICE UNIT		Check	
			E 01	300	211 000 000 820	Dues & Membership		
		PO#:		28990	Invoice	Invoice No: 640		
							Paid Amt: \$2,764.67	
							Check Amount: \$2,764.67	
0002	1	92243	99999		PAYROLL ACCOUNT #700005		Check	
			B 01	201	000	Salaries & Wages Payable		
			B 02	201	000	Salaries & Wages Payable	\$130,762.57	
			B 04	201	000	Salaries & Wages Payable	\$4,068.87	
			B 01	101	012	Salaries & Wages Payable	\$8,178.09	
							\$245.50	
		PO#:		28994	Invoice	Invoice No: 05292020		
			B 01	101	012	Cash in Payroll Account	\$1.24	
							Paid Amt: \$143,255.03	
		PO#:		28995	Credit	Invoice No: 05292020		
							Paid Amt: (\$1.24)	
							Check Amount: \$143,253.79	
							Report Total:	\$362,572.09

Hill City ISD #0002 SMART Finance
Pre Payment Report

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	09376	N	AIRGAS NORTH CENTRAL		28986	9970950017	32.12	0.00	32.12	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$32.12			
1	3447	N	BRAD JOHNSON		28997	REIMBURSEMENT	21.75	0.00	21.75	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$21.75			
1	3093	N	BSN SPORTS		29028	908971948	974.85	0.00	974.85	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$974.85			
1	01820	N	CENTURYLINK		28998	301226489	175.83	0.00	175.83	06/09/2020	06/09/2020	06/09/2020
1	01820	N	CENTURYLINK		28999	301226638	45.41	0.00	45.41	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$221.24			
1	2251	Y	COLOSIMO PATCHIN KEARNEY		29002	14606-001	390.00	0.00	390.00	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$390.00			
1	3448	N	ERIN VALLEY		29003	REIMBURSEMENT	55.40	0.00	55.40	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$55.40			
1	3452	N	FEDERAL PROCESSING REGISTR		29020	1492	399.00	0.00	399.00	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$399.00			
1	03767	N	FLINN SCIENTIFIC, INC		29004	2472831	24.75	0.00	24.75	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$24.75			
1	09883	N	FUN EXPRESS		29008	703636978-01	253.14	0.00	253.14	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$253.14			
1	2841	N	HEATHER STOWE		29011	REIMBURSEMENT	14.15	0.00	14.15	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$14.15			
1	3449	N	HILL CITY POLICE DEPARTMENT		29012	002	2,500.00	0.00	2,500.00	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$2,500.00			
1	05200	N	HILL CITY, CITY OF		29009	0100003921008	62.54	0.00	62.54	06/09/2020	06/09/2020	06/09/2020
1	05200	N	HILL CITY, CITY OF		29010	0200000191-00-7	207.52	0.00	207.52	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$270.06			
1	2283	N	ITASCA AREA SCHOOLS COLLABO		29013	3132	12,212.08	0.00	12,212.08	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$12,212.08			
1	3393	N	JOEL SCHAFFBUCH		29023	REIMBURSEMENT	226.00	0.00	226.00	06/09/2020	06/09/2020	06/09/2020
1	3393	N	JOEL SCHAFFBUCH		29024	REIMBURSEMENT	29.00	0.00	29.00	06/09/2020	06/09/2020	06/09/2020
1	3393	N	JOEL SCHAFFBUCH		29025	HAPPNERS LEGACT	65.00	0.00	65.00	06/09/2020	06/09/2020	06/09/2020

Hill City ISD #0002 SMART Finance Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3393	N	JOEL SCHAFBUCH		29027	REIMBURSEMENT	51.67	0.00	51.67	06/09/2020	06/09/2020	06/09/2020
1	3393	N	JOEL SCHAFBUCH		29026	reimbursement	7.75	0.00	7.75	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$379.42			
1	3450	N	JOLEENE BUTLER		29014	REIMBURSEMENT	22.00	0.00	22.00	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$22.00			
1	06725	N	L & M SUPPLY, INC		29001	62730019001	29.96	0.00	29.96	06/09/2020	06/09/2020	06/09/2020
1	06725	N	L & M SUPPLY, INC		29007	9607499	141.85	0.00	141.85	06/09/2020	06/09/2020	06/09/2020
1	06725	N	L & M SUPPLY, INC		29000	62661164001	51.22	0.00	51.22	06/09/2020	06/09/2020	06/09/2020
1	06725	N	L & M SUPPLY, INC		29005	9606184	110.38	0.00	110.38	06/09/2020	06/09/2020	06/09/2020
1	06725	N	L & M SUPPLY, INC		29006	9609668	399.96	0.00	399.96	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$733.37			
1	21015	N	MARCO, INC.		29021	27113323	1,546.47	0.00	1,546.47	06/09/2020	06/09/2020	06/09/2020
1	21015	N	MARCO, INC.		29022	INV6542261	306.68	0.00	306.68	06/09/2020	06/09/2020	06/09/2020
1	21015	N	MARCO, INC.		29017	27064983	918.53	0.00	918.53	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$2,771.68			
1	3342	Y	MAXWELL TORGERSON		29019	1126	1,620.00	0.00	1,620.00	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$1,620.00			
1	3451	N	MELISSA DEPEW		29015	REIMBURSEMENT	3.25	0.00	3.25	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$3.25			
1	3439	Y	MIKE DOWNS		29018	30109	234.00	0.00	234.00	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$234.00			
1	1870	N	MINNESOTA ELEVATOR, INC		29016	858332	112.29	0.00	112.29	06/09/2020	06/09/2020	06/09/2020
							Check Amount:		\$112.29			
1	07925	N	NATIONAL RECOGNITION PRODUC		29029	4562100	141.99	0.00	141.99	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$141.99			
1	99005	N	NE SERVICE COOPERATIVE		29033	2145	1,680.00	0.00	1,680.00	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$1,680.00			
1	2794	N	NOR TRAN INC		29041	1508	344.68	0.00	344.68	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$344.68			
1	3446	N	NORTH IN BLOOM		29030	100011365	162.00	0.00	162.00	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$162.00			
1	08958	N	PAN-O-GOLD BAKING CO		29063	10003920139002	68.92	0.00	68.92	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$68.92			

Hill City ISD #0002 SMART Finance Pre Payment Report

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	09958	N	PAN-O-GOLD BAKING CO		29062	10003920147009	23.04	0.00	23.04	06/10/2020	06/10/2020	06/10/2020
1	09958	N	PAN-O-GOLD BAKING CO		29061	10003920132009	96.28	0.00	96.28	06/10/2020	06/10/2020	06/10/2020
1	09958	N	PAN-O-GOLD BAKING CO		29031	10003920069013	109.84	0.00	109.84	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$298.08			
1	99999	N	PAYROLL ACCOUNT #700005		29078	06152020	13,977.08	0.00	13,977.08	06/10/2020	06/10/2020	06/10/2020
1	99999	N	PAYROLL ACCOUNT #700005		29077	06152020	144,990.22	0.00	144,990.22	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$158,967.30			
1	1391	N	PITNEY BOWES CREDIT CORP		29032	3103980220	160.02	0.00	160.02	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$160.02			
1	11758	N	ROADSIDE		29038	1024097	83.58	0.00	83.58	06/10/2020	06/10/2020	06/10/2020
1	11758	N	ROADSIDE		29037	1021718	53.75	0.00	53.75	06/10/2020	06/10/2020	06/10/2020
1	11758	N	ROADSIDE		29036	1018463	70.59	0.00	70.59	06/10/2020	06/10/2020	06/10/2020
1	11758	N	ROADSIDE		29035	1028522	107.50	0.00	107.50	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$315.42			
1	2127	N	RTS		29034	620002552	104.63	0.00	104.63	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$104.63			
1	04340	Y	SAM GRIGSBY		29039	Reimbursement	30.35	0.00	30.35	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$30.35			
1	12130	N	SANDSTROM'S		29070	306624	130.00	0.00	130.00	06/10/2020	06/10/2020	06/10/2020
1	12130	N	SANDSTROM'S		29069	306841	300.00	0.00	300.00	06/10/2020	06/10/2020	06/10/2020
1	12130	N	SANDSTROM'S		29068	307469	230.00	0.00	230.00	06/10/2020	06/10/2020	06/10/2020
1	12130	N	SANDSTROM'S		29067	307972	220.00	0.00	220.00	06/10/2020	06/10/2020	06/10/2020
1	12130	N	SANDSTROM'S		29071	306043	300.00	0.00	300.00	06/10/2020	06/10/2020	06/10/2020
1	12130	N	SANDSTROM'S		29073	305062	300.00	0.00	300.00	06/10/2020	06/10/2020	06/10/2020
1	12130	N	SANDSTROM'S		29072	305713	180.00	0.00	180.00	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$1,660.00			
1	12334	N	SCHOOL SPECIALTY INC		29049	208124719365	169.92	0.00	169.92	06/10/2020	06/10/2020	06/10/2020
1	12334	N	SCHOOL SPECIALTY INC		29046	308103527666	675.51	0.00	675.51	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$845.43			
1	1020	N	SUNNY'S		29040	1016293	130.00	0.00	130.00	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$130.00			
1	2498	N	T&T DESIGNS		29050	8627	90.00	0.00	90.00	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$90.00			

Refund in full
invoice for \$1300

Hill City ISD #0002 SMART Finance Pre Payment Report

Grp Code	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2745	Y	TINA HARCEY		29051	637712	330.00	0.00	330.00	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$330.00			
1	14049	N	TREASURE BAY PRINTING		28982	271730	1,490.00	0.00	1,490.00	05/22/2020	05/22/2020	05/22/2020
							Check Amount:		\$1,490.00			
1	03853	N	U S FOOD SERVICE INC		29076	4638080	87.18	0.00	87.18	06/10/2020	06/10/2020	06/10/2020
1	03853	N	U S FOOD SERVICE INC		29075	4590332	434.19	0.00	434.19	06/10/2020	06/10/2020	06/10/2020
1	03853	N	U S FOOD SERVICE INC		29074	4547808	576.80	0.00	576.80	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$1,098.17			
1	14700	N	UPPER LAKES FOODS		29066	668897	1,321.86	0.00	1,321.86	06/10/2020	06/10/2020	06/10/2020
1	14700	N	UPPER LAKES FOODS		29065	666039	1,067.24	0.00	1,067.24	06/10/2020	06/10/2020	06/10/2020
1	14700	N	UPPER LAKES FOODS		29064	660898	1,407.23	0.00	1,407.23	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$3,796.33			
1	15630	N	WASTE MANAGEMENT OF WI-MN		29060	6789009-0412-2	616.56	0.00	616.56	06/10/2020	06/10/2020	06/10/2020
							Check Amount:		\$616.56			
							Report Total:		\$195,505.51			

14 37.23 on invoice
 or \$300.00 est
 Refund coming
 to ACK

[Handwritten signature]
 6/10/20

*Does not meet minimum amount
 **Exceeds maximum amount

Hill City ISD #0002 SMART Finance
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	\$606,949.10
02	\$27,643.67
03	\$137.62
04	\$10,913.76
Report Total	\$645,644.15

Hill City ISD #0002 SMART Finance
 Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch Rct No	Receipt Type	Receipt St Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
4115	0002 1	19098	Credit A	05/08/20	0002 R 01 005 000 000 099	C1	Misc Senior Signs					40.00	0.00
											Receipt Total:	\$40.00	\$0.00
		19099	Credit A	05/08/20	0002 R 01 005 000 000 099	C1	Misc Misc Rev-Local Sour					40.00	0.00
											Receipt Total:	\$40.00	\$0.00
		19100	Credit A	05/08/20	0002 R 01 005 000 000 099	C1	Misc Senior Signs					40.00	0.00
											Receipt Total:	\$40.00	\$0.00
		19101	Credit A	05/08/20	0002 R 01 005 000 000 099	C1	Misc Misc Rev-Local Sour					40.00	0.00
											Receipt Total:	\$40.00	\$0.00
		19102	Credit A	05/08/20	0002 R 01 005 000 000 099	C1	Misc Senior Signs					40.00	0.00
											Receipt Total:	\$40.00	\$0.00
		19103	Credit A	05/08/20	0002 B 02 230 001	C1	Misc Rebate					20.00	0.00
											Receipt Total:	\$20.00	\$0.00
		19104	Credit A	05/08/20	0002 E 01 005 930 000 000 299	C1	Misc 403b TPA Fees					29.76	0.00
											Receipt Total:	\$29.76	\$0.00
		19105	Credit A	05/08/20	0002 B 02 230 001	C1	Misc Lunch Rebate					27.20	0.00
											Receipt Total:	\$27.20	\$0.00
		19106	Credit A	05/08/20	0002 B 01 201 000	C1	Misc Insurance PK					701.80	0.00
											Receipt Total:	\$701.80	\$0.00
		19107	Credit A	05/08/20	0002 B 01 201 000	C1	Misc Insurance PS					1,087.90	0.00
											Receipt Total:	\$1,087.90	\$0.00

Hill City ISD #0002 SMART Finance

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
4115	0002	1														
			19108	Credit	A	05/08/20		Check	1	C1			Misc	63.15		0.00
							0002	B	01	201			Insurance KC			
														Receipt Total:	\$63.15	\$0.00
			19109	Credit	A	05/08/20		Check	1	C1			Misc	92.40		0.00
							0002	B	01	201			Insurance EH			
														Receipt Total:	\$92.40	\$0.00
			19110	Credit	A	05/08/20		Check	1	C1			Misc	40.00		0.00
							0002	R	01	005			Senior Signs			
														Receipt Total:	\$40.00	\$0.00
			19111	Credit	A	05/08/20		Check	1	C1			Misc	40.00		0.00
							0002	R	01	005			Senior Signs			
														Receipt Total:	\$40.00	\$0.00
			19112	Credit	A	05/08/20		Check	1	C1			Misc	40.00		0.00
							0002	R	01	005			Senior Signs			
														Receipt Total:	\$40.00	\$0.00
			19113	Credit	A	05/08/20		Check	1	C1			Misc	300.00		0.00
							0002	R	01	300			Donation to Seniors			
														Receipt Total:	\$300.00	\$0.00
														Deposit Total:	\$2,642.21	\$0.00
4116	0002	1														
			19114	Credit	A	05/15/20		Check	1	C1			Misc	9.18		0.00
							0002	B	02	230			Rebate			
														Receipt Total:	\$9.18	\$0.00
														Deposit Total:	\$9.18	\$0.00
4120	0002	1														
			19118	Credit	A	05/05/20		Wire	1	1001			MDCFL-IDEAS PAYMENT:	2,558.17		0.00
							0002	R	02	005			School Lunch	24,929.12		0.00
							0002	R	02	005			School Lunch			0.00
														Receipt Total:	\$27,487.29	\$0.00
														Deposit Total:	\$27,487.29	\$0.00

Hill City ISD #0002 SMART Finance Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch Rct No	Receipt Type	Receipt St Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
4121	0002 1	MA	19119	Credit A	05/09/20	050920	Wire 1 C1 Misc Third Party Med Asst					5,862.53	0.00
				0002	R 01 005 000 000 372 071							<u>\$5,862.53</u>	<u>\$0.00</u>
												\$5,862.53	\$0.00
4122	0002 1	MDE IDEAS	19120	Credit A	05/15/20	051520	Wire 1 1001 MDCFL-IDEAS PAYMENT: Telecomm Aid General Educ Aid					1,334.10 168,550.23	0.00 0.00
				0002	E 01 005 140 000 311 320							<u>\$169,884.33</u>	<u>\$0.00</u>
				0002	R 01 005 000 000 000 211							\$169,884.33	\$0.00
4123	0002 1		19121	Credit A	05/22/20		Check 1 C1 Misc 403b TPA fees					29.76	0.00
				0002	B 01 201 000							<u>\$29.76</u>	<u>\$0.00</u>
				19122	Credit A	05/22/20	Check 1 C1 Misc Senior Signs					40.00	0.00
				0002	R 01 005 000 000 000 099							<u>\$40.00</u>	<u>\$0.00</u>
				19123	Credit A	05/22/20	Check 1 C1 Misc T-Shirts					30.00	0.00
				0002	R 01 300 298 316 301 096							<u>\$30.00</u>	<u>\$0.00</u>
				19124	Credit A	05/22/20	Check 1 1008 NORTHLAND REMER DIS					9,532.28	0.00
				0002	B 01 115 000			1186	04/29/20	Invoice	9,532.28	<u>\$9,532.28</u>	<u>\$0.00</u>
				19125	Credit A	05/22/20	Check 1 1041 Nor Tran Fuel Adjustment					137.62	0.00
				0002	R 03 005 760 000 720 099							<u>\$137.62</u>	<u>\$0.00</u>
				19126	Credit A	05/22/20	Check 1 1006 DEER RIVER DISTRICT #					2,500.00	0.00
				0002	B 01 115 000			1187	05/04/20	Invoice	2,500.00	<u>\$2,500.00</u>	<u>\$0.00</u>
												\$12,269.66	\$0.00

Hill City ISD #0002 SMART Finance

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
4125	0002	1	19128	Credit	A	05/29/20		Check	1	C1	Misc			235.00		0.00
							0002 E 01 300 294 020 000 319				7A Expenses					
			19129	Credit	A	05/29/20		Check	1	C1	Misc			254,218.94		0.00
							0002 R 01 005 000 000 000 001				Local Tax Levies					
				Receipt Total:										\$235.00		\$0.00
				Deposit Total:										\$254,218.94		\$0.00
4128	0002	1	19130	Credit	A	05/29/20		Check	1	C1	Misc			100.00		0.00
							0002 R 02 005 770 000 701 099				Supplies Donation					
			19131	Credit	A	05/29/20		Check	1	C1	Misc			350.00		0.00
							0002 R 01 005 280 240 000 096				Donation					
				Receipt Total:										\$100.00		\$0.00
				Deposit Total:										\$350.00		\$0.00
4129	0002	1	19136	Credit	A	05/29/20		Wire	1	1044	NORTHLAND FOUNDATIC			10,913.76		0.00
							0002 R 04 500 581 000 338 300				Pathways I					
				Receipt Total:										\$10,913.76		\$0.00
				Deposit Total:										\$10,913.76		\$0.00
4130	0002	1	19137	Credit	A	05/23/20		Wire	1	C1	Misc			31.80		0.00
							0002 R 01 005 000 000 372 071				Third Party Med Asst					
				Receipt Total:										\$31.80		\$0.00
				Deposit Total:										\$31.80		\$0.00
			19138	Credit	A	05/30/20		Wire	1	1001	MDCFL-IDEAS PAYMENT:			161,382.78		0.00
							0002 R 01 005 000 000 000 211				General Educ Aid					
							0002 R 01 005 000 000 000 201				Endowment Fund Appor					
				Receipt Total:										\$161,629.45		\$0.00
				Deposit Total:										\$161,629.45		\$0.00

Board Report for Early Childhood
June 2020

Celebrations

- We held a modified preschool graduation and farewell for both the Honey Bees and Little Bees. Most of our students came for their own personal 30minute celebration. For students/families who were unable or unwilling to come to the school, the teacher went to them. We even worked with CMH to have transportation provided for one of our families to ensure every student had the opportunity to participate.
- We are switching over to Teaching Strategies GOLD for our assessment tool next fall. This will save us having to find days to bring in guest teachers to assess our students three times a year because we will effectively collect data every day while interacting with the students. We will be getting trained on this tool on June 24th and 25th over Zoom.
- We are currently shopping for additional curriculum tools to use to supplement what we already have. Through our work with CEM, we discovered gaps in our practices and this will help fill those gaps.
- Our team met with the Northland preschool team a couple times last month to talk about potential scenarios for the fall. We shared what went well and what we would not want to replicate if we had to start with distance learning. We also discussed how we could potentially teach through a hybrid model and how we want to incorporate things that went well with distance learning into our future practices, regardless of the way we are teaching our students.
- Our program continues to grow. The preschool calendar has been finalized and both preschool classes will have the same calendar. This means a 50 day increase for the Little Bees program and an opportunity for increased funding for students that qualify for Pathway 1 scholarships. The extra amount of time that our three-year-old students will be with their teacher will translate to greater outcomes and better preparedness for their year in the Honey Bees class and beyond.

Concerns

- Getting new enrollment numbers is more difficult without being able to hold outreach events. We have sent home registration packets home with new families and only a couple have made it back to the school for processing. Follow up phone calls will happen next.

**PUBLIC SCHOOL PUPIL'S TRANSPORTATION CONTRACT
INDEPENDENT SCHOOL DISTRICT NO. 2
HILL CITY, MINNESOTA 55748**

THIS AGREEMENT, entered into on the, 22nd day of June, 2020 between **INDEPENDENT SCHOOL DISTRICT NO. 2, HILL CITY**, hereinafter referred to as "**School District**", and **Nor-Tran Inc.**, hereinafter referred to as "**Transportation Contractor**".

RECITALS

The parties hereto recite and declare that:

A. **School District** is interested in and desirous of entering into a contract for the purpose of providing necessary and safe transportation services for its students and patrons in conformity with local policies and federal and state laws, rules and regulations;

B. Consistent with Minn. Stat. §123B.52, **School District** has sought written quotations for transportation services;

C. **Transportation Contractor** has submitted a written quotation to provide the services sought by **School District**, and the parties entered into direct negotiations based on the written quotation submitted by **Transportation Contractor**.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE, AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVENANT AND AGREE, AS FOLLOWS:

SECTION ONE

SCOPE OF CONTRACT

The following shall be deemed to be part of this contract:

- a) The written advertisement or call for written quotations;
- b) The written quotation of **Transportation Contractor** to the extent not modified by this contract and other contract documents.
- c) The agreements and covenants contained in this contract and recited;
- d) The terms and provisions of **School District's** Bus Transportation Specifications and Conditions;
- e) Any and all provisions required by law to be inserted into this contract directly or by reference, whether or not actually inserted.
- f) All **School District** rules and regulations, including the Bus Drivers' Rules of Conduct, **School District's** Transportation Policies, **School District's** Sexual Harassment/Violence Policy, and **School District's** Sexual Misconduct Policy..

SECTION TWO

TERM

This contract shall be effective FOR the 2020-2021 and 2021-2022 school years.

SECTION THREE

COMPENSATION AND PAYMENT

The rates for each year of the terms are based on at least 171 days and a minimum of 81,000 miles for 5 routes per school year or with a minimum of 66,400 miles for the 4 routes.

1) Regular "To and From" routes: Year 2020-2021, \$3.09 per mile.

2) Adjustments: To and From.

2% increase (\$3.15) for the 2021-2022 school year

3) Insurance Coverage: 1 million dollars liability, with a 4 million dollar umbrella.

4) Mid-day Transportation/School Day Special Transportation/Extra Curricular, Athletic, Activity and Field Trips:

2020-2021

School Bus: \$1.97 per mile with a minimum trip charge of \$70.70, inclusive of fuel, plus \$19.00 per hour for a driver if needed. Fifteen (15) minutes pre-trip and post-trip will be included; time is billed in 15-minute increments.

Type III Vehicle: \$1.21 per mile with a minimum trip charge of \$5.60, inclusive of fuel, plus \$19.00 per hour for a driver, if needed. Fifteen (15) minutes pre-trip and post-trip will be included; time is billed in 15-minute increments.

2021-2022

School Bus: \$2.01 per mile with a minimum trip charge of \$71.41, inclusive of fuel, plus \$20.00 per hour for a driver if needed. Fifteen (15) minutes pre-trip and post-trip will be included; time is billed in 15-minute increments.

Type III Vehicle: \$1.23 per mile with a minimum trip charge of \$5.60, inclusive of fuel, plus \$20.00 per hour for a driver, if needed. Fifteen (15) minutes pre-trip and post-trip will be included; time is billed in 15-minute increments.

5) Special Education / Special Needs Transportation: The district will pay the Contractor (\$3.32) per mile for the 2020-2021 school year, with a \$100.00 minimum.

2% increase (\$3.39) for the 2021-2022 school year

6) Overnight Trips (Driver): The first day, actual hours will be charged. There will be an 8 hour minimum charge for each day thereafter. The District will provide up to \$200.00 per night to cover overnight lodging and meals for the driver for overnight trips based on the School District's policy for reimbursement amounts.

7) Fuel Cost Subsidy: It is the intent of this agreement to split the liability for increases in fuel costs evenly between the District and Nor-Tran Inc.

- a) \$3.75 per gallon diesel and \$3.00 per gallon gas – Base Price
- b) The difference of the average price paid will be split 50/50 between the District and Nor-Tran Inc.
- c) Monthly adjustments will be made with an adjustment at the end of each year if necessary.

8) Communication System: The District will provide and maintain a 2-way radio base station and Nor-Tran Inc. will provide and maintain all vehicles with 2-way radios.

9) Compensation for Service Days When School Has Been Cancelled: The District will compensate the Contractor for Regular To & From Services, Regular Special Needs Services and other regularly scheduled services at the rate equal to forty (40) percent of the daily rates applicable to each regular service affected by the cancellation, except those services that are cancelled according to the terms otherwise provided in the agreement. Should the District reschedule the earlier cancelled school day(s), the District will compensate the Contractor at the rate of sixty (60) percent of the daily rate applicable to each regular service affected. This provision will not obligate the District to compensate the Contractor for a cancelled school day that is not rescheduled except as provided in this clause. Should the District not reschedule cancelled day(s), the District would not be obligated to compensate the Contractor for the unpaid sixty (60) percent of the applicable daily rates involved. If the State of Minnesota were to change this funding formula, we would need to renegotiate this line item.

If the operations/programming of the school is changed in the fall, the District will provide for the re-opening of the contract negotiations.

10) Extracurricular Cancellation: In the event that 1 1/2 hour notice is not given to Nor-Tran by the district or one of its designees for the cancellation of a contracted extracurricular run, Nor-Tran may bill the district and be reimbursed for up to two hours of driver time.

SECTION FOUR

GENERAL UNDERSTANDING AND PERFORMANCE OF WORK

Transportation Contractor shall furnish, perform and provide the transportation services, and the necessary equipment and personnel to do so, as required by this contract and in the manner and at the times provided and required by the contract.

SECTION FIVE

DESIGNATION OF STUDENTS AND ADULTS

a) **Transportation Contractor** shall transport only those students and adults designated by **School District**.

Transportation Contractor shall only transport regularly enrolled students or those other students and adults designated by **School District** to be transported.

b) No person other than a **School District** student, other designated student, a **School District** teacher or employee, or **School District** administrative personnel shall be permitted to ride in a vehicle when performing services under this contract without the knowledge and approval of the Superintendent of Schools or his/her designee.

SECTION SIX

RESPONSIBILITY FOR STUDENTS

a) Except where **School District** personnel or other designated adults are riding the bus or other vehicle, **Transportation Contractor** shall bear primary responsibility for the care and safety of students during the period of transportation.

b) Drivers employed by **Transportation Contractor** shall not have the right to eject or deny admission to any student unless such actions are determined to be necessary based on articulable facts and circumstances which would allow a reasonable person to determine that an exigency exists which poses a risk of imminent bodily harm to the driver, student or others on the school bus or vehicle.

SECTION SEVEN

ROUTING AND SCHEDULING

a) The route(s) to which this contract applies and the operating time schedule shall be determined by **School District** except as may be modified by **School District** as occasion demands or requires, with reasonable notice given to **Transportation Contractor** of any such change or modification.

b) Students are to get to the bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.

c) **School District** shall make a reasonable effort to provide **Transportation Contractor** with the extra-curricular schedule at the beginning of each school year covered by this contract, and shall provide reasonable notice of the scheduling of any other activities and events for which **Transportation Contractor** is to provide services under this contract.

SECTION EIGHT

DUTIES AND OBLIGATIONS OF TRANSPORTATION CONTRACTOR

a) To furnish chassis and passenger school bus bodies conforming to all state and federal laws, rules and regulations;

b) To keep school buses properly stored and maintained so as to ensure the warmth and comfort of the students and others transported therein; each school bus is to have a properly equipped and operating heater sufficient to ensure the warmth, comfort and safety of the students and others when being transported in cold weather months.

c) To keep and maintain all school buses and other vehicles in good and safe mechanical repair and condition and to have and provide such equipment and safety devices as may be required by local, state and federal laws, rules or regulations in effect during the term of the contract.

School District may inspect any and all school buses and other vehicles used to provide services under this contract, and shall have free and unrestricted access to any and all maintenance and repair records upon request.

d) The interior and exterior of school buses and vehicles performing services under this contract must be kept and maintained in a clean, safe and sanitary condition.

e) Shall not perform services under this contract with a school bus or a vehicle which when loaded would be beyond the load capacity of the vehicle.

f) To furnish and provide drivers for all school buses and vehicles who are approved by the school district, in good health, and in possession at all times during the term of this contract of a valid, effective, bus driver's license issued by the state of Minnesota. **Transportation Contractor** shall not use a driver in the performance of any services under this contract who has ever had his/her driver's license or driving privileges revoked, suspended, cancelled or taken away, without the express, written consent of **School District**, after full disclosure of all facts and circumstances surrounding the loss of the driver's license or driving privileges.

g) To do a criminal history and background check on all drivers providing services under this contract, and provide **School District** with written verification and assurance that all drivers performing services under this contract have passed the required background check and investigation and otherwise pose no risk to students and others riding on the school bus or other vehicle. **Transportation Contractor** shall provide a copy of each background check or investigation to **School District** when requested to do so.

h) To establish and enforce all rules, policies, laws, and regulations set forth in the documents which make up this contract or to which referenced is made with regard to the conduct of all drivers performing services under this contract.

i) To immediately discharge or replace a driver not meeting the qualifications set forth, or to which reference is made, herein, and/or for violating any of the rules or policies expressed or incorporated into this contract.

j) To have on hand or available properly equipped and maintained standby buses in sufficient numbers to provide all transportation called for under this contract.

k) To have on each school bus or vehicle providing services under this contract a working and properly maintained cellular telephone or two-way radio.

SECTION NINE

COMPLIANCE WITH LAWS, RULES AND REGULATIONS

To the extent not otherwise specifically addressed herein, **Transportation Contractor** agrees that all services intended and contemplated by this contract shall comply with all applicable federal and state laws, rules and regulations in place and in effect during the term of this agreement. Further, **Transportation Contractor** will be bound by all rules, regulations, local ordinances and/or state and federal laws relating to road conditions, road restrictions, and all other laws and regulations relating to the operation and maintenance of all school buses and vehicles used in the providing of services herein.

SECTION TEN

INSURANCE AND INDEMNIFICATION

a) **Transportation Contractor** must keep in effect during the term of this agreement Liability insurance (but not Claims-Made coverage) for each school bus and vehicle used in the performances of services under this contract with limits of Four Million Dollars (combined single limit policy), and Personal Injury Protection (PIP) coverage in the minimum amounts required by statute. Further, **Transportation Contractor** shall keep and maintain in effect during the term of this agreement a General Liability or Errors and Omissions policy (but not Claims-Made) covering the wrongful acts, errors, or omissions of **Transportation Contractor** and its employees and representatives with limits of at least One Million Dollars. Both Liability coverages shall name **School District** as **Additional Insureds**, with all rights and protections attendant thereto.

Should **School District** carry overlapping or similar coverage, the insurance coverage required by the contract must provide that such insurance shall be primary and any School district insurance would be excess coverage.

b) **Transportation Contractor** and its employees and representatives shall not be held or deemed in any way to be the agent or employee of **School District**. It is the intention of the parties that the operator is and shall be considered as an independent contractor. No officer, employee, or agent of **Transportation Contractor** shall be deemed to be an officer, employee, or agent of **School District**, unless such person is in actuality an officer or employee of **School District**.

c) **Transportation Contractor** agrees to hold **School District** harmless and to indemnify it, including costs and attorney's fees, from any and all claims, demands, causes of action, and suits arising from its operations and activities or caused by the negligence or intentional acts of any officer, employee or agent of **Transportation Contractor**.

School District agrees that it shall give **Transportation Contractor** and its insurer notice of all claims or suits brought against **School District** arising from the actions, activities, conduct, and errors/omissions of **Transportation Contractor**, its officers, employees or representatives.

It is understood and agreed that should any such claim or suit be brought against **School District**, **School District** shall have the right and option to retain and employ its own legal counsel to investigate and defend any such claim or suit, and should it be determined that the claim or suit arose from the actions, activities, conduct, and errors/omissions of **Transportation Contractor**, its officers, employees or representatives.

SECTION ELEVEN

FAILURE OF OPERATION AND FORCE MAJEURE

- a) In the event **Transportation Contractor** is unable to provide the transportation services contemplated herein because of acts of God, fire, riot, war, picketing, civil commotion, strikes, labor disputes, or any other similar condition, **School District** may excuse it from performance hereunder and terminate the contract, or shall have the right to take over the operation of such school buses that **Transportation Contractor** is prevented from running, utilizing such school employees or other persons as **School District** may deem appropriate, until **Transportation Contractor** is able to resume operation. **School District** shall pay to the **Transportation Contractor** for such school buses or other vehicles the same amount specified in and by this contract, less all expenses and costs incurred by **School District** in the operation and maintenance of the vehicles.
- b) Any other failure or inability of **Transportation Contractor** to operate any route or provide the services herein as scheduled and required shall constitute a default by **Transportation Contractor**.

SECTION TWELVE

RIGHT TO DECLARE DEFAULT

- a) In addition to any other rights the **School District** may have, **School District** shall have the right to declare **Transportation Contractor** in default if:
- 1) **Transportation Contractor** becomes insolvent;
 - 2) **Transportation Contractor** makes an assignment for the benefit of creditors;
 - 3) A voluntary or involuntary Petition in Bankruptcy is filed by or against **Transportation Contractor**;
 - 4) **Transportation Contractor** fails to perform any scheduled route or service when notified to do so by **School District**;
 - 5) **Transportation Contractor** shall abandon or not perform the work, except as provided by Paragraph 12. d) above.
 - 6) **Transportation Contractor** shall reduce its working force to a number that would be insufficient in the opinion of **School District** to carry out the work in accordance with this agreement.
 - 7) **Transportation Contractor** shall sublet, assign, transfer, convey, or otherwise dispose of this contract, other than as specified in the contract;
 - 8) A receiver is appointed to take charge of the property or affairs of **Transportation Contractor**;
 - 9) **School District** determines that **Transportation Contractor** has willfully or in bad faith violated any of the provisions of this agreement;
 - 10) Any applicable laws, rules, or regulations have been violated, or where there has been non-compliance with them, by **Transportation Contractor**, its agents, officers or employees.
 - 11) Any school buses or other vehicles provided by **Transportation Contractor** are operated by individuals in a manner which places students and passengers at risk;
 - 12) Violation of, or non-compliance with, any of the other provisions of this

contract and those other documents which are incorporated herein by reference.

B) Should there be any violation of the terms and provisions of this agreement by either party, the contract can be terminated by either party with 30 days' written notice, in writing, to the other party. This does not preclude any other remedies that either party might have at law, in equity or administratively, but shall be considered in addition thereto.

In the event of a stated notice of a breach or default and notice of termination, if the breaching or defaulting party corrects the deficiency or default within the 30 day period, the other party, at its option, may forego or withdraw the termination, but shall not waive any rights by doing so.

SECTION THIRTEEN

DRUG AND ALCOHOL POLICY

Transportation Contractor shall adopt, implement, enforce and maintain a drug/alcohol policy consistent with the rules and procedures required by state and federal law, rule and regulation. This policy shall be no less stringent than the drug/alcohol policy adopted by **School District** and applicable to its own employees, which policy shall be incorporated herein by this reference. The policy must apply to all operators of school buses and vehicles used by **Transportation Contractor** in the performance of services under this contract, and to anyone affecting or controlling the movement of, dispatching, or maintaining of those school buses and vehicles.

Transportation Contractor agrees to share the results of any tests and test results with **School District**, upon request.

SECTION FOURTEEN

TITLES OF PARAGRAPHS

The various titles to the paragraphs in this contract are used solely for convenience and they shall not be used for the purpose of interpreting or construing any word, clause, paragraph, or subparagraph of this contract.

Further, the parties state and represent that this contract was mutually negotiated and that any ambiguities or uncertainties in language, meaning or interpretation of this contract shall not be necessarily construed against either party.

SECTION FIFTEEN

UNLAWFUL PROVISIONS DEEMED STRICKEN

All unlawful provisions of this contract shall be deemed stricken from the contract, and shall be of no effect. Upon the application of either party, the unlawful part may be considered stricken without affecting the binding force of the remainder of the contract.

SECTION SIXTEEN

ASSIGNMENT

Transportation Contractor shall not assign all or portions of this contract, or any interest in the contract, without the prior written approval of the Board of **School District**.

SECTION SEVENTEEN

ALL LEGAL PROVISIONS INCLUDED

It is the intention of the parties to this contract that all legal provisions of law, rule, or regulation required to be inserted in the contract shall be and are inserted in it. However, if by mistake or otherwise, some such provision is not inserted in the contract, or is not inserted in proper form, then on the application of either party, the agreement shall be amended so as to strictly comply with the law without prejudice to the rights or obligations of either party to this contract.

SECTION EIGHTEEN

NOTICES AND VENUE

- a) Any and all notices required or contemplated by this contract are required to be given to **School District** and directed or served on the Clerk or Chair of the Board of Education.
- b) Any litigation or disputes between the parties arising from this agreement and the services provided herein by **Transportation Contractor** must be venued in the Aitkin County District Court, Ninth Judicial District, Aitkin, Minnesota.

School District:

**INDEPENDENT SCHOOL DISTRICT
NO. 2, HILL CITY**

By _____
ISD #2 Chairman

By _____
ISD #2 Clerk

Transportation Contractor:

Nor-Tran Representative

APPENDIX 1

COMPENSATION AND BILLING

School District shall pay the amount due **Transportation Contractor** for To and From transportation in ten (10) payments. The monthly amount shall be determined by estimating the annual cost for each service and dividing that amount by ten (10). This amount shall be paid on the 10th of each month from September through June of each year. The June payment of each contract year shall be adjusted, if necessary, to reflect actual cost.

Regular To and From Transportation
Special Education Transportation

The **Transportation Contractor** shall bill the **School District** by the 20th of each month for the preceding month's supplemental transportation services. The **School District** will pay the supplemental services on the 25th of each month.

Extracurricular and Field Trips
Midday Transportation

School District:

**INDEPENDENT SCHOOL DISTRICT
NO. 2, HILL CITY**

By _____
ISD #2 Chairman

By _____
ISD #2 Clerk

Transportation Contractor:

Nor-Tran Representative

FACILITIES USE AGREEMENT
ISD No. 2, Hill City and NorTran, Inc.

THIS AGREEMENT, entered into on the, 22nd day of June, 2020 between **INDEPENDENT SCHOOL DISTRICT NO. 2, HILL CITY SCHOOL**, party of the first part, hereinafter referred to as "**School District**", and **NorTran, Inc.**, a Minnesota corporation, party of the second part, hereinafter referred to as "**Transportation Contractor**".

RECITALS

The parties hereto recite and declare that:

A. **School District** owns a bus garage/maintenance facility located and situated on the real property described below, as follows:

See attached Sketch and Description for ISD #2, which is attached hereto as Exhibit A and incorporated herein by this reference.

B. **Transportation Contractor** and **School District** have entered into a contract by which **Transportation Contractor** will provide **School District** with its school-student transportation needs.

C. **Transportation Contractor** desires to use and access the bus garage/maintenance facility for purpose of storage and servicing of its buses and related equipment necessary to perform under the aforementioned transportation contract with **School District**; and

D. The parties desire to enter into a facilities use agreement defining their rights, duties, and liabilities with regard to the utilization of the bus garage/maintenance facility, and with regard to their relationship with one another.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE, AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVENANT AND AGREE, AS FOLLOWS:

SECTION ONE
PURPOSE AND DESCRIPTION OF PREMISES

School District allows and permits **Transportation Contractor** to use and access the bus garage/maintenance facility previously described for purpose of storage and servicing of its buses and related equipment in connection with its Transportation Contract with **School District**.

SECTION TWO
TERM

This Facilities Use Agreement shall commence on the 1st day July 2020 and continue through the existence of the Transportation Contract between the parties and any extensions or renewals thereof. The agreement shall be subject to the termination and default terms of the Transportation Contract between the parties.

SECTION THREE
CONSIDERATION

Transportation Contractor shall pay to **School District** the annual sum of \$6,000.00, payable by **Transportation Contractor to School District** no later than June 30th of each year of this Facilities Use Agreement. **School District** shall be responsible for all heating and utilities in conjunction with the use of the bus garage/maintenance facility.

SECTION FOUR
WASTE, NUISANCE OR UNLAWFUL ACTIVITY

Transportation Contractor shall not allow or permit any waste or nuisance in conjunction with its use of the facilities; or use, or allow to be used, the facilities for any unlawful or hazardous purpose or activity. Further, **Transportation Contractor** agrees

that it shall provide proper supervision in conjunction with any of its activities on the premises.

Transportation Contractor shall make no alterations or changes to the premises without the prior written consent of **School District**. **Transportation Contractor** shall keep and maintain the premises in the condition it was in prior to the commencement of this agreement and shall pay all costs for any repairs or damages, including the cost of clean-up, that, in the opinion of **School District**, may be necessary and appropriate.

SECTION FIVE **INSURANCE**

School District shall obtain, keep, and maintain insurance on the bus garage/ maintenance facility against all loss or damage by fire and other risks to the extent of the full insurable value thereof, including all improvements, alterations, additions, and changes made by either party to this facilities use agreement. All insurance required by this provision shall be carried for the mutual benefit of the parties in proportion to their respective interests in and to the facilities.

Transportation Contractor shall obtain, keep, and maintain insurance on any and all of its own equipment, buses, inventory, contents and/or any of its other belongings, and those belonging to third parties which may be kept in or on the premises.

Transportation Contractor shall also obtain, keep, and maintain liability insurance insuring itself and its employees against liability for bodily injury and property damage covering its own errors and omissions in conjunction with its activities and use of the facilities. The liability limits must be at least those which are required by the Minnesota Tort Claims Act applicable to political subdivisions of the state of Minnesota at all times this facilities use agreement is in place.

SECTION SIX
HOLD HARMLESS AND INDEMNIFICATION

Each party shall hold harmless and indemnify the other against expenses, liabilities, and claims of every kind, by or on behalf of any person or entity, arising out of:

1. Failure by either party to perform any of the terms or conditions of this facilities use agreement and/or the obligations imposed by it;
2. Any injury or damages happening on or about the facilities as a result of the other's activities and/or programs, or in conjunction with the use of the facilities and its equipment, if any;
3. Failure to comply with any law, rule, regulation or safety standard of any governmental agency or authority;
4. The actions of any party, whether by omission or commission, which in any way relates to this facilities use agreement and the performance of its obligations and duties in conjunction therewith.

SECTION SEVEN
DISPUTE RESOLUTION

Any dispute arising from this agreement or the use of the facilities that the parties cannot resolve by and between themselves, shall be submitted to mediation; and, if mediation is unsuccessful, to binding arbitration through a process similar to that used by the Minnesota Bureau of Mediation Services. Should arbitration be necessary, each party shall be responsible for its own costs and expenses.

SECTION EIGHT
ASSIGNMENT

Transportation Contractor shall not assign their rights under this facilities use agreement, or any right or privilege connected with this facilities use agreement, to any party or entity without first obtaining the written consent of the **School District**.

SECTION NINE
WAIVERS

Waiver by any party of any breach of any covenant or duty under this facilities use agreement is not a waiver or breach of any other covenant or duty, or any subsequent breach of this same covenant or duty.

SECTION TEN
RELATIONSHIP BETWEEN THE PARTIES

Nothing contained in or by this facilities use agreement shall be deemed, construed, or interpreted as to create a partnership or joint venture between any of the parties, or to create any other relationship between the parties other than that which is clearly provided and intended hereby.

SECTION ELEVEN
GOVERNING LAW AND INTERPRETATION

It is agreed that this facilities use agreement shall be governed by, construed, interpreted and enforced in accordance with the laws of the state of Minnesota. Any ambiguities in conjunction with the enforcement or interpretation of this agreement shall not be construed or resolved as against any party.

SECTION TWELVE
REPRESENTATION OF AUTHORITY TO SIGN

Each party represents and warrants that the person(s) signing and executing this facilities use agreement on its behalf has been properly authorized to do so by the governing board(s) of each entity, and that such action taken is consistent with its own charters, by-laws, rules, procedures, and resolutions, and in accordance with the laws of the state of Minnesota.

**SECTION THIRTEEN
PARAGRAPH HEADINGS**

The titles to the paragraphs of this facilities use agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.

IN WITNESS WHEREOF, the parties above named have executed this Facilities Use Agreement to be effective the date first above written.

ISD NO. 2, HILL CITY SCHOOL

Date: _____

By _____

Its _____

By _____

Its _____

NorTran, Inc.

Date: _____

By _____

Its _____

By _____

Its _____

Facilities Use Agreement
ISD No. 2, Hill City and NorTran, Inc.

Attachment to Section Three: Consideration

The annual sum of \$6,000 equals \$3.00 per square foot for 2,000 square feet.

ISD No. 2, Hill City School

By _____

Its _____

By _____

Its _____

NorTran, Inc.,

By _____

Its _____

By _____

Its _____

ISD #0002 Hill City School District

2020-2021 Adopted Budget

Revenues vs Expenditures

By Fund

Revenues

01	- General Fund	3,813,303.00
02	- Food Service Fund	168,228.00
03	- Transportation Fund	212,949.00
04	- Community Service Fund	280,059.00
05	- Capital Expenditure Fund	148,379.00
06	- Building/Construction Fund	0.00
07	- Debt Service Fund	326,829.00
08	- Trust Fund	0.00
09	- Scholarships Fund	0.00
20	- Internal Service Fund	0.00
Total Revenues		4,949,747.00

Expenditures

01	- General Fund	3,824,599.00
02	- Food Service Fund	168,228.00
03	- Transportation Fund	241,500.00
04	- Community Service Fund	253,471.00
05	- Capital Expenditure Fund	107,651.00
06	- Building/Construction Fund	53,961.00
07	- Debt Service Fund	316,124.00
08	- Trust Fund	0.00
09	- Scholarships Fund	0.00
20	- Internal Service Fund	0.00
Total Expenditures		4,965,534.00

Difference - Revenues vs Expenditures

01	- General Fund	(11,296.00)
02	- Food Service Fund	0.00
03	- Transportation Fund	(28,551.00)
04	- Community Service Fund	26,588.00
05	- Capital Expenditure Fund	40,728.00
06	- Building/Construction Fund	(53,961.00)
07	- Debt Service Fund	10,705.00
08	- Trust Fund	0.00
09	- Agency Fund	0.00
20	- Internal Service Fund	0.00
Total Difference		(15,787.00)



11599 US HWY 169 Hill City, MN 55748
Work 218-697-2394 x100
moukrop@isdoo2.org

Mendy Oukrop

June 15, 2020

Dear School Board

I am requesting the 2 vacation days I have remaining to be carried over to the following school year. According to my contract with AFSCME page 10, 11.4 Increments, up to 10 vacation days may be carried over from one year to the next with the written approval of the School District. Thank you.

Sincerely


Mendy Oukrop

/mo

enclosure



11.2. The school secretary and payroll clerk shall earn paid vacation time as follows:

<u>Years of Service</u>	<u>Days per Year</u>
1	4,
2 - 9	10,
10 - 14	12,
15 & over	14.

The school secretary and payroll clerk's vacation time must be taken with the consent of the Superintendent.

11.3. Application:

11.3A. Earning: Vacations shall be determined as of July 1 of each year. Employees hired after July 1 are not eligible for vacation as a matter of right until July 1 of the following year, but may be permitted to take vacation at the discretion of the SCHOOL DISTRICT.

11.3B. Resignation: If the employee resigns before completing a full year of service, he shall not be entitled to any vacation pay; he/she shall have the salary paid for any vacation days taken deducted from his final check. An employee who has completed at least one (1) year of service shall be entitled to receive the pro-rata pay for unused vacation time provided such employee provides the SCHOOL DISTRICT with at least two (2) weeks' advance notice of his resignation time.

11.3C. Scheduling: The scheduling of vacation time shall be determined by the SCHOOL DISTRICT. However, in determining vacation periods, the wishes of the employee will be respected as to the time of taking vacation, insofar as the needs of the service will permit, it being understood that the rights of the senior employee will prevail in the selection of vacation time when an agreement cannot be reached among the employees.

11.4. Increments: Vacation may be taken in minimum increments of one (1) day at a time. Up to ten (10) days of vacation may be carried over from one year to the next upon the written approval of the SCHOOL DISTRICT.

ARTICLE 12
PROBATIONARY PERIOD

12.1. Probationary Period: An employee shall serve a probationary period of nine (9) months of continuous service in the SCHOOL DISTRICT, during which time the SCHOOL DISTRICT shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge, or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the Agreement alleged to have been violated. For school-term employees, summer layoff does not count toward the continuous nine (9) months; however, if an employee was working the last week of school and is hired the next school year, any days worked in the previous year will be counted toward continuous service.



**INDEPENDENT SCHOOL DISTRICT #2
HILL CITY SCHOOLS
PROPOSAL FOR AUDIT SERVICES**

CONTACT: NANCY SCHULZETENBERG
nancy.schulzetenberg@bergankdv.com

bergankdv

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS. ⁵⁰

TABLE OF CONTENTS

Executive Summary 2

Who is BerganKDV?.....3

Value-Added Services Beyond the Audit.....6

Certifications and Independence.....8

Qualifications - Dedicated Service Team.....9

Audit Approach and Timeline 13

Fees 16

Client References..... 18

Peer Review..... 20

EXECUTIVE SUMMARY

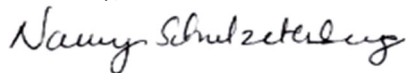
Thank you for the opportunity to serve as a partner with Independent School District #2 Hill City Schools. It is our understanding that you are seeking competitive proposals from independent public accounting firms to provide professional financial audit for year ending June 30, 2020. We appreciate the time you took to speak with us regarding your needs and expectations.

Here are a few benefits of working with BerganKDV:

- **Effective Communication.** You want a firm that listens to you, is easy to work with and cares about the success of the District. BerganKDV has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a proven track record of performing client's requests based on their preferred timetable and delivering reports to our clients in advance of deadlines.
- **A Responsive Firm Who is there for You.** We believe we're your auditors not just at year-end but throughout the year. This means being there for you when issues arise, available when you need us and being responsive to your requests. We demonstrate this through same-day callbacks and in-depth research to get to the heart of your questions. We take a collaborative approach in all our interactions with you. Our goal is to be a valued partner by becoming your first call when you have a financial challenge.
- **Minnesota School Finance Expertise.** Your audit firm needs to understand how Districts operate and how the environment in which they function is regulated. BerganKDV audit professionals are dedicated to their industry and never need to be trained by their clients. With Nancy Schulzetenberg on the Minnesota Department of Education Advisory Committee on Financial Management, Accounting and Reporting, you will have a connection to the latest guidance and activity at MDE.
- **Respect Your Time.** We have the resources to perform your audit and meet with your board to ensure you receive information in a timely manner. We are clear with you on things we need for the audit including timing and deadlines. In addition, at BerganKDV, we strive for a three-week turnaround, from fieldwork to meeting-ready documents. You will have a draft copy of your financial statements and communication letter within this timeframe.

If there are any matters not adequately covered in this proposal, please feel free to contact us. Thank you for the opportunity to respond to your proposal request

Sincerely,



Nancy Schulzetenberg

St. Cloud, MN // 320.650.0219 // nancy.schulzetenberg@bergankdv.com



We have an extensive background in working with clients through a strategic approach in all aspects; we don't just keep pace with the trends; we stay ahead of the curve. We explore new ways to reduce costs and operate more efficiently.

THE BACKSTORY

The history of our firm began in 1945, and since the beginning, BergankDV has been firmly rooted in community. Today we are a Top 100 Firm, we operate in multiple states in nine different offices, employ over 450 experts, and service clients across the country. As we continue to grow, we acknowledge that we are not in the business to provide one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them. Our playbook consists of business advisory, tax, assurance and accounting, workforce management, technology, wealth management and turnaround management services. Sure, we offer a robust and competitive service portfolio and notable processes but what really makes us different?

OUR PEOPLE

Relationships are at the core of everything we do, and our products and services are designed to meet the specific needs of our clients. When working with BergankDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

PERSONALIZED SERVICE

Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable and knowledgeable personnel who are responsible for knowing, understanding and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.

ENGAGE® | OUR PROVEN VALUE CREATION PROCESS

We have aligned our team around our core values and are driven in our commitment to help clients and team members achieve their potential. We help clients reach their goals by utilizing our value creation process. Results of this process have led to more robust client relationships – deeper trust, enhanced communication and minimization of time for all. This process is a key component of our strategy in supporting and helping our clients further their organizations.



OUR BUSINESS LINES

BerganKDV has a strong bench of resources and expertise available based on needs of the client. This ensures the most effective and efficient results are delivered!



COMMUNITY SUPPORT

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. On average, we support multiple events a week in our communities. This year we supported over 35 civic, 15 health and wellness, 10 youth and four arts organizations. BerganKDV's culture promotes community involvement by providing employees with paid volunteer time off.

VISION AND VALUES

We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions. Our firm consists of highly talented individuals that put relationships before business deals and clients before profits. Our values drive our decisions.



OUR FOCUS AND OUR PROMISE

Empowering people and creating a wow experience for our clients.
We go beyond so you can **DO MORE**.

We continue to align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We've found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.

VALUE-ADDED SERVICES BEYOND THE AUDIT

Our goal is to be your first call when you experience organizational challenges. We believe this can occur only when a relationship is developed and nurtured through strong communication and a thorough understanding of your mission, programs and operations. We are unwavering in our commitment to our clients and make it our mission to ask the right questions, listen actively, understand your expectations and deliver results. You can expect a partnership with professionals who value trust, integrity and relationships.

Collectively our core client solutions are unique in our industry. However, we recognize that in order to achieve our goal of wow experiences we need to offer clients more. We have executed on a strategy to seek out best-of-class providers to help when clients are stuck on a matter in finance, operations, marketing, technical tax and other areas.

Over the past several years we have had over 1,000 situations where we helped clients with introductions to our network to save them time and help increase confidence with a plan or strategy. We have an ability to make a greater difference in your District with experience in a variety of services, some of which are listed below [for a full listing of our solutions catalog, please visit bergankdv.com].

Extensive Governmental Auditing and Consulting Experience

With over **50 years of experience** serving the government community, we have a great appreciation for the unique issues and complexities that you face. We currently work with over 150 governmental entities, including colleges and universities, charter schools, school districts, cities, and other governmental entities, providing a wide array of services including accounting, auditing and consulting services.

We are dedicated to **keeping informed** of significant developments in the government community and the impact of those developments on our clients. We accomplish this through formal training, including annual seminars, workshops and professional sponsored classes on governmental accounting, auditing and reporting requirements. We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants. The Center maintains standards for quality control in governmental audits for CPA firms nationwide.

In addition, many employees of our firm are members and have participated as instructors and speakers at seminars. These presentations have included the following topics:

- GASB Statement Nos. 34, 40, 45, 54, 63, 65, 68, 74, 75, 84 and 87 implementations
- Auditing standards updates, include independence and risk suite
- Levy process and related accounting
- Internal controls, segregation of duties and corrective action plans
- Property taxes and general fund budget
- Budget issues related to the state budget deficit
- Accounting and finance policies and procedures
- Overview of investing and related legal compliance
- Capital assets
- Fraud

Peer Review Results

Our firm is a member of the Private Companies Section of the AICPA Division for CPA Firms. This Division was founded in 1977 by the AICPA to promote CPA excellence and to provide a voluntary, objective means of monitoring adherence to professional standards. Each member firm is required to periodically subject its audit and accounting practice to a comprehensive quality review by specially trained outside CPAs. Our last such review was in August of 2017, at which time we received a clean report on our practices and methods. This peer review included an inspection of five governmental engagements. A copy of our peer review report is included on page 20.

Keeping You Current

We continue to stay abreast of new GASB regulations and innovatively consider all solutions for our clients. Our involvement in government entities has been recognized in the community as well. Nancy Schulzetenberg was appointed by the Commissioner of Education to serve as a member of the Minnesota Department of Education Advisory Committee on Financial Management, Accounting, and Reporting and is currently serving a third term. MDE has also just named a subcommittee to address future GASB implementations including GASB 84 and GASB 87. Nancy Schulzetenberg is on this committee.

Historically, we have viewed time spent to keep our clients current with recent technical changes as part of the audit and not billed separately. We also have the capacity to provide you with additional accounting resources and inform you of any necessary changes or updates that may affect you. You can be confident that we are current and have the capacity to keep you updated.

Knowledgeable in Government Finance

Several members of our firm are currently or have been members of the School Audit Review Task Force and the School District Conference Planning Task Force of the Minnesota Society of CPAs. We routinely analyze bills passed by the Minnesota Legislature and communicate to our School clients any pitfalls or opportunities that may exist for them.

Assistance with Certificate of Achievement

One of our government audit managers is one of only five professional reviewers throughout the United States for the National Association of School Business Officials Certificate of Excellence program. Our firm is very familiar with the requirements necessary to obtain the Certificate of Achievement. We currently assist several of our audit clients (ie. Farmington Public Schools; Columbia Height Public School; Shakopee Public Schools, MN; and Waterloo Public Schools, IA) with preparation of their comprehensive annual financial report to meet the criteria for ASBO's Certificate of Achievement for Excellence in Financial Reporting. We assisted three of these clients with their initial application, and all three were successful on their initial and all subsequent submissions.

CERTIFICATIONS AND INDEPENDENCE

We recognize when we audit a governmental entity, we are required to be familiar with certain rules, regulations and requirements and also, as a firm we are required to meet certain requirements. In that regard, we make the following affirmations:

- Our firm meets the independence requirements relating to the District defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.
- Our firm and all assigned key professional staff are properly licensed to practice in the State of Minnesota.
- Our firm is a member of the American Institute of Certified Public Accountants and the Minnesota Society of Certified Public Accountants.
- Our firm has never had a report rejected or classified as substandard by any state or federal agency, the Association of School Business Officials or by the Government Finance Officers Association.
- Our firm has never had and currently does not have any pending disciplinary actions or investigations for alleged improper, fraudulent, disreputable, or unfair activities against our firm with state regulatory bodies or professional organizations.
- We accept the professional obligation concerning the American Institute of Certified Public Accountants Interpretation 501-3 "Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits."
- Our professional personnel have received adequate continuing education to be in compliance with *Government Auditing Standards* and have received adequate continuing professional education over the past two years.
- Our firm is an equal opportunity employer and does not discriminate in employment of persons upon the basis of race, color, creed, national origin, sex, age, or physical handicap, and have an affirmative action plan in place.
- We do not expect any potential audit problems and are not aware of any conflicts of interest with regard to any work performed by the firm for the District.
- We acknowledge and have adequate personnel to comply with the audit schedule provided in the request for proposals.

QUALIFICATIONS – DEDICATED SERVICE TEAM

BerganKDV has a personalized team of professionals to meet your unique needs. Your BerganKDV team has extensive experience working with governmental organizations. This translates into a greater ability to understand your unique organization.

LEADERSHIP TEAM

First, all governmental clients will interact with a member of the Government Market’s leadership team at least every three years. There is no charge to our clients for these meetings. These individuals are instrumental in ensuring that our clients are receiving “WOW” service and having all their needs met.



JODI L. RINNE, CPA, SHAREHOLDER, GOVERNMENT MARKET LEADER

Role and Experience: In her role as Government Market Leader, Jodi is responsible for the government market by managing all aspects of the value creation cycle and will work with the governmental team members throughout the firm to ensure a wow experience is being delivered.

Jodi, who is located in the firm’s Omaha market, is a CPA with more than 25 years of experience in public accounting, focusing mainly on governmental and nonprofit entities; ERISA plans; commercial real estate, including HUD audits; and colleges & universities.

Jodi has a bachelor’s degree in accounting from Midland University and is active in the American Institute of Certified Public Accountants where she currently serves on the Employee Benefits Plan Audit Quality Center Executive Committee and is very involved in the Peer Review Program. Jodi is a member of the Nebraska Society of CPAs, CREW Omaha Metro and Omaha Academy of Ballet, where she serves on the board.



MICHAEL E. DUSCHER, GOVERNMENT CONSULTING LEADER

Role and Experience: Mike serves clients in the government sector. He is responsible for growing the client base in the government market by building relationships with potential clients and working with them to help solve pain points they are experiencing in their business operations.

Mike received his bachelor’s degree in organizational communication and sociology. He is involved with Northern Voices, a nationally recognized school for deaf and hearing of children and Crescent Cover Respite & Hospice Home for Kids.

ENGAGEMENT TEAM

Below are resumes of the partners that will be assigned to your engagement. Your engagement team will consist of an Engagement Partner, a Concurring Reviewer, an Audit Manager, an in-charge auditor and one to two additional staff auditors.



NANCY SCHULZETENBERG, CPA, ENGAGEMENT PARTNER

Education: Bachelor of Science in Accounting from Mankato State University

Experience, Professional and Civic Activities:

- Twenty-five+ years of experience in auditing governmental and nonprofit entities
- Chair of the Quality Control Committee for our firm
- Appointed by the Commissioner of Education to serve as a member of the Minnesota Department of Education's Advisory Committee on Financial Management, Accounting and Reporting
- Member of the Special Review Committee of the Government Finance Officers Association whose purpose is to review Comprehensive Annual Financial Reports to determine eligibility for the Certificate of Achievement for Excellence in Financial Reporting
- Member of Minnesota Society of CPAs School District and City Audit Review Task Forces whose purpose is to conduct reviews of financial statements to increase member awareness and understanding of accounting principles by providing specific constructive comments on reviews
- Presenter at the Minnesota Association of School Business Officials Annual Conference, the Central Minnesota Educational Research & Development Council's Annual Conference, the MN Government Finance Officer's Association's Annual Conference, and BerganKDV sponsored seminars
- Instructor at the Minnesota Association of School Business Officials Institute and the Minnesota Association of School Business Officials Certification Program
- Member of Minnesota Society of Certified Public Accountants, American Institute of Certified Public Accountants, Minnesota Association of School Business Officials, and Government Finance Officers Association
- Member of the Finance Committee at Holy Family School, Albany and Seven Dolors Church, Albany



ANDREW GRICE, CPA, CONCURRING REVIEWER

Education: Bachelor of Science in accounting from St. Cloud State University

Experience, Professional and Civic Activities:

- Ten years of experience with financial reporting in accordance with GAAP, CAFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Responsible for the planning, fieldwork and reports for numerous audits of cities, school districts, charter schools, and other government entities.
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education
- Attends workshops on governmental and single audit accounting, auditing and reporting on an annual basis
- Financial statement and communication letter preparation
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process
- Certified Public Accountant, licensed to practice in the State of Minnesota

Commitment to Staff Continuity and Training

To keep continuity and efficiencies high, we believe that consistent team members are advantageous for both our firm and your organization. We pride ourselves on maintaining the right balance of continuity on each of our engagements in order to ensure a “fresh” look at the annual audit process. Rotation of senior level staff only occurs after the merits of such rotation have been discussed and approved by your organization.

Independence

Our firm has no conflict of interest regarding any other work performed by our firm for your organization. Our firm meets the independence requirements relating to your organization as defined by auditing standards generally accepted in the United States of America. We annually review independence related to all our client relationships as part of our internal control compliance process.

Government Audit Team

Our government audit team is located in our Bloomington and St. Cloud, MN offices. We have 20 staff members that work exclusively on government audits as one team/department. Your team members will be located in both offices.



AUDIT APPROACH AND TIMELINE

Our audits are designed to focus our energy and our audit tests on the areas of your operations that contain the most risk. This equates to a better product for the School District.

In addition, to provide an effective and efficient audit while also keeping expenses to a minimum, we will be performing your audit virtually and will also be having our meetings with management virtually.

PHASE ONE – INITIAL PLANNING AND PROGRAM DEVELOPMENT

Our main objective is to get to know the District as a resident or employee would. We want to understand not only your finances, but also your operational goals and objectives. What makes you District unique? How can that knowledge help us perform the best audit possible? When those questions are answered, we know we achieved our goal for Phase One.

During this phase, we gather the information we need to create an effective audit program and make preliminary judgments of materiality. Highlights include:

- Reviewing your internal control documents and interviewing your key employees and representatives to gain operational information.
- Discussing your goals, objectives, and the current challenges facing your operations; those are then shared across your BerganKDV team and incorporated into our audit plan.
- Obtaining population sizes ranging from 25-60 for certain transactions-based finance systems and selecting which transactions we will test for internal control and compliance testing. Selections will be based on our data analysis results, analyzing transactions on a risk-based level.
- Obtaining your current financial reports and budgets and perform overall analytical review procedures.
- Obtaining applicable District organizational charts, policies, bond documents, leases and other legal contracts.
- Reviewing with your staff our audit documentation requests. **We audit and request information that is used internally by your staff to manage operations, we do not require specific templates to be used.**

We will work with the management team to determine the preferred means of communication. In addition, we utilize Suralink, a workflow management software that improves efficiency by streamlining our audit request process. The simple interface includes team assignments and deadlines, so there are no misunderstandings on expectations.

Our audit process incorporates automated audit tools (Knowledge Coach) and work papers to provide our clients with timely information and effective and efficient audits. In addition, we use CCH's TeamMate Analytics, an Excel add-on used to extract and analyze data quickly and efficiently. We also subscribe to various benchmarking and data analysis providers.

Your Expected Role: *Provide BerganKDV with policies, internal control documents and a preliminary trial balance; provide contact information for all board members and staff so we may set up appointments/interviews with selected representatives; begin to gather documentation for fieldwork.*

PHASE TWO – AUDIT PROGRAM EXECUTION

Project execution is performing the procedures outlined in your audit plan as developed in Phase One. Our audit procedures will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We will discuss potential ideas and best practices with your personnel relating to our recommendations for improving internal control, procedures and compliance with laws and regulations. Any issues identified, proposed audit adjustments, or other recommendations will be discussed with management throughout the execution of our audit procedures. We perform test work with as little disruption as possible to District staff's regular duties.

Highlights of this phase include:

- Auditing year-end account balances, testing internal control, assessing compliance to determine if your systems and controls are functioning as designed.
- Using sampling techniques to test areas including transactions, internal controls and legal compliance using the scope mandated by the Office of the State Auditor. Sample sizes range from 25-60 based on our risk assessment.
- Using IDEAS data mining software, we look for trends and anomalies in your payroll, vendor payment, and cash receipts process.

***Your Expected Role:** Be available to answer questions during scheduled audit fieldwork, provide audit workpapers or reconciliations with documentation that is reasonable and reviewed during Phase One.*

PHASE THREE – POST-AUDIT CRITIQUE AND EXIT CONFERENCE

This phase of the audit includes preparing and reviewing all the components of the financial statements and preparing the communications letter and relevant financial trend data for the Board presentation. Finally, opinions on the financial statements, Minnesota Legal Compliance, Government Auditing Standards and Single Audit, if required, will be prepared.

We will then present this information to management allowing you time to review the financial statement reporting package including the draft financial statements and any internal control findings or recommendations that arise during the audit. This phase allows you time to assess, discuss and develop a corrective action plan, if needed.

***Your Expected Role:** Review preliminary financial statements and reports to provide BergankDV with input and feedback.*

PHASE FOUR – PRESENTATION OF AUDIT REPORT

The final phase of the process is the presentation of the reports to the Board's Finance Committee and/or Board. The presentation provides the governing body with information about the year's financial activity compared to past trends and expected results. We also provide other relevant and interesting observations relating to your financial statistics that will help provide the governing board with a deeper understanding of your operations. We understand all organizations have individual needs and we look forward to getting your feedback on graphs and statistics.

Professional standards require that we provide you with information regarding the auditor’s responsibility under generally accepted auditing standards, significant accounting policies, accounting estimates and management judgments, significant audit adjustments, other information in documents containing audited financial statements, disagreements with management, consultation with other auditors, major issues discussed with management prior to retention as auditors and difficulties encountered in performing the audit. We will provide this information in written form via the communications letter and will discuss with administration during the review of the preliminary audit report.

***Your Expected Role:** Provide BerganKDV with information and feedback for presentation preferences.*

FEES

Our fees for the aforementioned services are based on the amount of time and the level of experience of the individuals who perform the services. In addition, we assume that the District's accounting personnel will provide the appropriate workpapers, documents, schedules, and clerical assistance, we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, and no significant changes to the Organization's operations will occur. However, if situations arise which affect the scope of the engagement, we will discuss them with you prior to incurring the additional cost. **At no time will we bill the District for extra time or charges unless we have verbal communication regarding the issues, your options and an agreement for additional fees.**

Following is a description of the services we will provide under this agreement for the year ended June 30, 2020:

- Performing an audit of the District and the Student Activities (as applicable), in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*;
- Providing an opinion on the basic financial statements and an “in-relation to” report on the supplementary information;
- Providing separate reports required under *Government Auditing Standards* and the Minnesota Legal Compliance Guide for Local Governments;
- Drafting the financial statements;
- Presenting the financial statements and communication letter to the Board of Education; and
- Providing any necessary “comfort letters” and/or “consent and citation of expertise”.

Our fees for the above services described above for the year ending June 30, 2020 will be \$15,000. In addition, you have requested fees for two additional years:

June 30, 2021	\$15,750
June 30, 2022	\$16,500

Should your school require a single audit in the future or if you do any building projects/bonding, the fees associated with us performing additional services will be discussed at that time and we will agree on a fee with you.

Billing and Collection Expectations

Our fees are due as services progress and are generally billed at the completion of each phase of the audit. These invoices are payable on presentation. Invoices are delinquent if not paid within 60 days.

Off-season Communication

We encourage questions throughout the year, so we can stay abreast of their operations, and identify/resolve any issues prior to year-end. We will not invoice additional amounts unless substantial research or work is required, in which case, we will discuss the scope of any additional work and proceed only after we have reached a mutually agreeable fee arrangement.

Out of Scope Professional Services

We do not surprise bill. If during our engagement you request additional services which require more than a minimum amount of time, we will provide an engagement letter with the fees and services specified, only after we have verbal communication and agreement. Additional special projects and consulting requested during the year will be billed at an hourly rate commensurate with the level of experience required.

BerganKDV Commitment for Future Year Increases

We continually review our pricing practices to ensure we are competitive with the market and provide value to our clients for the services and products we offer. We strive to come to an agreement with our continuing clients on a fee that is reasonable, fair and competitive. You can be assured that we will communicate with you regarding our pricing process. We take pride in our long client relationships, which are founded on principles of trust and mutual respect.

CLIENT REFERENCES AND EXPERIENCE

We believe our experience with numerous types of governmental entities will provide you with the expertise you need for an effective and efficient audit. We encourage you to speak with our clients and hear the benefit and value they realize as a result of working with BerganKDV.

CLIENT	SCOPE OF WORK	PRINCIPAL CONTACT	PHONE
Barnum Public Schools	Audit	Dawn Hultgren	218.389.6978
Deer River Schools	Audit	Jennifer Drotts	218.246.8948
Crosby-Ironton School District	Audit	Bill Tollefson	218.545.8811

“I’ve had the pleasure of working with BerganKDV for over a decade. During that time, they have provided invaluable advice, consistent and dependable support and a great deal of integrity. Our school district anticipates a continued, wonderful, long-term relationship and we will not hesitate to refer BerganKDV to friends and other business affiliates.”

*– Carol J. Peterson
Retired Director of Business Services
Princeton Public Schools*

Below is a list of our school district and charter schools audit and consulting clients.

Recipients of a certificate of Achievement for Excellence in Financial Reporting are marked with an asterisk (*).

Minnesota School District and Charter Schools

ADMs (0-500)

- Aspen Academy
- Bdote Learning Center
- Carlton
- Cook County
- Da Vinci Academy of Arts and Science
- Excel Academy
- Face to Face Academy
- Lincoln International High School
- Loveworks Academy for Visual and Performing Arts
- Metro Schools
- Pine Point
- Prodeo Academy
- St. Paul City School
- Star of the North Academy
- Wright Technical Center

ADMs (501-1,000)

- Atwater-Cosmos-Grove City
- Barnum
- Belgrade-Brooten-Elrosa
- Deer River
- East Central
- Eden Valley-Watkins
- Holdingford
- Isle
- Kimball
- Long Prairie - Grey Eagle
- Moose Lake
- Onamia
- Royalton
- Sauk Centre
- Yinghua Academy

ADMs (1,001-2,500)

- Annandale
- Cass Lake
- Crosby-Ironton
- Foley
- Howard Lake-Waverly-Winsted
- Little Falls
- Milaca
- Pequot Lakes
- Pierz
- Rockville-Cold Spring-Richmond
- Westonka

ADMs (2,501<)

- Becker
- Big Lake
- Bloomington
- Buffalo-Hanover-Montrose
- Cloquet
- Columbia Heights*
- Delano
- Detroit Lakes
- Farmington*
- Fridley
- Minneapolis Public Schools
- Princeton
- Sartell-St. Stephen
- Sauk Rapids-Rice
- Shakopee*
- St. Cloud Area Schools
- St. Michael - Albertville



PEER REVIEW



Report on the Firm's System of Quality Control

October 16, 2017

To the Partners of BergankDV, Ltd.
and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of BergankDV, Ltd. (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

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Email: info@bmgcpas.com

PEER REVIEW [CONTINUED]

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BergankDV, Ltd. in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BergankDV, Ltd. has received a peer review rating of *pass*.

BMG Certified Public Accountants, LLP

Handwritten signature of BMG in black ink.

Lincoln, Nebraska

THANK YOU.

BERGANKDV.COM | 319.294.8000 | INFO@BERGANDKV.COM





SPECIFIC SERVICES CONTRACT 2020-2021

This contract, between the Arrowhead Regional Computing Consortium (hereinafter ARCC) and Independent School District No. **0002 HILL CITY** (hereinafter MEMBER), outlines that:

WHEREAS, ARCC, pursuant to Minnesota Statutes 1974, Section 471.59, is empowered to exercise all functions common to its members and as such is authorized to enter into contracts for service, and,

WHEREAS, MEMBER, has formally resolved to participate in specific services, and,

WHEREAS, ARCC is capable and responsible in providing such services,

THEREFORE, BE IT RESOLVED that the parties to this contract agree to the following provisions:

1. ARCC will take action necessary and appropriate to accomplish the tasks as defined by the Joint Powers Agreement and its By-Laws to service the MEMBER needs.
 - a. Employ staff necessary to provide training*, development, implementation, reporting and operational support of the services available, including:
 - Statewide Finance System (SMART Finance)
 - Training, editing, reporting and submission of UFARS data to the Minnesota Department of Education
 - School finance procedures particular to the state of Minnesota
 - Statewide Personnel/Payroll System (SMART HR)
 - Training, editing, reporting and submission of STAR data to the Minnesota Department of Education
 - Assistance with the Affordable Care Act: tracking, compliance and reporting
 - Infinite Campus Student Information System
 - Training, editing, reporting and submission of MARSS data from Infinite Campus and other student information systems to the Minnesota Department of Education
 - Training and support on submission of MCCC, Early Education, and other required student data from the Infinite Campus student information system to the Minnesota Department of Education

- Downloading of statewide student test results from the Minnesota Department of Education and importing that data to the Infinite Campus Student Information System
- Federal E-Rate support
- Minnesota Telecom Equity Aid support

*Training will include time appropriate meals and refreshments at no additional charge.

- b. Maintain appropriate records and procedures for backup of Member's data that is housed on ARCC's servers.
 - c. Provide consultation and advice to MEMBER for conversion and implementation of selected services.
 - d. Use all means available and appropriate to provide MEMBER with services and supplies at the least cost.
 - e. Maintain all systems and services.
 - f. Maintain confidentiality of MEMBER's data.
 - g. Employ safeguards to defend the security of data stored in said computer systems against unauthorized access and will respect the privacy of the MEMBER.
2. MEMBER agrees to follow guidelines for data input and control, turnaround time and other, as may be established by the ARCC Governance Board.
 3. MEMBER will make payments for services and supplies invoiced, on the appropriate due dates.
 - a. Selected services are:

X	Finance/Accounting - Support and Training
X	Payroll/HR – Support and Training
X	Infinite Campus – Support, Training, MARSS & Student Data Reporting
	Other Student Systems – Support, Training, MARSS Reporting
 - b. Invoices for the above selected services will be due and payable on:
July 1, 2020 and January 1, 2021.
 - c. Additional invoices, if any, during the year will contain detail sufficient to support the invoiced amounts of project services received and forms costs.
4. The ARCC Governance board has set 2020-2021 service rates, as follows:

Membership Fee	\$3,250.00 plus \$4.25 per Adjusted Pupil Unit (APU), final prior year count
Finance/Accounting Personnel/Payroll	\$15.25 per APU, final prior year count Based on prior February 1 through January 31 usage \$55.00 per payroll processed, plus \$0.35 per Check, ESS or Direct Deposit processed, plus \$11.25 per APU, final prior year count
Student Records	Campus: \$10.00 per APU, final prior year count, including \$5,550.00 minimum, plus \$0.50 per APU Campus Learning (required) Other Systems: \$2,450.00 MARSS editing/reporting
Project Services	\$50.00 per hour, upon request from MEMBER (example: bank reconciliation, report writing, data conversion, etc.)

5. The ARCC Governance Board retains the right to alter the established rates for computer services on or before June 30 of any year.
6. MEMBER understands that ARCC will assist them in filing for their federal discounts on telecommunication costs through the Universal Service Administrative Company (E-rates). Due to timing of the E-rate cycle, application for 2021-2022 discounts will be made in 2020-2021.
7. This contract shall be in effect on July 1, 2020, and shall remain in effect through June 30, 2021. This contract allows for processing and reporting of 2020-2021 activity, as well as processing and reporting of 2019-2020 activity during the contract period. If services are desired for less than the full fiscal year, the MEMBER should notify ARCC and request a copy of the part year service policy.
8. MEMBER shall neither assign nor transfer services received under this contract without prior written approval of ARCC.
9. MEMBER agrees to indemnify and save and hold ARCC harmless from any and all claims or causes of action arising out of the performance of this contract by ARCC or ARCC staff or agents. This shall not be construed to bar any legal remedies MEMBER may have for ARCC's failure to fulfill its obligation pursuant to this contract.

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

ARCC:

Meeting Date Approved: May 21, 2020

By: Evelyn Rajala, Clerk/Treasurer of Board



MEMBER:

Meeting Date Approved: _____, 2020

By: _____ [Printed Name & Title of Signer]

_____ [Signature]

Breakfast Prices

Kindergarten	\$0.00
1-5	\$1.95
6-12	\$2.05
Second Meal 1-5	\$1.95
Second Meal 6-12	\$2.05
Milk	\$0.55
Adult Breakfast	\$2.45

Lunch Prices

K-5	\$2.50
6-12	\$2.70
Second Meal K-5	\$2.50
Second Meal 6-12	\$2.70
Milk	\$0.55
Adult Lunch	\$4.05

Kindergarten receives Free Breakfast

Reduced meals are Free for Breakfast and Lunch

Ala Carte Meal will be priced according to each food /beverage selected

Note: A bid for milk prices for 2020-2021 to add to the Kindergarten Milk Program has not yet been received.

Adult Yearly Pass (up to age 62) (2020-2021 rate: \$35.00)

Senior Citizen Pass (age 62+) (2020-2021 rate: \$15.00)

Veteran Pass (2020-2021 rate: \$15.00)

College Student Yearly Pass (2020-2021 rate: \$25.00)

Family Yearly Pass (2020-2021 rate: \$60.00)

Senior Citizen Couple Pass (2020-2021 rate: \$25.00)

Adult Ticket (up to age 62) (2020-2021 rate: \$5.00)

Senior Citizen Ticket (age 62+) (2020-2021 rate: \$3.00)

Veteran Ticket (2020-2021 rate: \$3.00)

College Student Ticket (2020-2021 rate: \$3.00)

Student (2020-2021 rate: Free)

Motion by _____ to approve the following:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 0002, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 0002

NOVEMBER 3, 2020

INSTRUCTIONS TO VOTERS:

To vote, completely fill in the oval(s) next to your choice(s) like this:



SCHOOL BOARD MEMBER

Vote for up to three*

- Candidate U
 - Candidate V
 - Candidate W
 - Candidate X
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2021, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the above Resolution was duly seconded by _____, and upon vote being taken, the following voted in favor thereof:

And the following votes against:

THEREFORE, said Resolution was duly adopted.

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO.0002
HILL CITY
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No.0002 shall begin on July 31, 2020, and shall close at 5:00** o'clock p.m. on August 14, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 500 Ione Avenue, Hill City, MN, 55748. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00** o'clock p.m. on August 14, 2020.

Dated: June 22, 2020

BY ORDER OF THE SCHOOL BOARD

School District Clerk

**MEMBERSHIP RENEWAL
INVOICE**

2020-21 MEMBERSHIP YEAR

~ Special 1- and 2-Year Renewal Discounts~

BILL TO:

Patrick Rendle, Superintendent
Hill City Public Schools
500 Ione Ave
Hill City MN 55748-9628

Date: June 5, 2020
Invoice #: 2021-1623
Due: **July 30, 2020**

Current expiration: June 30, 2020
New membership year: July 1, 2020-June 30, 2021
2020-21 Membership type: Full ISD Membership
APU = 286
****Shared District:** Northland

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2020-21.*

***If sharing superintendent with another district, \$275 discount has already been applied to Base Fee. Districts with shared Superintendents must each join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

Base Fee: \$825
Legislative Fee: +286*
Standard FY21 Dues **\$1111**

CHECK DUES ENCLOSED:

2020-21 Discount -\$10%

1 Yr. Enclosed:..... **\$1000**

******* OR *******

2020-22 Discount -\$15%

Dues each year \$944

2 Yrs. Enclosed: **\$1889**

CORRECT the information below and on your enclosed subscription list as needed for 2020-21:

Organization: Hill City Public Schools
Superintendent: Patrick Rendle
Email Address: prendle@isd002.org
Address: 500 Ione Ave

City, State, Zip: Hill City MN 55748-9628
Phone: 218 - 697-2394
Website: www.isd002.org

Update and return this form with membership dues payment.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 45.1% of FY21 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.

Questions? Contact Diane Vosen, Administrative Coordinator
info@mreavoices.org or (833)-MNVOICE



MAIL

PO Box 187
St. Cloud, MN 56302 0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

83

CALL

(320) 762 6574
Toll Free 833- MNVOICE

LEARN

MREAVoice.org

Subscriber List

Please mark corrections, additions, and deletions on this page and email to info@mreavoice.org

	Dist. #	Dist./Org. Name	First Name	Last Name	Position	Email Address
	2	Hill City	Patrick	Rendle	Superintendent/Principal	prendle@isd002.org
	2	Hill City	Ellie	Hill	Business Manager	ellenhill@isd002.org
	2	Hill City	Sue	Kaslow	School Board	skaslow@isd002.org
	2	Hill City Schools	Bambi	Lange	School Board Member	blange@isd002.org
	2	Hill City Schools	Mark	Meyer	School Board Member	mmeyer@isd002.org
2 Count	5					

We encourage you to add all district, school board, teacher and administrative leaders.



ADVOCATE

- Weekly insider briefings on key issues
- Lobbyists at the Capitol every day
- Interactive maps and analysis showing the impact of a change on your district
- Action alerts to help you affect change



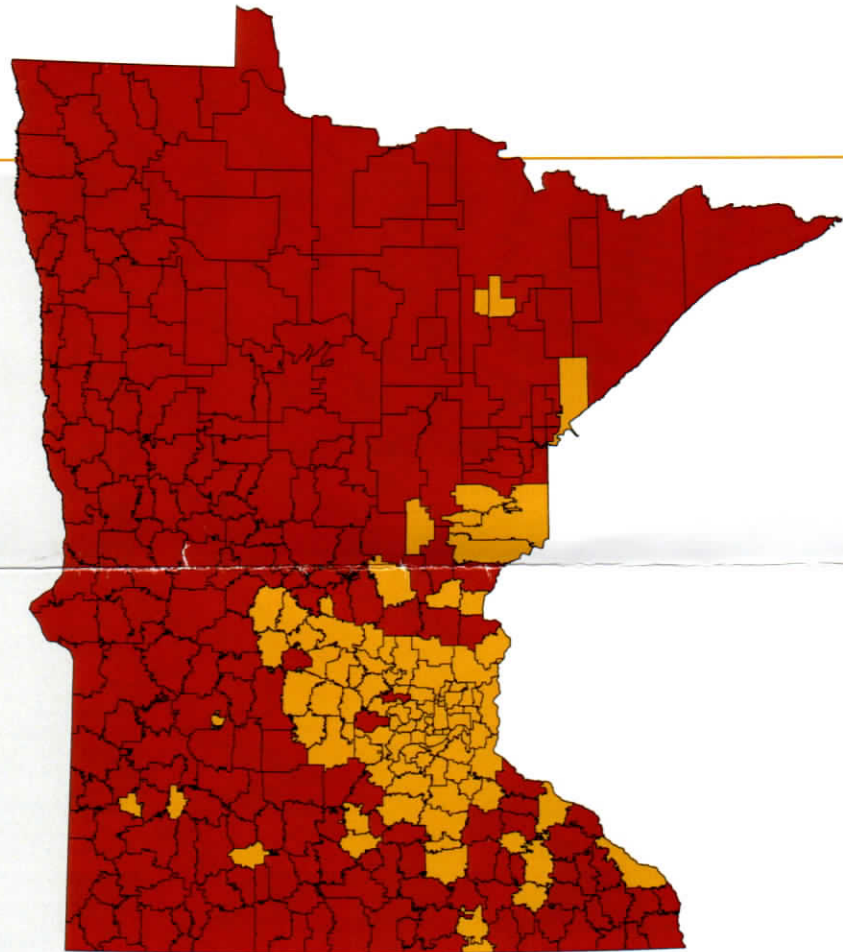
EDUCATE

- Professional development and networking at Annual Conference
- Regional and virtual meetings
- Discounts on partner programs such as OnToCollege and Coteacher



SUPPORT & RECOGNIZE

- Awards for teachers and innovative school programs
- Promotions that elevate rural schools and teachers
- SchoolGuard insurance risk program
- Crisis Communications Program



■ MREA Member School Districts



CELEBRATING 35 YEARS OF PUTTING LEARNERS FIRST

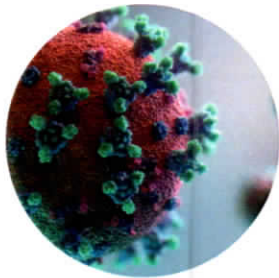
For 35 years, MREA has brought a unified voice to rural education and been a constant advocate for students. We're celebrating the work and outcomes.

Learn more at: MREAVoice.org/history





ACCOMPLISHMENTS



RESPONDING TO COVID-19

MREA became a resource for schools in their response to the COVID-19 pandemic with training for school leaders, planning guides, news updates and other key tools.



AG2SCHOOL TAX CREDIT FOR SCHOOL FACILITIES

School districts across Greater Minnesota are seeing the benefits of a new Ag2School 50% agriculture credit for school facility bonds, scheduled to increase to 70%.

IN 2020

MREA's advocacy helped to:

- Preserve funding for Special Education and other categorical programs despite service interruptions due to distance learning
- Extend renewal deadlines for teacher licenses
- Provide fund transfer authority to school boards for fiscal years 2020-21
- Reduce youth vaping by raising the age to buy all tobacco products to 21
- Provide maps and analysis on broadband accessibility and advocate for expediting access for distance learning with federal COVID-19 relief funds
- Promote local flexibility in the development of distance learning plans
- Improve clarity on distance learning and COVID-19 guidelines

MREA worked with the Legislature to introduce bills and actively lobbied to:

- Continue full funding for concurrent enrollment credentialing through 2023
- Provide school districts financial tools to address cooperative facility needs for specialized services for high need students
- Fund three regional "Grow-Your-Own" (GYO) teacher initiatives
- Provide enhanced debt service equalization for newly consolidating districts
- Extend expiring operating referendums for one year in response to COVID-19

IN 2019

MREA's advocacy helped to:

- Maintain full funding for concurrent enrollment credentialing in 2019-20
- Continue funding for rural Career & Technical Education consortia
- Increase state share of operating referendum revenue
- Secure \$40 million Border-to-Border Broadband grants

“MREA has been the leading organization providing leadership and resources for schools throughout the COVID-19 pandemic. These resources have been valuable tools that have led to effective planning and implementation of programs in our schools and communities.”

Dr. Chris Mills, Superintendent, Stephen Argyle Central



Voice for Greater Minnesota Education

June 5, 2020

Superintendent Patrick Rendle
Hill City Public Schools
500 Ione Ave
Hill City MN 55748-9628

Dear Patrick,

During the COVID-19 pandemic MREA has remained steadfast to our mission to advocate for Greater Minnesota education, providing extensive support for the move to distance learning and assistance for pandemic planning. Our team has remained actively engaged with legislators and state officials to address E-12 distance learning funding and policy issues, track tax and budget issues with new federal funds, and advocate for flexible financing tools.

New Membership Fee Reductions

While we continue navigating this ever-changing environment and advocate for Hill City Public Schools, we also seek to support our members with membership fee reductions for 2020-21 and 2021-22:

In the new membership year beginning July 1, members will receive a 10% membership fee reduction for 2020-21 and a 15% reduction for 2020-22, when paid by July 30, 2020.

See your enclosed invoice for details, and know we are grateful for your district’s membership that helps us guide rural schools like yours through immediate and ongoing COVID-19 impacts.

Your Voice at the Capitol

MREA’s constant presence at the Capitol on behalf of Hill City Public Schools is a cornerstone of our educational advocacy. As the Legislature moves into special session this summer, we’ll continue leading and collaborating to gain critical legislative approvals. Key outcomes in the past session include:

- Preserve SPED and other categorical program funding despite distance learning service interruptions
- Provide school board fund transfer authority for fiscal years 2020-21
- Reduce youth vaping by raising the tobacco-purchasing age to 21
- Promote COVID-19 educational guideline flexibility and clarity

Nearly 98% of MREA members are satisfied with MREA’s advocacy. See more about our key advocacy efforts on the enclosed flyer or at MREAvoice.org/progressreport.

Advocating Together for Greater Minnesota

As you look forward to the 20-21 school year, now is the time to renew your MREA membership, because only together are we the Voice for Greater Minnesota Education. **Renew by July 30 to take advantage of special membership discounts.** Contact Diane Vosen, Administrative Coordinator, with questions.

Thank you for the privilege of representing Hill City Public Schools.

Sincerely,

Lance Bagstad, Board President
Superintendent, Park Rapids Area Schools

Fred Nolan, Executive Director



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Rd, Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

LEARN

MREAvoice.org

2020-2021 Substitute Instructors Salaries:

\$105.00 per day short term

\$115.00 long term

\$125.00 retired teachers

With an additional bonus of \$10/day at the end of the year for those that sub more than 100 days total with IASC districts and that pay will be prorated across the IASC Districts.

PROFESSIONAL SERVICE AGREEMENT
BETWEEN NORTH HOMES, INC. AND
INDEPENDENT SCHOOL DISTRICT 2

This Agreement is entered into by and between Independent School District #2, 500 Ione Avenue, Hill City, MN 55748, (hereafter District) and North Homes, Inc., 303 SE First Street, Grand Rapids, MN 55744 (hereafter "Contractor").

RECITALS

The parties hereto recite and declare:

- A, The District is a legal entity created and established pursuant to Minn. Stat. 471.51 having the status of an independent school district with a purpose and mission to provide services and programs within the geographical limits and boundaries of its members.
- B. Contractor is a provider of mental health and related services under the Minnesota Department of Human Services CTSS (Children's Therapeutic Support Service) certification.
- C. The District desires to purchase the services of Contractor for Mental Health services and supports to students and indirect/consultative support into planning pre-interventions;
- D. Contractor is duly qualified to provide the desired services.
- E. The parties desire to set forth the terms and conditions of their relationship in written form.

NOW THEREFORE, in consideration of the mutual understanding and agreements hereinafter set forth, the District, and the Contractor agree as follows:

1. TERM AND COST OF AGREEMENT

This contract shall be in effect from the date of execution by all parties, or from commencement of services hereunder, whichever is first, and shall continue in effect until June 30, 2021. All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan (IEP). No service will be billed to the District without their prior written approval (**see attached form**).

(The following are rates that we would charge the school district for services ONLY with Pre-Approval by a designated school official).

Diagnostic Assessment: Diagnostic Assessments will be provided outside of the Individual Education Plan and will be third party billed directly by the Contractor of the service.

Standard: \$167

Extended: \$400 (Complex – needing 3 or more appointments)

Psychotherapy: The hourly rates for psychotherapy services that are provided are:

Individual: \$145 per hour

Group: \$168 per hour of group session. The minutes of the group are divided amongst the participating students. (For instance, if the school had pre-approved to add one student to group psychotherapy services --- they would only be charged for the percentage of group time for that youth....if there are 8 youth in the group the cost would be \$21.00 and if there were 6 youth in the group it would cost \$28.00)

Family: \$138 per hour of family session

Crisis: \$ 68.00 per hour

Skills Training Services: The hourly rates for mental health skills training services that are provided are:

Individual: \$68

Group: \$255 per hour of group session. The minutes of the group are divided amongst the participating students. (For instance, if the school had pre-approved to add one student to group skills services --- they would only be charged for the percentage of group time for that youth....if there are 8 youth in the group the cost would be \$31.87 and if there were 6 youth in the group it would cost \$42.50)

Crisis Assistance: The rate for crisis assistance services that are provided as part of a student's Individual Education Plan is \$ 15.05 per fifteen (15) minute unit.

2. TO BE PROVIDED AS PER ATTACHED EXHIBIT(S)

Services shall be provided in accordance with the criteria set forth in the attached exhibits either in person or through telehealth and in accordance with the plan of treatment/IEP. Contractor shall utilize best efforts to:

- a. Provide licensed mental health professionals and qualified mental health practitioners that meet the guidelines of Minnesota Department of Human Services certification for Children's Therapeutic Support Services (CTSS). Upon request by the District, the Contractor will provide license, background and supporting professional and practitioner documentation for Contractor staff working in their District.
- b. Provide appropriate mental health services on a regular basis according to IEP specifications,
- c. Provide appropriate documentation required by the school and facilitate Medical Assistance billing.

- d. Participate in student's IEP meetings and appropriate conferences in person, via computer, or by phone. If the Provider cannot attend an IEP meeting by one of these means, a team member excusal form must be completed and prior written documentation given to the IEP Case Manager.
- e. Reschedule any missed sessions caused by the Contractor. Missed sessions caused by the student/school may be rescheduled if possible.

The Contractor guarantees all data, services and material supplied conform to the District's specifications and against inferiority as to specification, such guarantee shall be unconditional.

3. PAYMENT FOR SERVICES

Payment for services shall be made directly to the Contractor after completion of services upon the presentation of a claim. The claim shall be presented to the District no later than 30 days after the service was rendered.

If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District.

In the event of termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed,

Time is an essential element of this Contract. If the Contractor fails for any reason, excepting delays caused by uncontrollable circumstances to complete installation of all items before the Contract completion date as set forth in Section 2, it is hereby agreed that the District shall have the right to deduct liquidated damages from any money or monies due or coming due to the Contractor. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional cost and inconvenience incurred by the District.

Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services and, if the services are being purchased from another public agency, the cost reasonably assignable to such services.

For final payment, Contractor shall comply with all requirements contained in Minnesota Statute. 9290.92 regarding the withholding of taxes and wages. Contractor shall submit documentation of compliance with its claim for final payment. A certificate by the Minnesota State Commissioner of Revenue will satisfy this requirement (Form IC-134). Contractor is not entitled to final payment until such documentation is submitted.

4, INDEPENDENT CONTRACTOR

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint

ventures with the Contractor. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

5. INDEMNIFICATION AND INSURANCE

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute 466 and/or other applicable law. Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability limits in compliance with Minnesota Statutes, Section 466 or:

- A. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the Contractor, the minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$2,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.

- C. Professional Liability Insurance (when required) the following minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker's Compensation Insurance.
- F. Prior to the effective date of this Agreement, and as a condition precedent, the Contractor will furnish the District with an original Certificate of Insurance listing the District as an "Additional Insured" in all coverage areas except Worker's Compensation and Professional Liability.

6. DATA PRIVACY/DATA OWNERSHIP

- A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13 and the Federal Health Insurance Portability and Accountability Act (45 C.F.R. §§160,162,164) The Contractor will be responsible for release of all data under this Agreement and will abide by all governing State and Federal laws.
- B. Health Insurance Portability and Accountability Act (HIPAA- 45 C.F.R. §§160,162,164) If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.
- C. Release.

No educational data may be released by the Contractor to a third party without the express consent of the District's representative as indicated below — this includes any media relations.
- D. Ownership.

Ownership of all data prepared by the Contractor for the District under this contract, whether having commercial value or not shall be co-owned by the Contractor and the District. Any reports, studies, photographs, negatives or other documents or any other form of data prepared by the Contractor in the performance of its obligations under this contract shall be maintained by the Contractor as part of the mental health records and by the District as part of the IEP records. Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor's obligations under this contract without the prior written consent of the District.

7. RECORDS: AVAILABILITY AND RETENTION

Pursuant to Minnesota Statute 6C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement, Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

8. MERGER AND MODIFICATION

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.
- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

9. DEFAULT AND CANCELLATION

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Contractor's default is excused by the District, the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B,) below.
- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Unless Contractor's default is excused under the terms of this Contract the District may recover from Contractor such damages as it may sustained by reason of additional administrative costs, expenses of re-awarding the contract and other damages sustained by the District by reason of delay, price changes, loss of other contracts, loss of income, inability of the District to fulfill other contracts, loss of other benefits of this Contract and any other damages directly or consequently arising out of this Contract or failure to perform the same by Contractor.

- D. Representatives for each of the parties to this Agreement are as listed below:

<u>District</u>	<u>Contractor</u>
Pat Rendle, Superintendent	James C. Christmas, President & CEO
ISD #2	North Homes, Inc.
500 Ione Avenue	303 SE First Street
Hill City, MN 55748	Grand Rapids, MN 55744
218.697-2394	218.327.3000

- E. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

10. SUBCONTRACTING AND ASSIGNMENT

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.
- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

11. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

12. HEALTH AND SAFETY

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Such training is to include, but not be limited to, all applicable sections of the State and Federal Occupation, Safety and Health Administration (OSHA) laws, Superfund Amendments and Reauthorization Act (SARA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Uniform fire Code and/or any other applicable health and safety regulations. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

13. NONWAIVER, SEVERABILITY & APPLICABLE LAWS

- A. Nonwaiver.

Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

B. Severability.

If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

C. Applicable Laws.

The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, Rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

14. SECTION HEADINGS

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

15. THIRD PARTIES

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third-party beneficiary.

16. CONFLICT OF INTEREST

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

2020-2021 NORTH HOMES – ISD 2 DRAFT CONTRACT LANGUAGE

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

NORTH HOMES, INC.

ISD #2

Contractor/Date

Superintendent, School Board/Date

Title

Chairperson, School Board/Date

HILL CITY CTSS/MH APPROVAL

Student: _____
Grade: _____
School Year: _____ / _____

Notes:

Please indicate which services are approved for funding below.

School Funding Approval – “up to ____ units/sessions per week”

Individual Skills	units/week	Diagnostic Assessment	
Group Skills	units/week	Individual Therapy (30 min)	sessions/week
Family Skills	units/week	Individual Therapy (45 min)	sessions/week
CTSS Psychotherapy (30 min)	sessions/week	Individual Therapy (60 min)	sessions/week
CTSS Psychotherapy (45 min)	sessions/week	Group Therapy	sessions/week
CTSS Psychotherapy (60 min)	sessions/week	Additional Comments:	
CTSS Group Psychotherapy (30 min)	sessions/week		
CTSS Group Psychotherapy (45 min)	sessions/week		
CTSS Group Psychotherapy (60 min)	sessions/week		

Authorization/Reviews

This form indicates the total amount the District agrees to be billed for non-insured and under-insured students without IEP's. Reporting on authorized service usage will be sent to the District every 90 days (12/15/19, 3/15/20, 6/15/20). Additional reports may be requested by the District at any time.

Referral to the MNSure Navigator should reduce the amount of out-of-pocket funding for non-insured students. North Homes can assist with this referral.

The North Homes Administrator will notify staff of code availability and the allowed amount of billable time.

Hill City School District will NOT be billed without a funding form on file.

Practitioner/Clinical Trainee Signature:	Date:
School Designee Signature:	Date:
North Homes Administrator Signature:	Date:

ACTIVITY

EMPLOYEE

Athletic Director	Arlan Jensen
Head Football Coach	Adam Johnson
Assistant Football Coach	Arlan Jensen
Jr. High Football Coach	Matt Alleva
Head Volleyball Coach	Jessie Ahonen
Assistant Volleyball Coach	Angela Klennert
Jr. High Volleyball Coach	Frankie Dunham
Head Boys Basketball Coach	Steve St. Martin
Assistant Boys Basketball Coach	Keith Young
Jr. High Boys Basketball Coach	Kix Martin
Head Baseball Coach	Sam Sparen
Assistant Baseball Coach	Chuck Holm
Jr. High Baseball Coach	Matt Alleva
Head Softball Coach	Dan Potter
Assistant Softball Coach	Jessica Boatman
Jr. High Softball Coach	Nikki Pearson
One Act Play	Marie Sippola
Summer Band	Jennifer Pierce
Yearbook Advisor	Lisa Cannella
Knowledge Bowl Coach	Laurie Holm
Knowledge Bowl Coach-Jr. High	Laurie Holm & Nikki Pearson
SWARM Advisor	Jessie Johnson
Concession Advisor	Lisa Blanchard
Prom Advisor	Cassie DeLung

INDEPENDENT SCHOOL DISTRICT NO. 2
500 IONE AVENUE
HILL CITY, MINNESOTA 55748

*****PRICE QUOTATION*****

Date: _____

TO: SUPERINTENDENT
INDEPENDENT SCHOOL DISTRICT NO. 2
500 IONE AVENUE
HILL CITY, MINNESOTA 55748

The Board of Education of Independent School District No. 2, Hill City, Minnesota, will receive price quotations for GARBAGE HAULING for the 2020-2021 school year, beginning the week of August 10, 2020, and ending approximately June 15, 2020 with on-call pick up during the summer months. Quotations will be accepted until 10:00 a.m., Wednesday July 15th, 2020.

**Note that we are required to consider quotations from several sources.

We will require pickup two (2) days per week; and will use one (1) container, approximately eight (8) cubic yard.

In submitting this quotation, it is understood that the right is reserved by Independent School District No. 2 to reject any or all quotations.

GARBAGE HAULING AT _____ PER MONTH.

COMPANY: _____ QUOTATION DATE: _____

PHONE: _____

SIGNED: _____ TITLE: _____

INDEPENDENT SCHOOL DISTRICT NO. 2
500 IONE AVENUE
HILL CITY, MINNESOTA 55748

***** PRICE QUOTATION*****

Date: _____

TO: SUPERINTENDENT
INDEPENDENT SCHOOL DISTRICT NO. 2
500 IONE AVENUE
HILL CITY, MINNESOTA 55748

***** PROPANE INFORMATION *****

The Board of Education of Independent School District No. 2, Hill City, Minnesota, will receive price quotations for the purchase of PROPANE for the 2020-2021 school year until 10:00 a.m., Wednesday, July 15th, 2020.

**Note that we are required to consider quotations from several sources.

The Hill City School has an 18,000 gallon tank for tanker delivery

PRICE: The bidder shall specify the price per gallon delivered for the period from September 1, 2020 through August 31, 2021. (If surcharge applies, please include it in the price per gallon.)

Usage for the 2020-2021 school year is estimated to be 0 – 40,000 gallons, more or less

In submitting this quotation, it is understood that the right is reserved by Independent School District No. 2 to reject any or all quotations.

The following price per gallon for propane will be provided for the period specified:

PROPANE AT _____ PER GALLON.

COMPANY: _____ QUOTATION DATE: _____

PHONE: _____

SIGNED: _____ TITLE: _____

**INDEPENDENT SCHOOL DISTRICT NO. 2
500 IONE AVENUE
HILL CITY, MN 55748**

******* QUOTATION*******

Date: _____

TO: SUPERINTENDENT
I.S.D. #2
500 IONE AVENUE
HILL CITY, MN 55748

Independent School District No. 2, Hill City, Minnesota, will receive quotations for SNOWPLOWING SERVICES for the 2020-2021 school year. Front and back parking lot and driveway. Quotations will be received until 10:00 a.m. on Wednesday July 15th,2020. Tie will be broken by time and date submitted.

CONDITIONS: Area to be plowed prior to **7:00 a.m.** on school days following any significant snow fall.

Any damage resulting from plowing to be the responsibility of the contractor.

Bus unloading areas to be entirely free of snow and ice buildup.

Driveways and bus loop need to be kept open throughout the day.

Excess snow must be piled as directed by school officials.

Independent School District No. 2 reserves the right to cancel this agreement at any time due to failure by the contractor to abide by the conditions of this agreement.

The contractor shall charge the same hourly rate for each piece of equipment.

In submitting this quotation, it is understood that the right is reserved by Independent School District No. 2 to reject any or all quotations. (NOTE: We are required to consider quotations from several sources.)

I AGREE TO PROVIDE SNOWPLOWING SERVICES AT THE FOLLOWING COST:

Rate of \$_____ per hour for each piece of equipment.

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

_____ CELL: _____

SIGNED: _____

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT entered into between **INDEPENDENT SCHOOL DISTRICT NO. 316, GREENWAY SCHOOLS**, hereinafter referred to as "**Greenway**", and **INDEPENDENT SCHOOL DISTRICT NO. 2, HILL CITY PUBLIC SCHOOLS**, hereinafter referred to as "**HILL CITY**".

RECITALS

The parties hereto recite and declare as follows:

- A. **Greenway and Hill City** are public school districts created by and operating under the laws of the state of Minnesota.
- B. **Hill City** desires to purchase and obtain certain professional services from **Greenway**: specifically, school psychologist services, for the 2020-2021 school year.
- C. **Greenway** desires and agrees to provide the needed professional services to **Hill City**, as set forth herein.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVEANT AND AGREE, AS FOLLOWS:

I. DESCRIPTION OF WORK:

Greenway shall provide to **Hill City** the following services:

School psychologist services, for the 2020-2021 school year services to the extent of the number of hours equal to approximately a .20 FTE position for the 2020-2021 school year;

II. PAYMENT:

Hill City shall pay to **Greenway** for the above services, as follows:

The sum of Eighteen Thousand Eight Hundred Fifteen and 21/100ths Dollars (\$18,815.21) payable in semi-annual installments; February 2021 and June, 2021. The salary, benefits and expenses above are estimated and final invoice will be generated at year-end reflecting actual expenditures.

III. PERSONNEL PERFORMING SERVICES:

A. Personnel or employees of **Greenway** assigned by **Greenway** to perform the professional services described above shall be, during the term of this agreement, qualified and properly licensed to perform the duties and services contemplated and intended by this agreement. **Greenway** agrees that it shall provide the Superintendent of Hill City with the identity and curriculum vitae of the person(s) it intends to assign to the performance of these services at the commencement of the school year, and that every reasonable effort shall be made to provide continuity in the performance of these services throughout the school year. The parties shall meet and confer prior to any such assignment and must agree on the person(s) assigned by **Greenway** to perform the services.

Greenway agrees and represents that it shall have subjected any personnel assigned to perform services under this contract to both a criminal history and background check, and shall not assign anyone to perform services under this agreement who has any record or history which would have a negative bearing on that individual's ability to properly and safely perform the services contemplated by this agreement, or who might pose even the slightest risk to co-employees or students with whom he/she may come into contact.

B. **Greenway** assumes full responsibility for its employee/personnel providing services hereunder, and will make all deductions required of employers by state, federal and local laws, including deductions for TRA, social security and withholding taxes, and contributions for unemployment compensation; and shall maintain workers' compensation and liability insurance coverage for such employee.

C. **Greenway** shall not be permitted to subcontract any of the services to be provided hereunder to any other entity, without the express written consent of **Hill City**.

IV. RELATIONSHIP OF PARTIES:

A. The parties intend that an independent contractor relationship be created by this contract. The overall conduct and control of the services performed under this agreement will lie with **Greenway**. However, **Greenway** agrees and represents that its employees/personnel shall perform said services in accordance with approved methods and procedures for such services and in conformity to federal and state law, rule and policy.

B. **Greenway** and its employees/personnel performing services under this contract are not to be considered as agents or employees of **Hill City** for any purpose, and **Greenway's** personnel/employees will not be entitled to any benefits from **Hill City** or to any of the benefits and rights which **Hill City** provides its own employees.

V. DURATION:

A. The agreement shall continue throughout 2020-2021 school year and shall automatically terminate at that time, unless renewed or extended by written agreement of the parties.

VI. COMPLIANCE WITH POLICIES AND PROCEDURES:

A. **Greenway** agrees that its personnel/employee assigned to perform services under this contract shall fully comply with all policies and procedures of **Hill City**, and will be subject to on-site, day-to-day direction of the superintendent and building principal of **Hill City** relative to the performance of such services, so as to conform to the needs and mission of **Hill City** . Any deficiency, failure, or refusal on the part of any employees of **Greenway** assigned to perform the services with regard to compliance with the policies and procedures of **Hill City** and the directions of its site administrator or superintendent shall be both orally and in written form brought to the attention of the designated **Greenway** administrator having oversight responsibilities over said employee.

B. **Greenway** agrees that its employee assigned to perform services under this agreement shall conform to, and comply with, all federal and state laws dealing with the release and dissemination of data. Further, the conduct and actions of any such employee, whether by omission or commission, shall not violate any of the policies and rules of **Greenway**; with any such violation of policy or rule to be considered also a violation of policy or rule of **Hill City**.

C. **Greenway** agrees and represents that its employee will not perform any of the services contemplated and intended by this agreement after having used or consumed any alcoholic beverages, illegal drugs, or after misusing prescription drugs.

D. The parties agree that any violation or non-compliance by the employee assigned by **Greenway** to perform services under this agreement shall be dealt with by **Greenway**, and shall be subject to **Greenway's** collective bargaining agreement and disciplinary process. However, **Hill City** shall have the right to request removal of any such employee from performing services under this agreement, and have the right to have another **Greenway** employee assigned to perform said services.

E. All written information, data, student records, personnel records and other data compiled or kept in conjunction with the services performed under this contract, or related thereto, will be subject to state and federal data practice laws and rules to the extent that each party to this contract complies with and safeguards its own data. Each party shall be responsible for its own wrongful acts with regard to the inappropriate or unlawful release of protected data, but shall be allowed and authorized to have access to each other's data to the extent necessary to perform services under this agreement.

VII. LIABILITIES AND INDEMNIFICATION:

A. **Greenway** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees assigned to perform services under this agreement and arising directly or indirectly from the performance of those services. **Greenway** agrees that it shall hold **Hill City** harmless from and for any claim or cause of action which might arise therefrom.

B. **Hill City** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees. **Hill City** agrees that it shall indemnify and hold **Greenway** harmless from and for any claim or cause of action which might arise therefrom.

VIII. DISPUTE RESOLUTION:

The parties agree that any and all disputes arising out of this agreement shall be subject to binding arbitration through the Minnesota Bureau of Mediation Services, and shall be conducted in accordance with its procedures and rules. Under no circumstances, shall the arbitrator render a decision which is outside the parameters and the specific terms and provisions of this agreement.

XI. TERMS TO BE EXCLUSIVE:

A. The entire agreement between the parties with respect to the services provided hereunder is contained in this agreement.

B. The provisions of this agreement are for the benefit of the parties hereto and not for the benefit of any other person or legal entity.

X. WAIVER OR MODIFICATION OF TERMS.

No waiver, alteration or modification any of the terms and provisions of this agreement shall be binding unless in written form and signed and executed by the authorized representatives of the parties hereto.

"Hill City":

**INDEPENDENT SCHOOL DISTRICT NO. 2,
Hill City Schools,**

By _____
Authorized Signature

Date _____

"Greenway":

**INDEPENDENT SCHOOL DISTRICT NO. 316,
GREENWAY**

By _____
Authorized Signature

Date _____