Northland Community Schools
INDEPENDENT SCHOOL DISTRICT NO. 118
Remer, Minnesota

REGULAR MEETING AGENDA
Thursday, July 2, 2020 - 5:30 PM Northland High School Room C113
316 Main St E

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Mission Statement "Educate and inspire all learners to reach their full potential."**
4. **Adoption of Agenda**
5. **Recognitions**
6. **Audience Recognition**
7. **Consent items**
    1. Approve minutes from regular meeting on June 4, 2020
    2. Approve June Bills and Treasurer's Report
    3. Second Reading and Approval of 2020-21 Transportation Manual
    4. Approve 20-21 Membership Renewal with MSBA (MN School Boards Association)
    5. Approve 20-21 Membership Renewal with MREA (MN Rural Education Association)
    6. Approve 1st National Bank of Walker as official depository for 2020-21
    7. Approve Pemberton, Sorlie, Rufer and Kerschner, PLLP as school attorney for 2020-21
    8. Authorize the Board Treasurer, Superintendent and Business Manager to buy and sell investments during 2020-21
8. **Reports**
    1. **Principal Report**
9. **Superintendent Report**
10. **New Business**
    1. Approve Meal Prices for 2020-21 as follows:
       Breakfast - $.90 for elementary and $1.00 for high school
       Lunch - $2.75 for elementary and $2.85 for high school

       Adult meal prices: Breakfast - $1.90 Lunch - $3.85

    2. Approve use of multi-grade classroom model for 2020-21
    3. Approve sale of used technology devices at the prices of:
       Chromebook - $50
       ipad 2 - $35
       Macbook Pro - $150

4. Set date for special meeting for July 23 at _________ to approve LTFM plan for FY22

11. **Personnel**

1. Accept resignation of Debby Sepin, Bus Driver, effective June 30, 20200
2. Approve the hire of Kendra Penke as 1.0 FTE vocal music teacher at BA step 1 pending successful background check and receiving licensure, with a start date of August 31, 2020

   Interview Committee: Mary Yakibchuk, Linda Knox, Josey Gruba, Raina Boucher
3. Approve Katelyn Edstrom as High School Student Leadership Advisor for 2020-21
4. Approve increase in hours for Brenda Snakenberg, Cook, from 7 hours per day to 8 hours per day
5. Approve change in position for Wanda Schear from Kitchen Helper to Cook, effective July 2, 2020 at 6 hours per day

12. **Other school business which can legally be brought before the Board**
13. **Next Meeting Dates:**
    - Regular Meeting, August 6, 5:30 p.m.
    - Work Session, August 20, 5:30 p.m.
14.
15. **Adjournment**

NORTHLAND COMMUNITY SCHOOLS – ISD #118
Regular School Board Meeting
June 4, 2020
Northland High School

The School Board had a Regular School Board Meeting on June 4, 2020 at 5:30 PM at Northland High School. Members present: Ammerman, Knox, Ruyak, Seifert, and Wake Members absent: Chambers and Gross

Chairman Ruyak called the meeting to order at 5:30 p.m.

1. M/S/P – Wake, Ammerman to adopt agenda. Voting yes: all members
2. M/S/P – Knox, Wake to approve consent items. Voting yes: all members
   - Approve meeting minutes from regular meeting on May 7, 2020 special meeting on May 21, 2020 and work session on May 21, 2020
   - Approve May Bills and Treasurer's Report
   - First Reading of Transportation Manual for 2020-21
3. Presentation by Bart Johnson, provost at ICC (Itasca Community College)
4. M/S/P – Knox, Wake to approve Notice of Assignment with Kerry Ruyak, School Nurse, for 2020-21. Voting yes: all members
5. M/S/P – Knox, Wake to approve hire of Kaija Kokesh as .6 FTE speech teacher for 2020-21 with a start date of August 31, 2020 at MA step 4. Voting yes: all members
6. M/S/P – Wake, Seifert to approve hire of Cheri Parkinson as 1.0 FTE preschool teacher for 2020-21 with a start date of August 31, 2020 at MA step 6, and placement on step 10 of the 403(b) schedule. Voting yes: all members
7. M/S/P – Knox, Wake to accept the resignation of Deb Kramer, paraprofessional, effective June 30, 2020 and discontinue the position. Voting yes: all members
8. M/S/P – Wake, Ammerman to accept the resignation of Carissa Anderson, vocal music teacher, effective June 30, 2020. Voting yes: all members
9. M/S/P – Wake, Knox to discontinue 1.0 FTE teacher position. Voting yes: all members
10. M/S/P – Knox, Wake to approve lay off of Leah White from the job classification of paraprofessional, a position in the Remer/Longville Minnesota Schools Employees Association. The speech paraprofessional position will be discontinued effective June 30, 2020 and this individual is probationary and is the least senior individual in the paraprofessional classification. Voting yes: all members
11. M/S/P – Wake, Ammerman to approve resolution relating to the election of School Board Members and calling for School District General Election . Voting yes: all members
12. M/S/P – Knox, Wake to approve resolution for membership in MSHSL (MN State High School League) for 2020-21. Voting yes: all members

13. M/S/P – Knox, Wake to approve Purchase of Services Agreement with Hill City for Superintendent Services. Voting yes: all members
14. M/S/P – Knox, Wake to approve Purchase of Services Agreement with Hill City for Business Manager Services. Voting yes: all members
15. M/S/P – Knox, Ammerman to approve Purchase of Services Agreement with Hill City for Early Childhood Coordinator Services. Voting yes: all members
16. M/S/P – Wake, Knox to approve Purchase of Services with Hill City for Spanish classes in 2020-21. Voting yes: all members
17. M/S/P – Knox, Seifert to approve resolution for the Designation of an Identified Official with Authority for Education Identity Access Management and for a proxy. Voting yes: all members The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Superintendent recommends the Board authorize Patrick Rendle, prendle@isd118.org, isd002prendle, to act as the Identified Official with Authority (IOwA) for Northland Community Schools 0118-01 and for Kristen Balvin, kbalvin@isd118.org, Krisbalvin, to act as proxy for Northland Community Schools 0118-01.
18. M/S/P – Knox, Seifert to approve Contract for Audit Services with BerganKDV. Voting yes: all members
19. M/S/P – Wake, Seifert to approve renewal of Workman's Comp Insurance for 2020-21 with Ram Mutual Insurance. Voting yes: all members
20. M/S/P – Wake, Seifert to approve the Revenue/Expenditure Budget for FY21. Voting yes: all members
21. Next Meeting Dates:
    - Regular Meeting, July 2, 2020, 5:30 p.m.
22. M/S/P - Knox, Wake to adjourn. Voting yes: all members
23. Meeting adjourned at 6:48 p.m.

Kristen Balvin, Recording Secretary

____

Linda Knox

ISD#118 Remer-Longville
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	$422,995.31
02	$43,765.10
03	$2,471.99
04	$46,681.24
07	$446,267.24
Report Total	**$962,180.88**

ISD#118 Remer-Longville
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15655	0118	chec															
Cass Cty Tax Settlement			19499	Credit	A	06/17/20	061520	Wire	1	1097	CASS COUNTY AUDITOR						
				0118 R 01 005 000 000 000 001							Taxes					47,990.31	0.00
				0118 R 04 500 505 000 321 001							MAINTENANCE LEVY					18,308.16	0.00
				0118 R 01 005 000 000 000 001							Taxes					85,114.36	0.00
				0118 R 07 005 000 000 000 001							Maintenance Levy					446,267.24	0.00
															Receipt Total:	$597,680.07	$0.00
															Deposit Total:	**$597,680.07**	**$0.00**
15656	0118	chec															
FNS MDE			19500	Credit	A	06/09/20	060920	Wire	1	C1	Miscellaneous Customer						
				0118 R 02 005 770 070 709 479							Brk					4,059.31	0.00
				0118 R 02 005 770 070 709 479							Lunch					39,557.44	0.00
															Receipt Total:	$43,616.75	$0.00
															Deposit Total:	**$43,616.75**	**$0.00**
15657	0118	chec															
ELSA PW II			19501	Credit	A	06/16/20	06162020	Wire	1	MDE	Minn Dept of ED						
				0118 R 04 500 582 000 337 300							Pathways II					4,166.65	0.00
				0118 R 04 500 582 000 337 300							Pathways II					4,166.65	0.00
				0118 R 04 500 582 000 337 300							Pathways II					4,166.80	0.00
															Receipt Total:	$12,500.10	$0.00
															Deposit Total:	**$12,500.10**	**$0.00**
15658	0118	chec															
Apply OnAcct Inv 2008			19502	Credit	A	06/19/20		Check	1	1112	PEPSI BOTTLING GROUF						
				0118 R 01 310 298 114 301 096							Elem Student Activity					99.80	0.00
				0118 B 01 115 000								2008	11/21/19	On Acct	(99.80)	(99.80)	0.00
															Receipt Total:	$0.00	$0.00
															Deposit Total:	**$0.00**	**$0.00**
15659	0118	chec															
HEALTH PREMIUM B.J.			19503	Credit	A	06/17/20	8236	Check	1	1070	RETIRE/DEDUCT:						
				0118 B 01 215 034							Deductions-Retired					738.72	0.00
															Receipt Total:	$738.72	$0.00

ISD#118 Remer-Longville
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15661	0118	chec															
			19510	Credit	A	06/29/20	8240	Check	1	1071	I A S C						
						0118 B 01 115 000						2020	05/19/20	Invoice	2,770.00	2,770.00	0.00
															Receipt Total:	$55,865.26	$0.00
			19511	Credit	A	06/29/20	8241	Check	1	1147	ISD #317						
						0118 B 01 115 000						2014	02/27/20	Invoice	19,293.52	19,293.52	0.00
						0118 B 01 115 000						2017	04/27/20	Invoice	15,788.13	15,788.13	0.00
															Receipt Total:	$35,081.65	$0.00
dental RL July-Sept			19512	Credit	A	06/29/20	8242	Check	1	1070	RETIRE/DEDUCT:						
						0118 B 01 215 034					Deductions-Retired					138.00	0.00
															Receipt Total:	$138.00	$0.00
Tschida			19513	Credit	A	06/29/20	8243	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					129.65	0.00
															Receipt Total:	$129.65	$0.00
Emerson			19514	Credit	A	06/29/20	8244	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					2.45	0.00
															Receipt Total:	$2.45	$0.00
Payment/Johnson			19515	Credit	A	06/29/20	8245	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					8.25	0.00
															Receipt Total:	$8.25	$0.00
Maeger			19516	Credit	A	06/29/20	8246	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					8.00	0.00
															Receipt Total:	$8.00	$0.00
CM health/dental			19517	Credit	A	06/29/20	8247	Check	1	1070	RETIRE/DEDUCT:						
						0118 B 01 215 034					Deductions-Retired					123.75	0.00
															Receipt Total:	$123.75	$0.00
BJ health premium			19518	Credit	A	06/29/20	8248	Check	1	1070	RETIRE/DEDUCT:						
						0118 B 01 215 034					Deductions-Retired					738.72	0.00
															Receipt Total:	$738.72	$0.00
															Deposit Total:	**$100,428.73**	**$0.00**

ISD#118 Remer-Longville
Detail Payment Register By Vendor
Fund Summary

Fund	Description	Total
01	General Fund	$189,712.69
02	Food Service Fund	$6,686.34
03	Transportation Fund	$5,095.17
04	Community Service	$15,515.16
05	Capital Expenditure	$9,031.50
Report Total		**$226,040.86**

ISD#118 Remer-Longville

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No						Pmt/Void Date		Pmt Type		
3296		AMAZON.COM													
			0118	chec	101964								Check		
				E	01	010	203	000	499	430	Storex Mini Crate, 9 x 7.75 x 6 Inches, Assorte	$33.05			
				E	01	010	203	205	000	430	hand2mind 20-Bead Plastic Rekenrek, Math C	$8.84			
				E	01	010	203	205	000	430	Tap Light Push Lights STAR-SPANGLED Mini	$11.49			
				E	01	010	203	205	000	430	Juvale Mini Terra Cotta Pots with Saucer- 16-F	$18.99			
				E	01	010	203	205	000	430	•Miukada 3-Ring Pencil Pouches.Zippered Bir	$32.97			
				E	01	010	203	205	000	430	Classic United States USA and World Desk M	$8.95			
				E	01	010	203	205	000	430	12 Educational Posters for Kids, Laminated M	$17.99			
				E	01	010	203	205	000	430	Gamenote Sight Words Wooden Magnetic Fis	$24.99			
PO#: 16924		Voucher #:		64929	Invoice		Invoice No: 1JRC-YXMD-43QQ				6/11/2020		Paid Amt:	$157.27	
				E	01	010	203	205	000	430	Mattel Games Skip-Bo Junior Card Game	$7.99			
PO#: 16924		Voucher #:		64930	Invoice		Invoice No: 1X7K-YVFX-G1XC				6/11/2020		Paid Amt:	$7.99	
				E	01	010	203	205	000	430	EAI Education Rekenrek Build-a-Set	$34.95			
				E	01	010	203	205	000	430	Freight	$8.99			
PO#: 16924		Voucher #:		64933	Invoice		Invoice No: 1X43-J47N-6TNM				6/11/2020		Paid Amt:	$43.94	
														Check Amount:	$209.20
			0118	chec	102005								Check		
				E	01	020	399	000	628	466	SOL 3D Scanner	$694.00			
				E	01	020	399	000	628	430	Ingersoll Rand Model 426 3" Cut off tool	$67.91			
				E	01	020	399	000	628	430	Shipping and handling	$0.00			
PO#: 17044		Voucher #:		64989	Invoice		Invoice No: 1M91-KHH4-YHVL				6/25/2020		Paid Amt:	$761.91	
				E	01	310	292	110	000	401	Athletics storage - cup hooks and storage bins	$513.40			
PO#: 17030		Voucher #:		64990	Invoice		Invoice No: 1VGQ-W3KR-49QC				6/25/2020		Paid Amt:	$513.40	
				E	01	010	361	000	313	401	LEGO MINDSTORMS EV3 31313 Robot Kit	$1,049.85			
PO#: 17048		Voucher #:		64996	Invoice		Invoice No: 1DYM-4WRW-73QW				6/25/2020		Paid Amt:	$1,049.85	
														Check Amount:	$2,325.16
														Vendor Total:	$2,534.36
04084		AMERICAN DISPOSAL													
			0118	chec	101965								Check		
				E	01	005	810	000	000	331	TRASH REMOVAL	$755.95			
PO#:		Voucher #:		64928	Invoice		Invoice No: 540509277				6/11/2020		Paid Amt:	$755.95	
														Check Amount:	$755.95
														Vendor Total:	$755.95

ISD#118 Remer-Longville
Detail Payment Register By Vendor

Code	Rcd	Vendor Co	Bank	Check No		Pmt/Void Date		Pmt Type		
4137	R	BARNES & NOBLE INC								
		0118	chec	102008				Check		
			E 01 010 203 000 499 430		Barnes and Noble Quote #1153558		$266.90			
PO#: 16952		Voucher #:	64995 Invoice	Invoice No: 1153558-58362626		6/25/2020		Paid Amt:	$266.90	
			E 01 010 203 000 499 430		Easy Reader Books		$32.77			
PO#: 16984		Voucher #:	64997 Invoice	Invoice No: 115961-58370421		6/25/2020		Paid Amt:	$32.77	
			E 01 010 203 000 499 430		SRCL books		$631.11			
PO#: 16962		Voucher #:	64998 Invoice	Invoice No: 1150753-58387300		6/25/2020		Paid Amt:	$631.11	
			E 01 010 203 000 499 430		SRCL books		$45.29			
PO#: 16962		Voucher #:	64999 Invoice	Invoice No: 1150753-58477507		6/25/2020		Paid Amt:	$45.29	
			E 01 010 203 000 499 430		PO 16901 - OSTERHOUDT		$9.79			
PO#:		Voucher #:	65000 Invoice	Invoice No: 1151940-58368615		6/25/2020		Paid Amt:	$9.79	
			E 01 010 203 000 499 430		PO 16926 HOLMIED		$5.59			
PO#:		Voucher #:	65001 Invoice	Invoice No: 1151841-58389900		6/25/2020		Paid Amt:	$5.59	
									Check Amount:	$1,886.76
									Vendor Total:	$1,886.76
6210		BEMIDJI WOOLEN'S INC								
		0118	chec	101968				Check		
			E 01 310 298 096 301 402		Supplies		$780.00			
PO#: 17023		Voucher #:	64935 Invoice	Invoice No: 135563		6/11/2020		Paid Amt:	$780.00	
									Check Amount:	$780.00
									Vendor Total:	$780.00
4848		BIRCHBARK BOOKS								
		0118	chec	101969				Check		
			E 01 010 203 000 499 430		18 Books		$200.50			
			E 01 010 203 000 499 430		Freight		$7.06			
PO#: 16902		Voucher #:	64936 Invoice	Invoice No: 10153007		6/11/2020		Paid Amt:	$207.56	
									Check Amount:	$207.56
									Vendor Total:	$207.56
5905		BLOOMERS GARDEN CENTER & LANSCAPING INC								
		0118	chec	101970				Check		
			E 04 500 585 000 332 401		Flowers for front pots		$155.81			
PO#: 17012		Voucher #:	64937 Invoice	Invoice No: 1-254301		6/11/2020		Paid Amt:	$155.81	
									Check Amount:	$155.81
									Vendor Total:	$155.81

ISD#118 Remer-Longville
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Account / Description	Amount	Pmt/Void Date	Pmt Type	
4397		DELTA DENTAL OF MN								
			0118	chec	102012				Check	
				E	01 010 203 000 000 291	RETIREE	$456.76			
				E	01 010 050 000 000 291	RETIREE ADMIN	$42.34			
PO#:		Voucher #:		65004	Invoice	Invoice No: RIS0002922574		6/25/2020	Paid Amt: $1,444.32	
									Check Amount:	$1,444.32
									Vendor Total:	$1,444.32
5520		Essential Health MPLS								
			0118	chec	101974				Check	
				E	03 005 760 000 720 290	PHYSICAL ACCT #73257393	$143.00			
PO#:		Voucher #:		64941	Invoice	Invoice No: 73257393		6/11/2020	Paid Amt: $143.00	
									Check Amount:	$143.00
									Vendor Total:	$143.00
06679	R	FERRELLGAS								
			0118	chec	101975				Check	
				E	01 005 810 000 000 442	PROPANE	$501.53			
PO#:		Voucher #:		64942	Invoice	Invoice No: 2008305204		6/11/2020	Paid Amt: $501.53	
									Check Amount:	$501.53
									Vendor Total:	$501.53
6174		FIRST BOOK								
			0118	chec	101976				Check	
				E	01 010 203 000 499 430	MISC BOOKS (see attachment)	$137.01			
PO#: 16775		Voucher #:		64943	Invoice	Invoice No: 700243010		6/11/2020	Paid Amt: $137.01	
									Check Amount:	$137.01
									Vendor Total:	$137.01
06434		FLOODWOOD ISD #698								
			0118	chec	102013				Check	
				E	01 010 412 000 740 396	ECSE QTR 4 - GILBERTSON	$15,830.10			
				E	01 010 412 000 740 397	BENEFITS	$4,888.91			
				E	01 010 412 000 740 366	TRAVEL	$585.16			
PO#:		Voucher #:		65014	Invoice	Invoice No: 1139		6/25/2020	Paid Amt: $21,304.17	
									Check Amount:	$21,304.17
									Vendor Total:	$21,304.17
5392		GOODIN COMPANY								
			0118	chec	102014				Check	
				E	05 005 865 000 381 401	081171 61030 Galv basket with screen - art ro	$199.33			

Code	Rcd	Vendor Co	Bank	Check No	Account / Invoice	Description	Pmt/Void Date	Amount	Pmt Type		
01052		HOLKERS DO IT BEST LUMBER									
		0118	chec	101980					Check		
			E	01	020 255 000 000 430	BATTERY FOR MOWER		$48.43			
			E	01	020 255 000 000 430	TARP STRAPS		$0.00			
PO#:		Voucher #:	64949	Invoice	Invoice No: C256773/256259		6/11/2020		Paid Amt:	$48.43	
			E	01	005 810 000 000 401	tarp strap		$7.39			
PO#:		Voucher #:	64984	Invoice	Invoice No: c256259		6/11/2020		Paid Amt:	$7.39	
										Check Amount:	$505.60
		0118	chec	102016					Check		
			E	01	310 292 110 000 401	PO 16931 - GRAVELLE		$11.38			
PO#:		Voucher #:	65010	Invoice	Invoice No: C256852		6/25/2020		Paid Amt:	$11.38	
										Check Amount:	$11.38
										Vendor Total:	$516.98
4163		IASC									
		0118	chec	101981					Check		
			E	01	010 630 000 000 305	FY 20 QTR 3 & 4 - OET		$3,885.90			
			E	01	020 630 000 000 305	FY 20 QTR 3 & 4 - OET		$3,885.90			
PO#:		Voucher #:	64950	Invoice	Invoice No: 3143		6/11/2020		Paid Amt:	$7,771.80	
			E	01	005 403 000 740 396	PT - BRINK		$1,703.91			
			E	01	005 403 000 740 397	BRINK		$682.00			
			E	01	005 403 000 619 366	BRINK MILEAGE		$52.18			
			E	01	010 416 000 740 396	COTA - BERNSDORF		$435.81			
			E	01	020 416 000 740 396	COTA - BERNSDORF		$435.80			
			E	01	010 416 000 740 397	COTA - BERNSDORF		$85.25			
			E	01	020 416 000 740 397	COTA - BERNSDORF		$85.24			
			E	01	020 416 000 619 366	COTA - BERNSDORF		$68.83			
			E	01	010 403 000 740 396	OT- WORLIE		$409.09			
			E	01	020 411 000 740 396	OT- WORLIE		$255.68			
			E	01	020 416 000 740 396	OT- WORLIE		$818.18			
			E	01	010 407 000 740 396	OT- WORLIE		$221.59			
			E	01	010 403 000 740 397	OT- WORLIE		$71.43			
			E	01	020 411 000 740 397	OT- WORLIE		$44.64			
			E	01	020 416 000 740 397	OT- WORLIE		$142.85			
			E	01	010 407 000 740 397	OT- WORLIE		$38.69			
			E	01	005 420 000 619 366	OT- WORLIE MILEAGE		$159.53			
			E	01	010 405 000 740 396	ITINERANT - BISHOP		$432.33			
			E	01	020 405 000 740 396	ITINERANT - BISHOP		$432.33			
			E	01	010 405 000 740 397	ITINERANT - BISHOP		$209.18			
			E	01	020 405 000 740 397	ITINERANT - BISHOP		$209.19			

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type
6119		JUNIOR LIBRARY GUILD												
			0118	chec	102019									Check
				E	01	310	298	128	000	402		Ida B. Wells Discovering	$8.00	
				E	01	310	298	128	000	402		The Great Shark Rescue	$8.00	
				E	01	310	298	128	000	402		A life made by Hand	$8.00	
				E	01	310	298	128	000	402		Dancing Hands	$8.00	
				E	01	310	298	128	000	402		Dinosaurs	$16.00	
				E	01	310	298	128	000	402		All in a drop	$8.00	
				E	01	310	298	128	000	402		Birds of a feather	$8.00	
				E	01	310	298	128	000	402		Monument Maker	$8.00	
				E	01	310	298	128	000	402		Summer Green to Autumn Gold	$8.00	
				E	01	310	298	128	000	402		Look Again	$8.00	
				E	01	310	298	128	000	402		Rise! From Caged Bird to Poet	$8.00	
				E	01	310	298	128	000	402		Titan and the wild Boars	$8.00	
				E	01	310	298	128	000	402		Two Brothers Four Hands	$8.00	
				E	01	310	298	128	000	402		Sparky & Spike	$8.00	
				E	01	310	298	128	000	402		Samual Morse	$8.00	
				E	01	310	298	128	000	402		Pollen Darwins	$8.00	
				E	01	310	298	128	000	402		Finding the Speed of Light	$8.00	
				E	01	310	298	128	000	402		Guitar Genius	$8.00	
				E	01	310	298	128	000	402		The Girl Who Named Pluto	$8.00	
				E	01	310	298	128	000	402		Just Like Rube Goldberg	$8.00	
				E	01	310	298	128	000	402		Owling	$8.00	
				E	01	310	298	128	000	402		Ojiichans Gift	$8.00	
				E	01	310	298	128	000	402		The Hen Who Sailed Around the World	$8.00	
				E	01	310	298	128	000	402		Caught Nabbing	$8.00	
				E	01	310	298	128	000	402		Saving the Tasmanian Devil	$8.00	
				E	01	310	298	128	000	402		Beware of the Crocodile	$8.00	
				E	01	310	298	128	000	402		The woolly Monkey	$8.00	
				E	01	310	298	128	000	402		My Happy Year	$8.00	
				E	01	310	298	128	000	402		Gecko	$8.00	
				E	01	310	298	128	000	402		Rotten! Vultures	$8.00	
				E	01	310	298	128	000	402		The Clockwork Ghost	$8.00	
				E	01	310	298	128	000	402		Deadly Aim Civil War Story	$8.00	
				E	01	310	298	128	000	402		The Good Son	$8.00	
				E	01	310	298	128	000	402		The Strangers	$8.00	
				E	01	310	298	128	000	402		A seed is the	$8.00	
				E	01	310	298	128	000	402		Scuba Diver	$8.00	
				E	01	310	298	128	000	402		Geysers	$8.00	

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type	
6119		JUNIOR LIBRARY GUILD								
			0118	chec	102019				Check	
				E	01 310 298 128 000 402	The Boy who touched the stars		$8.00		
				E	01 310 298 128 000 402	The Worst book ever		$8.00		
				E	01 310 298 128 000 402	When Sue Found Sue		$8.00		
				E	01 310 298 128 000 402	Sanity & Tallulah		$8.00		
				E	01 310 298 128 000 402	Super Potatos Galactic Breakout		$8.00		
				E	01 310 298 128 000 402	Beavers The Superpower Field Guide		$8.00		
				E	01 310 298 128 000 402	Hammering for Freedom		$8.00		
				E	01 310 298 128 000 402	Spring after Spring		$8.00		
				E	01 310 298 128 000 402	Wildheart		$8.00		
				E	01 310 298 128 000 402	Rocket to the Moon		$8.00		
PO#: 16973		Voucher #:		65016 Invoice	Invoice No: 515226		6/25/2020		Paid Amt: $656.00	
									Check Amount:	$656.00
									Vendor Total:	$656.00
5162		KIM GIBBONS, PH.D.								
			0118	chec	101982				Check	
				E	01 010 204 000 414 366	15th Annual Multi Tiered System of Support (M		$249.00		
				E	01 020 204 000 414 366	15th Annual Multi Tiered System of Support (M		$249.00		
				E	01 010 204 000 414 366	15th Annual Multi Tiered System of Support (M		$249.00		
				E	01 020 204 000 414 366	15th Annual Multi Tiered System of Support (M		$249.00		
				E	01 020 204 000 414 366	15th Annual Multi Tiered System of Support (M		$249.00		
PO#: 17033		Voucher #:		64952 Invoice	Invoice No: 399-11-1-4212		6/11/2020		Paid Amt: $1,245.00	
									Check Amount:	$1,245.00
									Vendor Total:	$1,245.00
5358		L&M SUPPLY, INC.								
			0118	chec	101983				Check	
				E	01 005 810 000 000 420	OPEN PO		$10.00		
				E	01 005 810 000 000 420	OPEN PO		$10.00		
				E	01 005 810 000 000 420	OPEN PO		$10.00		
				E	01 005 810 000 000 420	OPEN PO		$10.00		
				E	01 005 810 000 000 420	OPEN PO		$6.73		
PO#: 16939		Voucher #:		64953 Invoice	Invoice No: 9714912		6/11/2020		Paid Amt: $46.73	
				E	01 005 810 000 000 420	OPEN PO		$10.00		
				E	01 005 810 000 000 420	OPEN PO		$10.00		
				E	01 005 810 000 000 420	OPEN PO		$4.27		
PO#: 16939		Voucher #:		64954 Invoice	Invoice No: 9722144		6/11/2020		Paid Amt: $24.27	
									Check Amount:	$71.00

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
1095		MARCO TECHNOLOGIES LLC									
			0118	chec	102023				Check		
				E 01 020 211 000 000 370		COPIER LEASE		$676.90			
PO#:		Voucher #:		65020 Invoice	Invoice No: 416378354		6/25/2020		Paid Amt:	$2,030.70	
										Check Amount:	$1,831.62
										Vendor Total:	$1,831.62
6201		MARY S OVERLIE									
			0118	chec	101985				Check		
				E 01 010 203 000 499 430		Class End of Year Memory Book Publishing		$1,900.00			
PO#: 17035		Voucher #:		64956 Invoice	Invoice No: 1		6/11/2020		Paid Amt:	$1,900.00	
										Check Amount:	$1,900.00
										Vendor Total:	$1,900.00
6020		MN PEIP									
			0118	chec	102024				Check		
				B 01 215 030		DISTRICT		$30,241.07			
				E 01 010 050 000 000 291		RETIREE ADMIN		$738.72			
				E 01 010 203 000 000 291		RETIREE ELEM		$2,066.88			
PO#:		Voucher #:		65022 Invoice	Invoice No: 978066		6/25/2020		Paid Amt:	$33,046.67	
										Check Amount:	$33,046.67
										Vendor Total:	$33,046.67
6198		MODULAR ORGANICS LLC									
			0118	chec	102025				Check		
				E 01 020 260 057 000 530		ChimaPod Greenhouse		$2,948.00			
				E 01 020 260 057 000 401		ClimaPod Greenhouse		$0.00			
PO#: 17008		Voucher #:		65044 Invoice	Invoice No: 0001684		6/25/2020		Paid Amt:	$2,948.00	
										Check Amount:	$2,948.00
										Vendor Total:	$2,948.00
5743		NATIONAL RECOGNITION PRODUCTS									
			0118	chec	101986				Check		
				E 01 020 211 000 000 401		Diplomas		$131.79			
				E 01 020 211 000 000 401		Diploma Cover		$179.63			
				E 01 020 211 000 000 401		Shipping		$18.84			
PO#: 16961		Voucher #:		64957 Invoice	Invoice No: 4562101		6/11/2020		Paid Amt:	$330.26	
										Check Amount:	$330.26
			0118	chec	102026				Check		
				E 01 310 298 192 301 402		Graduate Tassels (Vegas Gold)		$218.75			
				E 01 310 298 192 301 402		Shipping		$12.95			
PO#: 16989		Voucher #:		65023 Invoice	Invoice No: 4563727		6/25/2020		Paid Amt:	$231.70	
				E 01 020 211 000 000 401		Val & Sal Medal		$24.00			

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
3841		NORTHERN LIGHTS HOTEL									
			0118	chec	101988				Check		
				E 01 020 605 000 510 430		Training Event 7/2019		$1,476.90			
	PO#: 17015	Voucher #:		64959 Invoice		Invoice No: 11019	6/11/2020		Paid Amt:	$1,476.90	
				E 01 020 605 000 320 460		training event 8/2019		$1,476.90			
	PO#: 17015	Voucher #:		64960 Invoice		Invoice No: 11021	6/11/2020		Paid Amt:	$1,476.90	
										Check Amount:	$2,953.80
										Vendor Total:	$2,953.80
4065		NORTHERN STAR COOPERATIVE									
			0118	chec	101989				Check		
				E 03 005 760 000 720 444		DIESEL FUEL - BUS		$1,721.64			
				E 03 005 760 000 720 442		DEF FLUID		$33.00			
				E 03 005 760 000 720 441		GASOLINE - SUPPORT VEHICLES		$48.18			
				E 01 005 810 000 000 401		MOWER GAS		$128.71			
	PO#:	Voucher #:		64961 Invoice		Invoice No: MAY 2020	6/11/2020		Paid Amt:	$1,931.53	
										Check Amount:	$1,931.53
										Vendor Total:	$1,931.53
5796		O'REILLY AUTO PARTS									
			0118	chec	102028				Check		
				E 03 005 760 000 720 420		brk lvl sen		$4.49			
	PO#: 17054	Voucher #:		65035 Invoice		Invoice No: 1533-413230	6/25/2020		Paid Amt:	$4.49	
				E 03 005 760 000 720 420		brackted cal		$116.90			
	PO#: 17054	Voucher #:		65036 Invoice		Invoice No: 1533-413137	6/25/2020		Paid Amt:	$116.90	
				E 03 005 760 000 720 420		CORE RETURN		$60.00			
	PO#:	Voucher #:		65037 Credit		Invoice No: 1533-413239	6/25/2020		Paid Amt:	($60.00)	
				E 03 005 760 000 720 420		cable		$27.04			
	PO#: 17054	Voucher #:		65038 Invoice		Invoice No: 1533-412365	6/25/2020		Paid Amt:	$27.04	
				E 03 005 760 000 720 420		free all		$331.77			
				E 03 005 760 000 720 420		3M COMPANY		$309.34			
	PO#: 17054	Voucher #:		65039 Invoice		Invoice No: 1533-412350	6/25/2020		Paid Amt:	$641.11	
										Check Amount:	$729.54
										Vendor Total:	$729.54
5276		PERRIN MOBILE MEDICAL									
			0118	chec	101990				Check		
				E 03 005 760 000 720 430		DRUG SCREEN/ALCOHOL BREATH TEST		$153.25			
	PO#:	Voucher #:		64963 Invoice		Invoice No: 6493	6/11/2020		Paid Amt:	$153.25	
										Check Amount:	$153.25
										Vendor Total:	$153.25

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
1816	R	REALLY GOOD STUFF INC									
			0118	chec	101995				Check		
				E 01 010 203 205 000 430		Freight		$14.95			
PO#: 16938		Voucher #:		64969 Invoice	Invoice No: 7236524		6/11/2020		Paid Amt:	$156.81	
				E 01 010 203 000 499 430		165935AVS Library Island		$289.99			
				E 01 010 203 000 499 430		Freight		$34.80			
PO#: 16963		Voucher #:		64970 Invoice	Invoice No: 7232626		6/11/2020		Paid Amt:	$324.79	
										Check Amount:	$481.60
										Vendor Total:	$481.60
4106	R	REMEDIA PUBLICATIONS									
			0118	chec	101996				Check		
				E 01 020 411 000 740 433		REM #5245 Life Skills Math 5-Book set		$46.99			
				E 01 020 411 000 740 433		REM #125A Market Math for Beginners		$9.99			
				E 01 020 411 000 740 433		REM #601A Drive-Thru Menu Math - Add/Sub.		$11.99			
				E 01 020 411 000 740 433		REM #601B - Drive-Thru Menu Math - Add/Su		$10.55			
				E 01 020 411 000 740 433		REM #601C - Drive-Thru Menu Math - Mult/Di		$11.99			
				E 01 020 411 000 740 433		REM #101A - Old-Fashioned Ice Cream Parlo		$11.99			
				E 01 020 411 000 740 433		REM #101B - Odl-Fashioned Ice Cream Parlo		$11.99			
				E 01 020 411 000 740 433		REM #102A - The Hamburger Hut - Add/Subt		$11.99			
				E 01 020 411 000 740 433		REM 102B - The Hamburger Hut - Mult/Div		$11.99			
				E 01 020 411 000 740 433		REM #12A - Measurement		$4.99			
				E 01 020 411 000 740 433		Shipping & Handling		$29.18			
PO#: 16825		Voucher #:		64971 Invoice	Invoice No: 488050		6/11/2020		Paid Amt:	$173.64	
										Check Amount:	$173.64
										Vendor Total:	$173.64
05304		SANDSTROM'S									
			0118	chec	101997				Check		
				E 02 005 770 070 709 495		MILK		$84.00			
PO#:		Voucher #:		64972 Invoice	Invoice No: 307980		6/11/2020		Paid Amt:	$84.00	
				E 02 005 770 070 709 495		MILK		$168.00			
PO#:		Voucher #:		64978 Invoice	Invoice No: 308502		6/11/2020		Paid Amt:	$168.00	
										Check Amount:	$252.00
										Vendor Total:	$252.00
2754	R	SCHOLASTIC BOOK CLUB									
			0118	chec	102030				Check		
				E 04 500 582 000 338 430		Clifford Magazine		$193.60			
PO#: 16919		Voucher #:		65043 Invoice	Invoice No: M6937233 2		6/25/2020		Paid Amt:	$193.60	
										Check Amount:	$193.60
										Vendor Total:	$193.60

Code	Rcd	Vendor	Co	Bank	Check No			Pmt/Void Date		Pmt Type		
6176		STORY JUMPER INC										
			0118	chec	102001					Check		
				E 01 010 206 000 433 401		Freight			$27.10			
PO#: 16792		Voucher #:		64977 Invoice		Invoice No: 927-5952832-9718		6/11/2020		Paid Amt:	$407.43	
											Check Amount:	$407.43
											Vendor Total:	$407.43
06131		TREASURE BAY PRINTING										
			0118	chec	102002					Check		
				E 01 310 298 093 301 402		4x6 Mesh Banners w/ Grommets			$600.00			
PO#: 17005		Voucher #:		64979 Invoice		Invoice No: 271786		6/11/2020		Paid Amt:	$600.00	
				E 01 010 216 000 401 401		Inital Set-Up, One Banner, and Two Signs for I			$348.00			
PO#: 16872		Voucher #:		64980 Invoice		Invoice No: 271518		6/11/2020		Paid Amt:	$348.00	
											Check Amount:	$948.00
											Vendor Total:	$948.00
01099		UPPER LAKES FOODS, INC										
			0118	chec	102003					Check		
				E 02 005 770 070 709 490		FOOD			$3,899.54			
				E 02 005 770 070 709 401		SUPPLIES			$177.80			
PO#:		Voucher #:		64981 Invoice		Invoice No: 669875-00		6/11/2020		Paid Amt:	$4,077.34	
											Check Amount:	$4,077.34
											Vendor Total:	$4,077.34
05062	R	WALMART COMMUNITY/GECRB										
			0118	chec	102004					Check		
				E 01 310 298 093 301 402		OPEN - SENIOR SWAG BAG STUFF			$700.02			
PO#: 17025		Voucher #:		64982 Invoice		Invoice No: 014100547566		6/11/2020		Paid Amt:	$700.02	
				E 04 500 580 000 325 401		CHILDCARE PROJECT SUPPLIES			$53.83			
PO#: 16999		Voucher #:		64983 Invoice		Invoice No: 014300523279		6/11/2020		Paid Amt:	$53.83	
											Check Amount:	$753.85
											Vendor Total:	$753.85
											Report Total:	$226,040.86

ISD#118 Remer-Longville

Detail Payment Register By Vendor

Fund Summary

Fund	Description	Total
01	General Fund	$1,178.69
03	Transportation Fund	$590.75
Report Total		**$1,769.44**

ISD#118 Remer-Longville

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
3724		BMO CORPORATE MASTERCARD									
			0118	chec					Wire		
				E 01 020 605 000 510 366		rooms for conference		$214.83			
PO#:		Voucher #:		64985 Credit		Invoice No: 5/5/2020	5/27/2020		Paid Amt:	($214.83)	
				E 03 005 760 000 720 367		TRAIN THE TRAINER REGISTRATION		$590.75			
PO#: 17020		Voucher #:		64986 Invoice		Invoice No: PKNVSDF4H9T	5/27/2020		Paid Amt:	$590.75	
				E 01 010 216 000 401 401		3M Scotch 0.94 in. x 60 yds. Delicate Surface		$64.56			
				E 01 020 216 000 401 401		3M Scotch 0.94 in. x 60 yds. Delicate Surface		$69.94			
PO#: 17021		Voucher #:		64987 Invoice		Invoice No: W859703668	5/27/2020		Paid Amt:	$134.50	
				E 01 020 399 000 313 401		2598-22-2420-20 Milwaukee M12 Fuel 12-volt		$229.00			
				E 01 020 399 000 313 401		121 Industro SAE and metric socket kit		$37.43			
				E 01 020 399 000 313 401		HD-1 Channellock 4-piece ultimate pliers		$47.97			
				E 01 020 399 000 313 401		3005CR Klein Tools Ratcheting		$49.94			
				E 01 020 399 000 313 401		79372 Tekton 7.5 in 15 tool store and go		$44.24			
				E 01 020 399 000 313 401		11063W Klein Tools Katapult wire stripper and		$59.94			
				E 01 020 399 000 313 401		246340150 Husky Screwdriver set (15 piece)		$29.97			
				E 01 020 399 000 313 401		48-89-2332 Milwaukee cobalt drill bit set (29 p		$109.97			
				E 01 020 399 000 313 401		E-00038 Makita ImpactX Driver Bit set (100-pi		$49.97			
				E 01 020 399 000 313 401		2598-22-48-11-2411 Milwaukee M12 fuel 12-vo		$229.00			
				E 01 020 399 000 313 401		H432MTS Husky Mechanics Tool Set (432-pie		$371.59			
PO#: 17002		Voucher #:		64988 Invoice		Invoice No: WA87759602	5/27/2020		Paid Amt:	$1,259.02	
										Check Amount:	$1,769.44
										Vendor Total:	$1,769.44
										Report Total:	$1,769.44

ISD#118 Remer-Longville

Detail Payment Register By Vendor

Fund Summary

Fund	Description	Total
01	General Fund	$3,542.18
Report Total		**$3,542.18**

ISD#118 Remer-Longville
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
06520		INTERNAL REVENUE SERVICE									
			0118	chec					Wire		
				B 01 215 011		PENALTY 4TH QTR 2019 LATE PAYMENT		$3,542.18			
PO#:		Voucher #:		65005	Invoice	Invoice No: CP220	6/29/2020		Paid Amt:	$3,542.18	
										Check Amount:	$3,542.18
										Vendor Total:	$3,542.18
										Report Total:	$3,542.18

ISD#118 Remer-Longville
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	$422,995.31
02	$43,765.10
03	$2,471.99
04	$46,681.24
07	$446,267.24
Report Total	**$962,180.88**

ISD#118 Remer-Longville
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15655	0118	chec															
Cass Cty Tax Settlement			19499	Credit	A	06/17/20	061520	Wire	1	1097	CASS COUNTY AUDITOR						
						0118 R 01 005 000 000 000 001					Taxes					47,990.31	0.00
						0118 R 04 500 505 000 321 001					MAINTENANCE LEVY					18,308.16	0.00
						0118 R 01 005 000 000 000 001					Taxes					85,114.36	0.00
						0118 R 07 005 000 000 000 001					Maintenance Levy					446,267.24	0.00
															Receipt Total:	$597,680.07	$0.00
															Deposit Total:	**$597,680.07**	**$0.00**
15656	0118	chec															
FNS MDE			19500	Credit	A	06/09/20	060920	Wire	1	C1	Miscellaneous Customer						
						0118 R 02 005 770 070 709 479					Brk					4,059.31	0.00
						0118 R 02 005 770 070 709 479					Lunch					39,557.44	0.00
															Receipt Total:	$43,616.75	$0.00
															Deposit Total:	**$43,616.75**	**$0.00**
15657	0118	chec															
ELSA PW II			19501	Credit	A	06/16/20	06162020	Wire	1	MDE	Minn Dept of ED						
						0118 R 04 500 582 000 337 300					Pathways II					4,166.65	0.00
						0118 R 04 500 582 000 337 300					Pathways II					4,166.65	0.00
						0118 R 04 500 582 000 337 300					Pathways II					4,166.80	0.00
															Receipt Total:	$12,500.10	$0.00
															Deposit Total:	**$12,500.10**	**$0.00**
15658	0118	chec															
Apply OnAcct Inv 2008			19502	Credit	A	06/19/20		Check	1	1112	PEPSI BOTTLING GROUF						
						0118 R 01 310 298 114 301 096					Elem Student Activity					99.80	0.00
						0118 B 01 115 000						2008	11/21/19	On Acct	(99.80)	(99.80)	0.00
															Receipt Total:	$0.00	$0.00
															Deposit Total:	**$0.00**	**$0.00**
15659	0118	chec															
HEALTH PREMIUM B.J.			19503	Credit	A	06/17/20	8236	Check	1	1070	RETIRE/DEDUCT:						
						0118 B 01 215 034					Deductions-Retired					738.72	0.00
															Receipt Total:	$738.72	$0.00

ISD#118 Remer-Longville
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15659	0118	chec															
DENTAL M.D. JULY-SEPT			19504	Credit	A	06/17/20	8237	Check	1	1070	RETIRE/DEDUCT:						
						0118 B 01 215 034					Deductions-Retired					269.10	0.00
															Receipt Total:	$269.10	$0.00
McKEIG COMPUTER CHARGEF			19505	Credit	A	06/17/20	6238	Check	1	C1	Miscellaneous Customer						
						0118 R 01 005 000 000 000 096					DONATIONS					40.00	0.00
															Receipt Total:	$40.00	$0.00
PATHWAYS I SCHOLARSHIP			19506	Credit	V	06/17/20	8239	Check	1	1088	LEECH LAKE BAND OF O						
						0118 R 04 500 582 000 338 300					Pathways I					8,333.00	0.00
															Receipt Total:	$8,333.00	$0.00
Original Receipt # 19506			19507	Credit	V	06/17/20	8239	Check-V	1	1088	LEECH LAKE BAND OF O						
						0118 R 04 500 582 000 338 300										(8,333.00)	0.00
															Receipt Total:	($8,333.00)	$0.00
															Deposit Total:	**$1,047.82**	**$0.00**
15660	0118	chec															
IDEAS			19508	Credit	A	06/22/20	062020	Wire	1	MDE	Minn Dept of ED						
						0118 R 01 005 000 000 740 360					Special Ed Aid					34.04	0.00
						0118 R 01 005 000 000 000 211					Gen Ed/Spar/Pen Adj Aid					30,333.12	0.00
						0118 R 03 005 000 000 720 300					NONPUBLIC TRANSPORTI(					2,471.99	0.00
						0118 R 01 005 000 000 740 360					Special Ed Aid					134,257.43	0.00
						0118 R 01 005 000 000 320 300					SUCCESS F/T FUTURE					17,358.06	0.00
						0118 R 04 500 582 000 344 300					School Readiness State Aids					7,290.68	0.00
						0118 R 04 500 583 000 354 300					PRESCH SCREEN					249.30	0.00
						0118 R 01 005 000 000 313 300					A&I Initial Aid Aid					14,873.74	0.00
															Receipt Total:	$206,868.36	$0.00
															Deposit Total:	**$206,868.36**	**$0.00**
15661	0118	chec															
Pathways 1 pre-school			19509	Credit	A	06/29/20	8239	Check	1	1088	LEECH LAKE BAND OF O						
						0118 R 04 500 582 000 338 300					Pathways I					8,333.00	0.00
															Receipt Total:	$8,333.00	$0.00
			19510	Credit	A	06/29/20	8240	Check	1	1071	I A S C						
						0118 B 01 115 000						2013	02/27/20	Invoice	29,157.66	29,157.66	0.00
						0118 B 01 115 000						2016	04/27/20	Invoice	23,937.60	23,937.60	0.00

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15661	0118	chec															
			19510	Credit	A	06/29/20	8240	Check	1	1071	I A S C						
						0118 B 01 115 000						2020	05/19/20	Invoice	2,770.00	2,770.00	0.00
															Receipt Total:	$55,865.26	$0.00
			19511	Credit	A	06/29/20	8241	Check	1	1147	ISD #317						
						0118 B 01 115 000						2014	02/27/20	Invoice	19,293.52	19,293.52	0.00
						0118 B 01 115 000						2017	04/27/20	Invoice	15,788.13	15,788.13	0.00
															Receipt Total:	$35,081.65	$0.00
dental RL July-Sept			19512	Credit	A	06/29/20	8242	Check	1	1070	RETIRE/DEDUCT:						
						0118 B 01 215 034					Deductions-Retired					138.00	0.00
															Receipt Total:	$138.00	$0.00
Tschida			19513	Credit	A	06/29/20	8243	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					129.65	0.00
															Receipt Total:	$129.65	$0.00
Emerson			19514	Credit	A	06/29/20	8244	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					2.45	0.00
															Receipt Total:	$2.45	$0.00
Payment/Johnson			19515	Credit	A	06/29/20	8245	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					8.25	0.00
															Receipt Total:	$8.25	$0.00
Maeger			19516	Credit	A	06/29/20	8246	Check	1	1069	Food Service						
						0118 B 02 230 001					Deferred Revenue					8.00	0.00
															Receipt Total:	$8.00	$0.00
CM health/dental			19517	Credit	A	06/29/20	8247	Check	1	1070	RETIRE/DEDUCT:						
						0118 B 01 215 034					Deductions-Retired					123.75	0.00
															Receipt Total:	$123.75	$0.00
BJ health premium			19518	Credit	A	06/29/20	8248	Check	1	1070	RETIRE/DEDUCT:						
						0118 B 01 215 034					Deductions-Retired					738.72	0.00
															Receipt Total:	$738.72	$0.00
															Deposit Total:	**$100,428.73**	**$0.00**

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp	Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15662	0118	chec																
IDEAS				19519	Credit	A	06/30/20	063020	Wire	1	MDE	Minn Dept of ED						
						0118 R 01 005 000 000 313 300					A&I Initial Aid Aid						39.05	0.00
																Receipt Total:	$39.05	$0.00
																Deposit Total:	**$39.05**	**$0.00**
																Report Total:	$962,180.88	$0.00

ISD#118 Remer-Longville
Detail Payment Register By Vendor
Fund Summary

Fund	Description	Total
01	General Fund	$189,712.69
02	Food Service Fund	$6,686.34
03	Transportation Fund	$5,095.17
04	Community Service	$15,515.16
05	Capital Expenditure	$9,031.50
Report Total		**$226,040.86**

ISD#118 Remer-Longville
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
3296		AMAZON.COM									
			0118	chec	101964				Check		
				E 01 010 203 000 499 430		Storex Mini Crate, 9 x 7.75 x 6 Inches, Assorte		$33.05			
				E 01 010 203 205 000 430		hand2mind 20-Bead Plastic Rekenrek, Math C		$8.84			
				E 01 010 203 205 000 430		Tap Light Push Lights STAR-SPANGLED Mini		$11.49			
				E 01 010 203 205 000 430		Juvale Mini Terra Cotta Pots with Saucer- 16-F		$18.99			
				E 01 010 203 205 000 430		•Miukada 3-Ring Pencil Pouches.Zippered Bir		$32.97			
				E 01 010 203 205 000 430		Classic United States USA and World Desk M		$8.95			
				E 01 010 203 205 000 430		12 Educational Posters for Kids, Laminated M		$17.99			
				E 01 010 203 205 000 430		Gamenote Sight Words Wooden Magnetic Fis		$24.99			
PO#: 16924		Voucher #:		64929 Invoice		Invoice No: 1JRC-YXMD-43QQ	6/11/2020		Paid Amt:	$157.27	
				E 01 010 203 205 000 430		Mattel Games Skip-Bo Junior Card Game		$7.99			
PO#: 16924		Voucher #:		64930 Invoice		Invoice No: 1X7K-YVFX-G1XC	6/11/2020		Paid Amt:	$7.99	
				E 01 010 203 205 000 430		EAI Education Rekenrek Build-a-Set		$34.95			
				E 01 010 203 205 000 430		Freight		$8.99			
PO#: 16924		Voucher #:		64933 Invoice		Invoice No: 1X43-J47N-6TNM	6/11/2020		Paid Amt:	$43.94	
										Check Amount:	$209.20
			0118	chec	102005				Check		
				E 01 020 399 000 628 466		SOL 3D Scanner		$694.00			
				E 01 020 399 000 628 430		Ingersoll Rand Model 426 3" Cut off tool		$67.91			
				E 01 020 399 000 628 430		Shipping and handling		$0.00			
PO#: 17044		Voucher #:		64989 Invoice		Invoice No: 1M91-KHH4-YHVL	6/25/2020		Paid Amt:	$761.91	
				E 01 310 292 110 000 401		Athletics storage - cup hooks and storage bins		$513.40			
PO#: 17030		Voucher #:		64990 Invoice		Invoice No: 1VGQ-W3KR-49QC	6/25/2020		Paid Amt:	$513.40	
				E 01 010 361 000 313 401		LEGO MINDSTORMS EV3 31313 Robot Kit		$1,049.85			
PO#: 17048		Voucher #:		64996 Invoice		Invoice No: 1DYM-4WRW-73QW	6/25/2020		Paid Amt:	$1,049.85	
										Check Amount:	$2,325.16
										Vendor Total:	$2,534.36
04084		AMERICAN DISPOSAL									
			0118	chec	101965				Check		
				E 01 005 810 000 000 331		TRASH REMOVAL		$755.95			
PO#:		Voucher #:		64928 Invoice		Invoice No: 540509277	6/11/2020		Paid Amt:	$755.95	
										Check Amount:	$755.95
										Vendor Total:	$755.95

Code	Rcd	Vendor	Co	Bank	Check No			Pmt/Void Date	Pmt Type		
1357		AMERICAN EAGLE SEC SYS INC									
			0118	chec	102006				Check		
				E 01 020 050 000 000 401		DEMONSTRATE SOFTWARE FOR ADMIN	$95.00				
PO#:		Voucher #:		64991 Invoice		Invoice No: 17503		6/25/2020	Paid Amt:	$95.00	
									Check Amount:		$95.00
									Vendor Total:		$95.00
4421	R	AMERICAN WELDING AND GAS INC.									
			0118	chec	101966				Check		
				E 01 020 255 000 000 401		ACETYLENE	$9.84				
				E 01 020 255 000 000 401		OXYGEN	$9.84				
				E 01 020 255 000 000 401		CYLINDER RENTAL	$14.85				
PO#:		Voucher #:		64934 Invoice		Invoice No: 07140335		6/11/2020	Paid Amt:	$34.53	
									Check Amount:		$34.53
									Vendor Total:		$34.53
5050		APPLE, INC.									
			0118	chec	101967				Check		
				E 01 010 203 202 000 555		STM Dux Shell Duo Case for iPad (7th Genera	$22.48				
				E 01 020 211 000 000 555		STM Dux Shell Duo Case for iPad (7th Genera	$22.47				
PO#: 16992		Voucher #:		64931 Invoice		Invoice No: AC12142411		6/11/2020	Paid Amt:	$44.95	
				E 01 010 203 202 000 555		10.2-inch iPad Wi-Fi 32GB - Silver	$149.50				
				E 01 020 211 000 000 555		10.2-inch iPad Wi-Fi 32GB - Silver	$149.50				
PO#: 16992		Voucher #:		64932 Invoice		Invoice No: AC10656704		6/11/2020	Paid Amt:	$299.00	
									Check Amount:		$343.95
									Vendor Total:		$343.95
5181		AUL/MidAmerica Administrative & Retirement Solutions, Inc.									
			0118	chec	102007				Check		
				E 01 005 020 000 000 251		PCORI FEE	$5.08				
PO#:		Voucher #:		65021 Invoice		Invoice No: 6162020		6/25/2020	Paid Amt:	$5.08	
									Check Amount:		$5.08
									Vendor Total:		$5.08
4137	R	BARNES & NOBLE INC									
			0118	chec	102008				Check		
				E 01 010 203 000 499 430		MISC	$671.54				
PO#: 16886		Voucher #:		64992 Invoice		Invoice No: 1143849-58316440		6/25/2020	Paid Amt:	$671.54	
				E 01 010 203 000 499 430		MISC	$30.07				
PO#: 16886		Voucher #:		64993 Invoice		Invoice No: 1143849-58389868		6/25/2020	Paid Amt:	$30.07	
				E 01 010 203 000 499 430		MISC	$0.00				
				E 01 010 203 000 499 430		circle books	$193.70				
PO#: 16894		Voucher #:		64994 Invoice		Invoice No: 1150044-58362634		6/25/2020	Paid Amt:	$193.70	

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Code	Rcd	Vendor	Co	Bank	Check No			Pmt/Void Date		Pmt Type		
4137	R	BARNES & NOBLE INC										
			0118	chec	102008					Check		
				E 01 010 203 000 499 430		Barnes and Noble Quote #1153558			$266.90			
PO#: 16952		Voucher #:		64995 Invoice		Invoice No: 1153558-58362626		6/25/2020		Paid Amt:	$266.90	
				E 01 010 203 000 499 430		Easy Reader Books			$32.77			
PO#: 16984		Voucher #:		64997 Invoice		Invoice No: 115961-58370421		6/25/2020		Paid Amt:	$32.77	
				E 01 010 203 000 499 430		SRCL books			$631.11			
PO#: 16962		Voucher #:		64998 Invoice		Invoice No: 1150753-58387300		6/25/2020		Paid Amt:	$631.11	
				E 01 010 203 000 499 430		SRCL books			$45.29			
PO#: 16962		Voucher #:		64999 Invoice		Invoice No: 1150753-58477507		6/25/2020		Paid Amt:	$45.29	
				E 01 010 203 000 499 430		PO 16901 - OSTERHOUDT			$9.79			
PO#:		Voucher #:		65000 Invoice		Invoice No: 1151940-58368615		6/25/2020		Paid Amt:	$9.79	
				E 01 010 203 000 499 430		PO 16926 HOLMIED			$5.59			
PO#:		Voucher #:		65001 Invoice		Invoice No: 1151841-58389900		6/25/2020		Paid Amt:	$5.59	
											Check Amount:	$1,886.76
											Vendor Total:	$1,886.76
6210		BEMIDJI WOOLEN'S INC										
			0118	chec	101968					Check		
				E 01 310 298 096 301 402		Supplies			$780.00			
PO#: 17023		Voucher #:		64935 Invoice		Invoice No: 135563		6/11/2020		Paid Amt:	$780.00	
											Check Amount:	$780.00
											Vendor Total:	$780.00
4848		BIRCHBARK BOOKS										
			0118	chec	101969					Check		
				E 01 010 203 000 499 430		18 Books			$200.50			
				E 01 010 203 000 499 430		Freight			$7.06			
PO#: 16902		Voucher #:		64936 Invoice		Invoice No: 10153007		6/11/2020		Paid Amt:	$207.56	
											Check Amount:	$207.56
											Vendor Total:	$207.56
5905		BLOOMERS GARDEN CENTER & LANSCAPING INC										
			0118	chec	101970					Check		
				E 04 500 585 000 332 401		Flowers for front pots			$155.81			
PO#: 17012		Voucher #:		64937 Invoice		Invoice No: 1-254301		6/11/2020		Paid Amt:	$155.81	
											Check Amount:	$155.81
											Vendor Total:	$155.81

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
4672		BSN SPORTS									
			0118	chec	102009				Check		
				E 05 005 850 000 302 530		Elem Gym Wall Padding per quote 5903050 2		$2,749.80			
PO#: 17001		Voucher #:		65002 Invoice		Invoice No: 909205606	6/25/2020		Paid Amt:	$2,749.80	
										Check Amount:	$2,749.80
										Vendor Total:	$2,749.80
6192		CHERYLE LINDBERG									
			0118	chec	101971				Check		
				E 04 500 505 000 321 305		COMM ED REFUND - PAYMENT SHORTED		$25.00			
PO#:		Voucher #:		64962 Invoice		Invoice No: 5202020	6/11/2020		Paid Amt:	$25.00	
										Check Amount:	$25.00
										Vendor Total:	$25.00
3663		CLIMATE MAKERS INC									
			0118	chec	101972				Check		
				E 01 005 810 000 000 350		Gas Leak for Kitchen Water Heater Cost is es!		$1,347.55			
PO#: 17007		Voucher #:		64938 Invoice		Invoice No: 100962	6/11/2020		Paid Amt:	$1,347.55	
				E 05 005 865 000 366 305		Item #34 AHU1 Baldor motor with a shaft grou		$3,426.33			
PO#: 17007		Voucher #:		64939 Invoice		Invoice No: WO905	6/11/2020		Paid Amt:	$3,426.33	
										Check Amount:	$4,773.88
										Vendor Total:	$4,773.88
01097		CROW WING COOP POWER & LIGHT									
			0118	chec	101973				Check		
				E 01 005 810 000 000 332		LONGVILLE BUS GARAGE		$26.07			
PO#:		Voucher #:		64940 Invoice		Invoice No: 5142020	6/11/2020		Paid Amt:	$26.07	
										Check Amount:	$26.07
			0118	chec	102010				Check		
				E 01 005 810 000 000 332		POWER @ LONGVILLE BUS GARAGE		$25.96			
PO#:		Voucher #:		65003 Invoice		Invoice No: 06152020	6/25/2020		Paid Amt:	$25.96	
										Check Amount:	$25.96
										Vendor Total:	$52.03
4512		DEER RIVER GIRLS BASKETBALL									
			0118	chec	102011				Check		
				E 01 310 296 320 000 369		Tournament Entry Fee		$220.00			
PO#: 17041		Voucher #:		65006 Invoice		Invoice No: 1252020	6/25/2020		Paid Amt:	$220.00	
										Check Amount:	$220.00
										Vendor Total:	$220.00
4397		DELTA DENTAL OF MN									
			0118	chec	102012				Check		
				B 01 215 046		DENTAL PREMIUMS		$945.22			

Code	Rcd	Vendor Co	Bank	Check No			Pmt/Void Date		Pmt Type		
4397		DELTA DENTAL OF MN									
		0118	chec	102012					Check		
			E 01	010 203 000 000 291	RETIREE			$456.76			
			E 01	010 050 000 000 291	RETIREE ADMIN			$42.34			
PO#:		Voucher #:	65004 Invoice	Invoice No: RIS0002922574			6/25/2020		Paid Amt:	$1,444.32	
										Check Amount:	$1,444.32
										Vendor Total:	$1,444.32
5520		Essential Health MPLS									
		0118	chec	101974					Check		
			E 03	005 760 000 720 290	PHYSICAL ACCT #73257393			$143.00			
PO#:		Voucher #:	64941 Invoice	Invoice No: 73257393			6/11/2020		Paid Amt:	$143.00	
										Check Amount:	$143.00
										Vendor Total:	$143.00
06679	R	FERRELLGAS									
		0118	chec	101975					Check		
			E 01	005 810 000 000 442	PROPANE			$501.53			
PO#:		Voucher #:	64942 Invoice	Invoice No: 2008305204			6/11/2020		Paid Amt:	$501.53	
										Check Amount:	$501.53
										Vendor Total:	$501.53
6174		FIRST BOOK									
		0118	chec	101976					Check		
			E 01	010 203 000 499 430	MISC BOOKS (see attachment)			$137.01			
PO#: 16775		Voucher #:	64943 Invoice	Invoice No: 700243010			6/11/2020		Paid Amt:	$137.01	
										Check Amount:	$137.01
										Vendor Total:	$137.01
06434		FLOODWOOD ISD #698									
		0118	chec	102013					Check		
			E 01	010 412 000 740 396	ECSE QTR 4 - GILBERTSON			$15,830.10			
			E 01	010 412 000 740 397	BENEFITS			$4,888.91			
			E 01	010 412 000 740 366	TRAVEL			$585.16			
PO#:		Voucher #:	65014 Invoice	Invoice No: 1139			6/25/2020		Paid Amt:	$21,304.17	
										Check Amount:	$21,304.17
										Vendor Total:	$21,304.17
5392		GOODIN COMPANY									
		0118	chec	102014					Check		
			E 05	005 865 000 381 401	081171 61030 Galv basket with screen - art ro			$199.33			

ISD#118 Remer-Longville
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Detail	Pmt/Void Date	Amount	Pmt Type		
5392		GOODIN COMPANY									
			0118	chec	102014				Check		
				E 05 005 865 000 381 401		shipping est		$19.04			
PO#: 17034		Voucher #:		65007 Invoice		Invoice No: 03718974-00	6/25/2020		Paid Amt:	$218.37	
									Check Amount:		$218.37
									Vendor Total:		$218.37
06386	R	GRAINGER									
			0118	chec	101977				Check		
				E 05 005 865 000 347 401		fire cabinit item#19T279		$2,637.00			
PO#: 17014		Voucher #:		64944 Invoice		Invoice No: 9535158118	6/11/2020		Paid Amt:	$2,637.00	
									Check Amount:		$2,637.00
									Vendor Total:		$2,637.00
06475		HEARTLAND TIRE SERVICE INC									
			0118	chec	101978				Check		
				E 03 005 760 000 720 441		DISMOUNT AND INSTALL NEW TIRES		$975.68			
PO#:		Voucher #:		64945 Invoice		Invoice No: 15010186	6/11/2020		Paid Amt:	$975.68	
									Check Amount:		$975.68
			0118	chec	102015				Check		
				E 03 005 760 000 720 420		invoice 15009208 tires x2		$693.49			
PO#: 17051		Voucher #:		65008 Invoice		Invoice No: 15009208	6/25/2020		Paid Amt:	$693.49	
				E 03 005 760 000 720 420		invoice 15008489 tires x2		$597.39			
PO#: 17051		Voucher #:		65009 Invoice		Invoice No: 15008489	6/25/2020		Paid Amt:	$597.39	
									Check Amount:		$1,290.88
									Vendor Total:		$2,266.56
5590		HOLDEN ELECTRIC									
			0118	chec	101979				Check		
				E 01 010 206 000 433 303		Private Locate for Power / Fiber for Hoops ins		$451.14			
PO#: 16943		Voucher #:		64946 Invoice		Invoice No: 59296	6/11/2020		Paid Amt:	$451.14	
									Check Amount:		$451.14
									Vendor Total:		$451.14
01052		HOLKERS DO IT BEST LUMBER									
			0118	chec	101980				Check		
				E 01 010 203 000 499 430		Bag of Quickrete Concrete		$62.81			
PO#: 17017		Voucher #:		64947 Invoice		Invoice No: C255817	6/11/2020		Paid Amt:	$62.81	
				E 01 005 810 000 000 410		plaskolite 1/8" acrylic sheet 48x96 - ELEM Gyı		$375.00			
				E 01 005 810 000 000 410		BLACK OXIDE BIT		$2.49			
				E 01 005 810 000 000 410		BLACK OXIDE BIT		$2.99			
				E 01 005 810 000 000 410		MISC HARDWARE 36		$6.49			
PO#: 17026		Voucher #:		64948 Invoice		Invoice No: C255644	6/11/2020		Paid Amt:	$386.97	

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type		
01052		HOLKERS DO IT BEST LUMBER														
			0118	chec	101980									Check		
				E	01	020	255	000	000	430	BATTERY FOR MOWER		$48.43			
				E	01	020	255	000	000	430	TARP STRAPS		$0.00			
PO#:		Voucher #:		64949	Invoice		Invoice No: C256773/256259					6/11/2020		Paid Amt:	$48.43	
				E	01	005	810	000	000	401	tarp strap		$7.39			
PO#:		Voucher #:		64984	Invoice		Invoice No: c256259					6/11/2020		Paid Amt:	$7.39	
															Check Amount:	$505.60
			0118	chec	102016									Check		
				E	01	310	292	110	000	401	PO 16931 - GRAVELLE		$11.38			
PO#:		Voucher #:		65010	Invoice		Invoice No: C256852					6/25/2020		Paid Amt:	$11.38	
															Check Amount:	$11.38
															Vendor Total:	$516.98
4163		IASC														
			0118	chec	101981									Check		
				E	01	010	630	000	000	305	FY 20 QTR 3 & 4 - OET		$3,885.90			
				E	01	020	630	000	000	305	FY 20 QTR 3 & 4 - OET		$3,885.90			
PO#:		Voucher #:		64950	Invoice		Invoice No: 3143					6/11/2020		Paid Amt:	$7,771.80	
				E	01	005	403	000	740	396	PT - BRINK		$1,703.91			
				E	01	005	403	000	740	397	BRINK		$682.00			
				E	01	005	403	000	619	366	BRINK MILEAGE		$52.18			
				E	01	010	416	000	740	396	COTA - BERNSDORF		$435.81			
				E	01	020	416	000	740	396	COTA - BERNSDORF		$435.80			
				E	01	010	416	000	740	397	COTA - BERNSDORF		$85.25			
				E	01	020	416	000	740	397	COTA - BERNSDORF		$85.24			
				E	01	020	416	000	619	366	COTA - BERNSDORF		$68.83			
				E	01	010	403	000	740	396	OT- WORLIE		$409.09			
				E	01	020	411	000	740	396	OT- WORLIE		$255.68			
				E	01	020	416	000	740	396	OT- WORLIE		$818.18			
				E	01	010	407	000	740	396	OT- WORLIE		$221.59			
				E	01	010	403	000	740	397	OT- WORLIE		$71.43			
				E	01	020	411	000	740	397	OT- WORLIE		$44.64			
				E	01	020	416	000	740	397	OT- WORLIE		$142.85			
				E	01	010	407	000	740	397	OT- WORLIE		$38.69			
				E	01	005	420	000	619	366	OT- WORLIE MILEAGE		$159.53			
				E	01	010	405	000	740	396	ITINERANT - BISHOP		$432.33			
				E	01	020	405	000	740	396	ITINERANT - BISHOP		$432.33			
				E	01	010	405	000	740	397	ITINERANT - BISHOP		$209.18			
				E	01	020	405	000	740	397	ITINERANT - BISHOP		$209.19			

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
4163		IASC									
			0118	chec	101981				Check		
				E 01 005 410 000 619 366		ITINERANT - BISHOP MILEAGE		$27.85			
				E 01 005 420 000 619 303		DUE PROCESSOR - WILL		$1,834.28			
				E 01 005 420 000 619 303		DUE PROCESSOR - WILL		$294.03			
				E 01 010 411 000 619 303		ASD - JANEZICH		$911.86			
				E 01 020 411 000 619 303		ASD - JANEZICH		$911.87			
				E 01 010 411 000 619 303		ASD - JANEZICH		$158.10			
				E 01 020 411 000 619 303		ASD - JANEZICH		$158.10			
				E 01 005 404 000 619 366		ASD - JANEZICH		$92.80			
				E 01 020 380 000 835 396		WORK EXP - SIMEK		$1,651.41			
				E 01 020 380 000 835 397		WORK EXP - SIMEK		$545.35			
				E 01 020 380 000 835 366		WORK EXP - SIMEK		$196.99			
				E 01 005 420 000 372 399		MA BILLING		$1,500.00			
PO#:		Voucher #:		64951 Invoice		Invoice No: 3133	6/11/2020		Paid Amt:	$15,276.37	
									Check Amount:		$23,048.17
									Vendor Total:		$23,048.17
02406		ISD #2									
			0118	chec	102017				Check		
				E 04 500 507 000 000 391		PRE-K COORDINATOR		$1,320.13			
				E 04 500 582 000 337 391		PRE-K COORDINATOR		$3,000.00			
				E 04 500 582 000 338 391		PRE-K COORDINATOR		$10,766.79			
PO#:		Voucher #:		65011 Invoice		Invoice No: 1190	6/25/2020		Paid Amt:	$15,086.92	
				E 01 020 230 000 000 391		33.33% SPANISH SALARY		$7,618.03			
				E 01 020 230 000 000 391		33.33% SPANISH BENEFITS		$1,230.11			
PO#:		Voucher #:		65012 Invoice		Invoice No: 1191	6/25/2020		Paid Amt:	$8,848.14	
				E 01 005 110 000 000 391		BUSINESS MANAGER SALARY		$14,378.62			
				E 01 005 110 000 000 391		BUSINESS MANAGER BENEFITS		$3,566.51			
				E 01 005 110 000 000 391		BUSINESS MANAGER /EXPENSES		$351.32			
PO#:		Voucher #:		65013 Invoice		Invoice No: 1188	6/25/2020		Paid Amt:	$18,296.45	
									Check Amount:		$42,231.51
									Vendor Total:		$42,231.51
01098		JOHNSON TELEPHONE CO									
			0118	chec	102018				Check		
				E 01 005 810 000 000 320		R4513		$30.48			
				E 01 005 810 000 000 320		R0520		$617.27			
PO#:		Voucher #:		65015 Invoice		Invoice No: 6012020	6/25/2020		Paid Amt:	$647.75	
									Check Amount:		$647.75
									Vendor Total:		$647.75

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type
6119		JUNIOR LIBRARY GUILD												
			0118	chec	102019									Check
				E	01	310	298	128	000	402		Ida B. Wells Discovering	$8.00	
				E	01	310	298	128	000	402		The Great Shark Rescue	$8.00	
				E	01	310	298	128	000	402		A life made by Hand	$8.00	
				E	01	310	298	128	000	402		Dancing Hands	$8.00	
				E	01	310	298	128	000	402		Dinosaurs	$16.00	
				E	01	310	298	128	000	402		All in a drop	$8.00	
				E	01	310	298	128	000	402		Birds of a feather	$8.00	
				E	01	310	298	128	000	402		Monument Maker	$8.00	
				E	01	310	298	128	000	402		Summer Green to Autumn Gold	$8.00	
				E	01	310	298	128	000	402		Look Again	$8.00	
				E	01	310	298	128	000	402		Rise! From Caged Bird to Poet	$8.00	
				E	01	310	298	128	000	402		Titan and the wild Boars	$8.00	
				E	01	310	298	128	000	402		Two Brothers Four Hands	$8.00	
				E	01	310	298	128	000	402		Sparky & Spike	$8.00	
				E	01	310	298	128	000	402		Samual Morse	$8.00	
				E	01	310	298	128	000	402		Pollen Darwins	$8.00	
				E	01	310	298	128	000	402		Finding the Speed of Light	$8.00	
				E	01	310	298	128	000	402		Guitar Genius	$8.00	
				E	01	310	298	128	000	402		The Girl Who Named Pluto	$8.00	
				E	01	310	298	128	000	402		Just Like Rube Goldberg	$8.00	
				E	01	310	298	128	000	402		Owling	$8.00	
				E	01	310	298	128	000	402		Ojiichans Gift	$8.00	
				E	01	310	298	128	000	402		The Hen Who Sailed Around the World	$8.00	
				E	01	310	298	128	000	402		Caught Nabbing	$8.00	
				E	01	310	298	128	000	402		Saving the Tasmanian Devil	$8.00	
				E	01	310	298	128	000	402		Beware of the Crocodile	$8.00	
				E	01	310	298	128	000	402		The woolly Monkey	$8.00	
				E	01	310	298	128	000	402		My Happy Year	$8.00	
				E	01	310	298	128	000	402		Gecko	$8.00	
				E	01	310	298	128	000	402		Rotten! Vultures	$8.00	
				E	01	310	298	128	000	402		The Clockwork Ghost	$8.00	
				E	01	310	298	128	000	402		Deadly Aim Civil War Story	$8.00	
				E	01	310	298	128	000	402		The Good Son	$8.00	
				E	01	310	298	128	000	402		The Strangers	$8.00	
				E	01	310	298	128	000	402		A seed is the	$8.00	
				E	01	310	298	128	000	402		Scuba Diver	$8.00	
				E	01	310	298	128	000	402		Geysers	$8.00	

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type
6119		**JUNIOR LIBRARY GUILD**												
			0118	**chec**	**102019**									**Check**
				E	01	310	298	128	000	402		We need Prairie Dogs	$8.00	
				E	01	310	298	128	000	402		Historts Forgotten Events	$8.00	
				E	01	310	298	128	000	402		Pro Football All Time	$8.00	
				E	01	310	298	128	000	402		Elephant Calves	$8.00	
				E	01	310	298	128	000	402		Bringing Back the American Alligator	$8.00	
				E	01	310	298	128	000	402		Transportation Then and Now	$8.00	
				E	01	310	298	128	000	402		Terrifying Ticks	$8.00	
				E	01	310	298	128	000	402		Harold and Hog For Real	$0.00	
				E	01	310	298	128	000	402		Rosie Revere	$0.00	
				E	01	310	298	128	000	402		Good Rosie	$8.00	
				E	01	310	298	128	000	402		The Hundred Year barn	$0.00	
				E	01	310	298	128	000	402		Ants Dont Wear Pants	$8.00	
				E	01	310	298	128	000	402		Rubys Hope	$8.00	
				E	01	310	298	128	000	402		Helens Birds	$8.00	
				E	01	310	298	128	000	402		A Sea Otter to The Rescue	$8.00	
				E	01	310	298	128	000	402		Ghost Thirteen	$8.00	
				E	01	310	298	128	000	402		You are Home An Ode To National Parks	$8.00	
				E	01	310	298	128	000	402		The Afterwards	$8.00	
				E	01	310	298	128	000	402		The Squatchicorns Big Foot	$8.00	
				E	01	310	298	128	000	402		The boy who went to mars	$8.00	
				E	01	310	298	128	000	402		Stay	$8.00	
				E	01	310	298	128	000	402		A stone sat still	$8.00	
				E	01	310	298	128	000	402		The girl who sailed the stars	$8.00	
				E	01	310	298	128	000	402		Sumokitty	$8.00	
				E	01	310	298	128	000	402		A voice for the spirit bear	$8.00	
				E	01	310	298	128	000	402		Stephen Curry	$8.00	
				E	01	310	298	128	000	402		Moon Earths Best Friend	$8.00	
				E	01	310	298	128	000	402		A wolf called Wander	$8.00	
				E	01	310	298	128	000	402		A Piglet Named Mercy	$8.00	
				E	01	310	298	128	000	402		Girls with Guts	$8.00	
				E	01	310	298	128	000	402		Lennys Book of Everything	$8.00	
				E	01	310	298	128	000	402		The Friendship War	$8.00	
				E	01	310	298	128	000	402		Straw into Gold	$8.00	
				E	01	310	298	128	000	402		The Line Tender	$8.00	
				E	01	310	298	128	000	402		My Jasper June	$8.00	
				E	01	310	298	128	000	402		Tyna of the Lake	$8.00	
				E	01	310	298	128	000	402		Hicotea A nightlights Story	$8.00	

Code	Rcd	Vendor	Co	Bank	Check No						Pmt/Void Date		Pmt Type		
6119		JUNIOR LIBRARY GUILD													
			0118	chec	102019								Check		
				E	01	310	298	128	000	402	The Boy who touched the stars	$8.00			
				E	01	310	298	128	000	402	The Worst book ever	$8.00			
				E	01	310	298	128	000	402	When Sue Found Sue	$8.00			
				E	01	310	298	128	000	402	Sanity & Tallulah	$8.00			
				E	01	310	298	128	000	402	Super Potatos Galactic Breakout	$8.00			
				E	01	310	298	128	000	402	Beavers The Superpower Field Guide	$8.00			
				E	01	310	298	128	000	402	Hammering for Freedom	$8.00			
				E	01	310	298	128	000	402	Spring after Spring	$8.00			
				E	01	310	298	128	000	402	Wildheart	$8.00			
				E	01	310	298	128	000	402	Rocket to the Moon	$8.00			
PO#: 16973		Voucher #:		65016 Invoice		Invoice No: 515226					6/25/2020		Paid Amt:	$656.00	
													Check Amount:		$656.00
													Vendor Total:		$656.00
5162		KIM GIBBONS, PH.D.													
			0118	chec	101982								Check		
				E	01	010	204	000	414	366	15th Annual Multi Tiered System of Support (M	$249.00			
				E	01	020	204	000	414	366	15th Annual Multi Tiered System of Support (M	$249.00			
				E	01	010	204	000	414	366	15th Annual Multi Tiered System of Support (M	$249.00			
				E	01	020	204	000	414	366	15th Annual Multi Tiered System of Support (M	$249.00			
				E	01	020	204	000	414	366	15th Annual Multi Tiered System of Support (M	$249.00			
PO#: 17033		Voucher #:		64952 Invoice		Invoice No: 399-11-1-4212					6/11/2020		Paid Amt:	$1,245.00	
													Check Amount:		$1,245.00
													Vendor Total:		$1,245.00
5358		L&M SUPPLY, INC.													
			0118	chec	101983								Check		
				E	01	005	810	000	000	420	OPEN PO	$10.00			
				E	01	005	810	000	000	420	OPEN PO	$10.00			
				E	01	005	810	000	000	420	OPEN PO	$10.00			
				E	01	005	810	000	000	420	OPEN PO	$10.00			
				E	01	005	810	000	000	420	OPEN PO	$6.73			
PO#: 16939		Voucher #:		64953 Invoice		Invoice No: 9714912					6/11/2020		Paid Amt:	$46.73	
				E	01	005	810	000	000	420	OPEN PO	$10.00			
				E	01	005	810	000	000	420	OPEN PO	$10.00			
				E	01	005	810	000	000	420	OPEN PO	$4.27			
PO#: 16939		Voucher #:		64954 Invoice		Invoice No: 9722144					6/11/2020		Paid Amt:	$24.27	
													Check Amount:		$71.00

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
5358		**L&M SUPPLY, INC.**									
			0118	**chec**	**102020**				**Check**		
				E 01 020 399 000 628 430		Professional Service Jack		$159.99			
	PO#: 17045	**Voucher #:**		**65017** Invoice		**Invoice No:** 9740201	**6/25/2020**		**Paid Amt:**	**$159.99**	
										Check Amount:	**$159.99**
										Vendor Total:	**$230.99**
01095		**LAKE COUNTRY POWER**									
			0118	**chec**	**102021**				**Check**		
				E 01 005 810 000 000 332		142912001		$9,477.00			
				E 01 005 810 000 000 332		900505551		$1,335.00			
				E 01 005 810 000 000 332		140849101		$754.00			
				E 01 005 810 000 000 332		500527850		$43.00			
				E 01 005 810 000 000 332		500514950		$42.00			
	PO#:	**Voucher #:**		**65018** Invoice		**Invoice No:** 6102020	**6/25/2020**		**Paid Amt:**	**$11,651.00**	
										Check Amount:	**$11,651.00**
										Vendor Total:	**$11,651.00**
5570		**LEGO Education**									
			0118	**chec**	**101984**				**Check**		
				E 01 010 206 000 433 401		LEGO® MINDSTORMS® Education EV3 Core		$2,199.50			
				E 01 010 206 000 433 401		LEGO® Education WeDo 2.0 Core Set 45300		$2,149.50			
				E 01 010 206 000 433 401		LEGO MINDSTORMS® Education EV3 Expar		$239.90			
	PO#: 16808	**Voucher #:**		**64955** Invoice		**Invoice No:** 1190421562	**6/11/2020**		**Paid Amt:**	**$4,588.90**	
										Check Amount:	**$4,588.90**
										Vendor Total:	**$4,588.90**
5223		**MADISON NATIONAL LIFE**									
			0118	**chec**	**102022**				**Check**		
				B 01 215 036		MAY 2020 LTD PREMIUMS		$1,301.80			
	PO#:	**Voucher #:**		**65019** Invoice		**Invoice No:** 052020	**6/25/2020**		**Paid Amt:**	**$1,301.80**	
										Check Amount:	**$1,301.80**
										Vendor Total:	**$1,301.80**
1095		**MARCO TECHNOLOGIES LLC**									
			0118	**chec**	**102023**				**Check**		
				E 01 005 110 371 000 370		REFUND FOR SERVICE CHARGE		$66.36			
				E 01 010 203 202 000 370		REFUND FOR SERVICE CHARGE		$66.36			
				E 01 020 211 000 000 370		REFUND FOR SERVICE CHARGE		$66.36			
	PO#:	**Voucher #:**		**64912** Credit		**Invoice No:** 413981820	**6/25/2020**		**Paid Amt:**	($199.08)	
				E 01 005 110 371 000 370		COPIER LEASE		$676.90			
				E 01 010 203 202 000 370		COPIER LEASE		$676.90			

ISD#118 Remer-Longville

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Account	Description	Pmt/Void Date	Amount	Pmt Type		
1095		MARCO TECHNOLOGIES LLC										
			0118	chec	102023					Check		
						E 01 020 211 000 000 370	COPIER LEASE		$676.90			
	PO#:	Voucher #:		65020 Invoice			Invoice No: 416378354	6/25/2020		Paid Amt:	$2,030.70	
											Check Amount:	$1,831.62
											Vendor Total:	$1,831.62
6201		MARY S OVERLIE										
			0118	chec	101985					Check		
						E 01 010 203 000 499 430	Class End of Year Memory Book Publishing		$1,900.00			
	PO#: 17035	Voucher #:		64956 Invoice			Invoice No: 1	6/11/2020		Paid Amt:	$1,900.00	
											Check Amount:	$1,900.00
											Vendor Total:	$1,900.00
6020		MN PEIP										
			0118	chec	102024					Check		
						B 01 215 030	DISTRICT		$30,241.07			
						E 01 010 050 000 000 291	RETIREE ADMIN		$738.72			
						E 01 010 203 000 000 291	RETIREE ELEM		$2,066.88			
	PO#:	Voucher #:		65022 Invoice			Invoice No: 978066	6/25/2020		Paid Amt:	$33,046.67	
											Check Amount:	$33,046.67
											Vendor Total:	$33,046.67
6198		MODULAR ORGANICS LLC										
			0118	chec	102025					Check		
						E 01 020 260 057 000 530	ChimaPod Greenhouse		$2,948.00			
						E 01 020 260 057 000 401	ClimaPod Greenhouse		$0.00			
	PO#: 17008	Voucher #:		65044 Invoice			Invoice No: 0001684	6/25/2020		Paid Amt:	$2,948.00	
											Check Amount:	$2,948.00
											Vendor Total:	$2,948.00
5743		NATIONAL RECOGNITION PRODUCTS										
			0118	chec	101986					Check		
						E 01 020 211 000 000 401	Diplomas		$131.79			
						E 01 020 211 000 000 401	Diploma Cover		$179.63			
						E 01 020 211 000 000 401	Shipping		$18.84			
	PO#: 16961	Voucher #:		64957 Invoice			Invoice No: 4562101	6/11/2020		Paid Amt:	$330.26	
											Check Amount:	$330.26
			0118	chec	102026					Check		
						E 01 310 298 192 301 402	Graduate Tassels (Vegas Gold)		$218.75			
						E 01 310 298 192 301 402	Shipping		$12.95			
	PO#: 16989	Voucher #:		65023 Invoice			Invoice No: 4563727	6/25/2020		Paid Amt:	$231.70	
						E 01 020 211 000 000 401	Val & Sal Medal		$24.00			

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
5743		NATIONAL RECOGNITION PRODUCTS									
			0118	chec	102026				Check		
				E 01 020 211 000 000 401		Shipping		$0.00			
	PO#: 17027	Voucher #:		65024 Invoice	Invoice No: 4563727		6/25/2020		Paid Amt:	$24.00	
				E 01 020 211 000 000 401		Gold Cords		$23.85			
				E 01 020 211 000 000 401		Shipping		$0.00			
	PO#: 16996	Voucher #:		65025 Invoice	Invoice No: 4563727		6/25/2020		Paid Amt:	$23.85	
				E 01 020 211 000 000 401		REPLACEMENT DIPLOMA		$5.73			
				E 01 020 211 000 000 401		SHIPPING		$14.40			
	PO#:	Voucher #:		65026 Invoice	Invoice No: 4563459		6/25/2020		Paid Amt:	$20.13	
										Check Amount:	$299.68
										Vendor Total:	$629.94
4636		NORTH HOMES INC									
			0118	chec	102027				Check		
				E 01 005 420 000 740 394		SCHOOL BASED IEP SERVICES		$2,819.25			
	PO#:	Voucher #:		65027 Invoice	Invoice No: 3693283		6/25/2020		Paid Amt:	$2,819.25	
				E 01 005 420 000 740 394		SCHOOL BASED IEP SERVICES		$1,938.55			
	PO#:	Voucher #:		65028 Invoice	Invoice No: 3694678		6/25/2020		Paid Amt:	$1,938.55	
				E 01 005 420 000 740 394		SCHOOL BASED IEP SERVICES		$2,966.05			
	PO#:	Voucher #:		65029 Invoice	Invoice No: 244923		6/25/2020		Paid Amt:	$2,966.05	
				E 01 005 420 000 740 394		SCHOOL BASED IEP SERVICES		$1,267.00			
	PO#:	Voucher #:		65030 Invoice	Invoice No: 3700606		6/25/2020		Paid Amt:	$1,267.00	
				E 01 005 420 000 740 394		SCHOOL BASED IEP SERVICES		$576.05			
	PO#:	Voucher #:		65031 Invoice	Invoice No: 3702863		6/25/2020		Paid Amt:	$576.05	
				E 01 005 420 000 740 394		SCHOOL BASED IEP SERVICES		$1,390.10			
	PO#:	Voucher #:		65032 Invoice	Invoice No: 3702895		6/25/2020		Paid Amt:	$1,390.10	
				E 01 005 420 000 740 394		SCHOOL BASED IEP SERVICES		$1,341.00			
	PO#:	Voucher #:		65033 Invoice	Invoice No: 3704436		6/25/2020		Paid Amt:	$1,341.00	
				E 01 005 420 000 740 394		SCHOOL BASED IEP SERVICES		$1,122.00			
	PO#:	Voucher #:		65034 Invoice	Invoice No: 305319		6/25/2020		Paid Amt:	$1,122.00	
										Check Amount:	$13,420.00
										Vendor Total:	$13,420.00
5387		NORTHEAST SERVICE UNIT									
			0118	chec	101987				Check		
				E 01 020 255 000 000 820		FY20 MEMBERSHIP DUES		$2,827.35			
	PO#:	Voucher #:		64958 Invoice	Invoice No: 00000641		6/11/2020		Paid Amt:	$2,827.35	
										Check Amount:	$2,827.35
										Vendor Total:	$2,827.35

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type		
3841		NORTHERN LIGHTS HOTEL														
			0118	chec	101988									Check		
				E	01	020	605	000	510	430	Training Event 7/2019		$1,476.90			
PO#: 17015		Voucher #:		64959	Invoice		Invoice No: 11019					6/11/2020		Paid Amt:	$1,476.90	
				E	01	020	605	000	320	460	training event 8/2019		$1,476.90			
PO#: 17015		Voucher #:		64960	Invoice		Invoice No: 11021					6/11/2020		Paid Amt:	$1,476.90	
															Check Amount:	$2,953.80
															Vendor Total:	$2,953.80
4065		NORTHERN STAR COOPERATIVE														
			0118	chec	101989									Check		
				E	03	005	760	000	720	444	DIESEL FUEL - BUS		$1,721.64			
				E	03	005	760	000	720	442	DEF FLUID		$33.00			
				E	03	005	760	000	720	441	GASOLINE - SUPPORT VEHICLES		$48.18			
				E	01	005	810	000	000	401	MOWER GAS		$128.71			
PO#:		Voucher #:		64961	Invoice		Invoice No: MAY 2020					6/11/2020		Paid Amt:	$1,931.53	
															Check Amount:	$1,931.53
															Vendor Total:	$1,931.53
5796		O'REILLY AUTO PARTS														
			0118	chec	102028									Check		
				E	03	005	760	000	720	420	brk lvl sen		$4.49			
PO#: 17054		Voucher #:		65035	Invoice		Invoice No: 1533-413230					6/25/2020		Paid Amt:	$4.49	
				E	03	005	760	000	720	420	brackted cal		$116.90			
PO#: 17054		Voucher #:		65036	Invoice		Invoice No: 1533-413137					6/25/2020		Paid Amt:	$116.90	
				E	03	005	760	000	720	420	CORE RETURN		$60.00			
PO#:		Voucher #:		65037	Credit		Invoice No: 1533-413239					6/25/2020		Paid Amt:	($60.00)	
				E	03	005	760	000	720	420	cable		$27.04			
PO#: 17054		Voucher #:		65038	Invoice		Invoice No: 1533-412365					6/25/2020		Paid Amt:	$27.04	
				E	03	005	760	000	720	420	free all		$331.77			
				E	03	005	760	000	720	420	3M COMPANY		$309.34			
PO#: 17054		Voucher #:		65039	Invoice		Invoice No: 1533-412350					6/25/2020		Paid Amt:	$641.11	
															Check Amount:	$729.54
															Vendor Total:	$729.54
5276		PERRIN MOBILE MEDICAL														
			0118	chec	101990									Check		
				E	03	005	760	000	720	430	DRUG SCREEN/ALCOHOL BREATH TEST		$153.25			
PO#:		Voucher #:		64963	Invoice		Invoice No: 6493					6/11/2020		Paid Amt:	$153.25	
															Check Amount:	$153.25
															Vendor Total:	$153.25

Code	Rcd	Vendor	Co	Bank	Check No							Pmt/Void Date		Pmt Type		
06636		PINE CONE PRESS CITIZEN														
			0118	chec	101991									Check		
				E	01	020	050	000	000	401	TEACHER APPRECIATION AD - YAKIBCHUK		$841.00			
PO#:		Voucher #:		64964	Invoice		Invoice No: 52877					6/11/2020		Paid Amt:	$841.00	
														Check Amount:		$841.00
														Vendor Total:		$841.00
2035		PITNEY BOWES INC														
			0118	chec	101992									Check		
				E	01	005	110	000	000	370	POSTAGE METER LEASE		$273.72			
PO#:		Voucher #:		64965	Invoice		Invoice No: 3103977698					6/11/2020		Paid Amt:	$273.72	
														Check Amount:		$273.72
														Vendor Total:		$273.72
04532		POPPLERS MUSIC INC														
			0118	chec	101993									Check		
				E	01	020	258	105	000	350	CREDIT ON ACCT		$49.43			
PO#:		Voucher #:		64966	Credit		Invoice No: 2384311					6/11/2020		Paid Amt:	($49.43)	
				E	01	020	258	105	000	350	Tenor Sax Repair		$103.00			
PO#: 17038		Voucher #:		64967	Invoice		Invoice No: 2367583					6/11/2020		Paid Amt:	$103.00	
														Check Amount:		$53.57
														Vendor Total:		$53.57
4481		QUALITY REFRIGERATION &HEATING														
			0118	chec	101994									Check		
				E	02	005	770	000	701	305	Rackstarr 44 diswasher Kitchen, will not start (		$2,357.00			
PO#: 17016		Voucher #:		64968	Invoice		Invoice No: 19660					6/11/2020		Paid Amt:	$2,357.00	
														Check Amount:		$2,357.00
														Vendor Total:		$2,357.00
4536		RAM														
			0118	chec	102029									Check		
				B	01	131	000				ACCT 162756 POLICY WC210253.01		$17,300.00			
PO#:		Voucher #:		65040	Invoice		Invoice No: 07012020					6/25/2020		Paid Amt:	$17,300.00	
														Check Amount:		$17,300.00
														Vendor Total:		$17,300.00
1816	R	REALLY GOOD STUFF INC														
			0118	chec	101995									Check		
				E	01	010	203	205	000	430	Superpro Commercial Pencil Sharpener		$49.99			
				E	01	010	203	205	000	430	Sharpie fine point		$39.98			
				E	01	010	203	205	000	430	Counting days of school		$37.99			
				E	01	010	203	205	000	430	first day last day book set		$13.90			

Code	Rcd	Vendor Co	Bank	Check No			Pmt/Void Date		Pmt Type		
1816	R	REALLY GOOD STUFF INC									
		0118	chec	101995					Check		
			E 01 010 203 205 000 430			Freight		$14.95			
PO#: 16938		Voucher #:	64969 Invoice		Invoice No: 7236524		6/11/2020		Paid Amt:	$156.81	
			E 01 010 203 000 499 430			165935AVS Library Island		$289.99			
			E 01 010 203 000 499 430			Freight		$34.80			
PO#: 16963		Voucher #:	64970 Invoice		Invoice No: 7232626		6/11/2020		Paid Amt:	$324.79	
										Check Amount:	$481.60
										Vendor Total:	$481.60
4106	R	REMEDIA PUBLICATIONS									
		0118	chec	101996					Check		
			E 01 020 411 000 740 433			REM #5245 Life Skills Math 5-Book set		$46.99			
			E 01 020 411 000 740 433			REM #125A Market Math for Beginners		$9.99			
			E 01 020 411 000 740 433			REM #601A Drive-Thru Menu Math - Add/Sub.		$11.99			
			E 01 020 411 000 740 433			REM #601B - Drive-Thru Menu Math - Add/Su		$10.55			
			E 01 020 411 000 740 433			REM #601C - Drive-Thru Menu Math - Mult/Di		$11.99			
			E 01 020 411 000 740 433			REM #101A - Old-Fashioned Ice Cream Parlo		$11.99			
			E 01 020 411 000 740 433			REM #101B - Odl-Fashioned Ice Cream Parlo		$11.99			
			E 01 020 411 000 740 433			REM #102A - The Hamburger Hut - Add/Subt		$11.99			
			E 01 020 411 000 740 433			REM 102B - The Hamburger Hut - Mult/Div		$11.99			
			E 01 020 411 000 740 433			REM #12A - Measurement		$4.99			
			E 01 020 411 000 740 433			Shipping & Handling		$29.18			
PO#: 16825		Voucher #:	64971 Invoice		Invoice No: 488050		6/11/2020		Paid Amt:	$173.64	
										Check Amount:	$173.64
										Vendor Total:	$173.64
05304		SANDSTROM'S									
		0118	chec	101997					Check		
			E 02 005 770 070 709 495			MILK		$84.00			
PO#:		Voucher #:	64972 Invoice		Invoice No: 307980		6/11/2020		Paid Amt:	$84.00	
			E 02 005 770 070 709 495			MILK		$168.00			
PO#:		Voucher #:	64978 Invoice		Invoice No: 308502		6/11/2020		Paid Amt:	$168.00	
										Check Amount:	$252.00
										Vendor Total:	$252.00
2754	R	SCHOLASTIC BOOK CLUB									
		0118	chec	102030					Check		
			E 04 500 582 000 338 430			Clifford Magazine		$193.60			
PO#: 16919		Voucher #:	65043 Invoice		Invoice No: M6937233 2		6/25/2020		Paid Amt:	$193.60	
										Check Amount:	$193.60
										Vendor Total:	$193.60

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
3810		**SCHOLASTIC BOOK CLUBS INC**									
			0118	**chec**	**101998**				**Check**		
				E 01 010 203 000 499 430		SRCL Library		$240.50			
PO#: 16974		**Voucher #:**		**64973** Invoice		**Invoice No:** 59349152	**6/11/2020**		**Paid Amt:**	**$240.50**	
										Check Amount:	**$240.50**
										Vendor Total:	**$240.50**
5941		**SOURCEWELL**									
			0118	**chec**	**101999**				**Check**		
				E 01 010 204 000 414 366		Classroom Leadership: Whole Group (formerl		$400.00			
PO#: 16776		**Voucher #:**		**64975** Invoice		**Invoice No:** 0000028158	**6/11/2020**		**Paid Amt:**	**$400.00**	
				E 01 310 298 480 000 369		KNOWLEDGE BOWL		$330.00			
PO#:		**Voucher #:**		**64976** Invoice		**Invoice No:** 0000028158	**6/11/2020**		**Paid Amt:**	**$330.00**	
										Check Amount:	**$730.00**
										Vendor Total:	**$730.00**
5624		**SPEECH PARTNERS**									
			0118	**chec**	**102000**				**Check**		
				E 01 010 401 000 740 394		Purchase Speech Services		$3,724.50			
PO#:		**Voucher #:**		**64974** Invoice		**Invoice No:** 60278	**6/11/2020**		**Paid Amt:**	**$3,724.50**	
										Check Amount:	**$3,724.50**
			0118	**chec**	**102031**				**Check**		
				E 01 010 401 000 740 394		SPEECH SERVICES		$825.50			
PO#:		**Voucher #:**		**65042** Invoice		**Invoice No:** 60955-60969	**6/25/2020**		**Paid Amt:**	**$825.50**	
										Check Amount:	**$825.50**
										Vendor Total:	**$4,550.00**
6090		**STORAGES BOXES ETC**									
			0118	**chec**	**102032**				**Check**		
				E 01 005 810 000 000 370		recurring monthly rental 12 months est, no ter		$195.00			
PO#: 16364		**Voucher #:**		**65041** Invoice		**Invoice No:** 3168	**6/25/2020**		**Paid Amt:**	**$195.00**	
										Check Amount:	**$195.00**
										Vendor Total:	**$195.00**
6176		**STORY JUMPER INC**									
			0118	**chec**	**102001**				**Check**		
				E 01 010 206 000 433 401		Paperback Book		$182.11			
				E 01 010 206 000 433 401		Freight		$15.09			
				E 01 010 206 000 433 401		Freight		$14.01			
				E 01 010 206 000 433 401		paperback books		$169.12			

Code	Rcd	Vendor	Co	Bank	Check No			Pmt/Void Date		Pmt Type		
6176		STORY JUMPER INC										
			0118	chec	102001					Check		
				E 01 010 206 000 433 401		Freight			$27.10			
PO#: 16792		Voucher #:		64977 Invoice		Invoice No: 927-5952832-9718		6/11/2020		Paid Amt:	$407.43	
											Check Amount:	$407.43
											Vendor Total:	$407.43
06131		TREASURE BAY PRINTING										
			0118	chec	102002					Check		
				E 01 310 298 093 301 402		4x6 Mesh Banners w/ Grommets			$600.00			
PO#: 17005		Voucher #:		64979 Invoice		Invoice No: 271786		6/11/2020		Paid Amt:	$600.00	
				E 01 010 216 000 401 401		Inital Set-Up, One Banner, and Two Signs for I			$348.00			
PO#: 16872		Voucher #:		64980 Invoice		Invoice No: 271518		6/11/2020		Paid Amt:	$348.00	
											Check Amount:	$948.00
											Vendor Total:	$948.00
01099		UPPER LAKES FOODS, INC										
			0118	chec	102003					Check		
				E 02 005 770 070 709 490		FOOD			$3,899.54			
				E 02 005 770 070 709 401		SUPPLIES			$177.80			
PO#:		Voucher #:		64981 Invoice		Invoice No: 669875-00		6/11/2020		Paid Amt:	$4,077.34	
											Check Amount:	$4,077.34
											Vendor Total:	$4,077.34
05062	R	WALMART COMMUNITY/GECRB										
			0118	chec	102004					Check		
				E 01 310 298 093 301 402		OPEN - SENIOR SWAG BAG STUFF			$700.02			
PO#: 17025		Voucher #:		64982 Invoice		Invoice No: 014100547566		6/11/2020		Paid Amt:	$700.02	
				E 04 500 580 000 325 401		CHILDCARE PROJECT SUPPLIES			$53.83			
PO#: 16999		Voucher #:		64983 Invoice		Invoice No: 014300523279		6/11/2020		Paid Amt:	$53.83	
											Check Amount:	$753.85
											Vendor Total:	$753.85
											Report Total:	$226,040.86

ISD#118 Remer-Longville

Detail Payment Register By Vendor

Fund Summary

Fund	Description	Total
01	General Fund	$1,178.69
03	Transportation Fund	$590.75
Report Total		**$1,769.44**

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
3724		BMO CORPORATE MASTERCARD									
			0118	chec					Wire		
				E 01 020 605 000 510 366		rooms for conference		$214.83			
PO#:		Voucher #:		64985 Credit		Invoice No: 5/5/2020	5/27/2020		Paid Amt:	($214.83)	
				E 03 005 760 000 720 367		TRAIN THE TRAINER REGISTRATION		$590.75			
PO#: 17020		Voucher #:		64986 Invoice		Invoice No: PKNVSDF4H9T	5/27/2020		Paid Amt:	$590.75	
				E 01 010 216 000 401 401		3M Scotch 0.94 in. x 60 yds. Delicate Surface		$64.56			
				E 01 020 216 000 401 401		3M Scotch 0.94 in. x 60 yds. Delicate Surface		$69.94			
PO#: 17021		Voucher #:		64987 Invoice		Invoice No: W859703668	5/27/2020		Paid Amt:	$134.50	
				E 01 020 399 000 313 401		2598-22-2420-20 Milwaukee M12 Fuel 12-volt		$229.00			
				E 01 020 399 000 313 401		121 Industro SAE and metric socket kit		$37.43			
				E 01 020 399 000 313 401		HD-1 Channellock 4-piece ultimate pliers		$47.97			
				E 01 020 399 000 313 401		3005CR Klein Tools Ratcheting		$49.94			
				E 01 020 399 000 313 401		79372 Tekton 7.5 in 15 tool store and go		$44.24			
				E 01 020 399 000 313 401		11063W Klein Tools Katapult wire stripper and		$59.94			
				E 01 020 399 000 313 401		246340150 Husky Screwdriver set (15 piece)		$29.97			
				E 01 020 399 000 313 401		48-89-2332 Milwaukee cobalt drill bit set (29 p		$109.97			
				E 01 020 399 000 313 401		E-00038 Makita ImpactX Driver Bit set (100-pi		$49.97			
				E 01 020 399 000 313 401		2598-22-48-11-2411 Milwaukee M12 fuel 12-vo		$229.00			
				E 01 020 399 000 313 401		H432MTS Husky Mechanics Tool Set (432-pie		$371.59			
PO#: 17002		Voucher #:		64988 Invoice		Invoice No: WA87759602	5/27/2020		Paid Amt:	$1,259.02	
										Check Amount:	$1,769.44
										Vendor Total:	$1,769.44
										Report Total:	$1,769.44

ISD#118 Remer-Longville

Detail Payment Register By Vendor

Fund Summary

Fund	Description	Total
01	General Fund	$3,542.18
Report Total		**$3,542.18**

ISD#118 Remer-Longville

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type		
06520		INTERNAL REVENUE SERVICE									
			0118	chec					Wire		
				B 01 215 011		PENALTY 4TH QTR 2019 LATE PAYMENT		$3,542.18			
PO#:		Voucher #:		65005 Invoice		Invoice No: CP220	6/29/2020		Paid Amt:	$3,542.18	
										Check Amount:	$3,542.18
										Vendor Total:	$3,542.18
										Report Total:	$3,542.18

Northland Community Schools - ISD #118

Enclosure #2

Treasurer's Report Ending June, 2019
Receipts and Deposit

01	General Fund		422,995.31
02	Food Service Fund		43,765.10
03	Transportation Fund		2,471.99
04	Community Service Fund		46,681.24
05	Capital Fund		-
07	Debt Redemption		446,267.24
06	Construction		-
08	Scholarships		
	Total of Cash Accounts	$	962,180.88

June 2019 Payables
Check & Electronic Payments

				Checks	Electronic Wires
01	General Fund	$	194,433.56	189,712.69	4,720.87
02	Food Service Fund	$	6,686.34	6,686.34	0.00
03	Transportion Fund	$	5,685.92	5,095.17	590.75
04	Community Service	$	15,515.16	15,515.16	0.00
05	Capital Fund	$	9,031.50	9,031.50	0.00
07	Debt Redemption	$	-	0.00	0.00
08	Scholarships	$	-	0.00	0.00
	Total	$	231,352.48	226,040.86	5,311.62

Investments
As of June 2019 Per Depository's Statement

First National Bank:

Money Market Acct #3618025				
C.D. #10096955	$264,386.64		6/30/2021	
C.D. #10098494	$258,444.17		8/8/2020	
C.D. #10098495	$260,645.26		8/8/2020	
Scholarship Fund C.D. #7615	$7,904.81		6/17/2021	Carpenter
Scholarship Fund C.D. #7616	$14,275.25		6/17/2021	Carpenter
Scholarship Fund C.D. #500958	$6,987.31		12/10/2020	Felton
Scholarship Fund C.D. #10097381	$3,268.26		8/25/2022	Sepin
Total Investments		$815,911.70		

	Monthly Checks	101964-102004				Total
01	General Fund	189,712.69	0.00	0.00		189,712.69
02	Food Service Fund	6,686.34	0.00	0.00		6,686.34
03	Transportion Fund	5,095.17	0.00	0.00		5,095.17
04	Community Service	15,515.16	0.00	0.00		15,515.16
05	Capital Fund	9,031.50	0.00	0.00		9,031.50
06	Construction Fund	0.00	0.00	0.00		0.00
07	Debt Redemption	0.00	0.00	0.00		0.00
08	Scholarship	0.00	0.00			0.00
	Total	226,040.86	0.00	0.00	0.00	226,040.86

	15th	Last day of Month
Payrolls (ACH)	$221,207.27	$204,398.70

NORTHLAND COMMUNITY SCHOOLS
ISD #118

Transportation Manual

2020-2021

***Service * Safety * Efficiency**

ISD #118 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission, access to, or treatment or employment in its programs and activities.

Forward

Over 360 children are transported each day of the school year to Independent School District #118 schools. The safety of these children is dependent to a large degree upon the dedicated people who drive school buses – the bus drivers.

The service and the safety record of our transportation system is excellent. Although we all know we will never be perfect, we continue to work for improvement. Bus drivers are a key to that. This manual contains information which will help the bus driver to better understand the vital role each driver plays in pupil transportation services.

For most of our students, the bus driver is the first and last school person they see each day. The driver can make or break a student's day or evening with a smile or a comment. It is a large responsibility!

Preface

Goal

The goal of school bus transportation within Independent School District #118 is to provide transportation for all eligible students (as defined in ISD #118 District Policy 707 Article IV Subd A and B) from their designated bus stops to the school of their attendance and back to the designated unloading areas. Three concepts: Service, Safety, and Efficiency provide the key to achieving this goal.

Transportation, first of all, is a service provided by the taxpayers of Independent School District #118 for the children of Northland Community Schools. The children are entitled to a safe, comfortable ride. Approximately 360 children receive this service to and from school on 9 bus routes. In addition to transporting students to and from Northland Community Schools, the district also provides transportation for students attending Eagle Country Christian Academy and pre-school students going to Head Start and the Northland Family Center. Each school bus driver has a responsibility to be fair, consistent, courteous and friendly to each student receiving transportation service from our district.

Since Independent School District #118 transports the world's most precious cargo, safety must never be compromised. To insure maximum safety of the vehicle, each school bus is annually inspected.

Like the school bus, the school bus driver must also meet very rigid standards. Each driver must pass a state physical biennially and possess a valid school bus driver's endorsement to his/her Minnesota driving license.

NORTHLAND COMMUNITY SCHOOLS – ISD #118
Table of Contents

Northland Community Schools Policies Pertaining to Transportation

*****It is your responsibility to review the district policies pertaining to transportation– to view policies, go to www.isd118.k12.mn.us; click on District, then click on Policy Manual**

Policy #707 – Transportation of Public School Students
Policy #708 – Transportation of Non-Public School Students
Policy #709 – Student Transportation Safety Policy
Policy #710 – Extracurricular Transportation
Policy #711 – Videotaping on School Buses
Policy #716 – Incidental Charter of Buses

Other important policies:
Policy #407 – Employee Right to Know – Exposure to Hazardous Substances
Policy #410 – Family and Medical Leave Policy
Policy #413 – Harassment and Violence
Policy #414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy #416 – Drug and Alcohol Testing
Policy #417 – Chemical Use/Abuse
Policy #418 – Drug-free workplace/ Drug-Free School

I. ROUTINES

A school bus driver is involved in many routine tasks that are either accomplished daily or on a periodic basis. These routines must start before he/she starts his run. Because children are waiting at assigned bus stops for transportation to school, it is essential that the driver follow the procedures listed on the following pages, to insure that a school bus driver arrives at the destination time. Throughout the day, the bus driver has many responsibilities and duties to perform. Besides the physical aspect of driving the vehicle, the driver must fill out reports legibly, make safety checks of the equipment, report his/her whereabouts on a periodic basis and attend to the cleanliness of the school bus.

A. Daily Procedures

The school bus driver shall:

1. Phone the Transportation Coordinator) as soon as it is determined that you will be absent or late.
2. Perform a complete pre-trip inspection of the school bus. (See Appendix)
3. Arrive at the designated loading areas at the scheduled time on the route sheet. The driver is required to have a reliable watch in his/her possession while on duty.
    - Buses should arrive at school no earlier than 8:10 a.m. Buses arriving before 8:10 a.m. must hold the students until 8:10. Students may be released at 8:10 a.m.
    - High school start time is 8:25 a.m. Elementary start time is 8:30.
    - At the end of the day buses must be lined up by 3:00 p.m. Please cooperate with that time.
    - The cell phone time is the correct time for I.S.D. #118.
4. Inspect the bus interior upon completion of each school run. Report any problems to the Mechanic when the problems are found.
5. Attempt to run the route according to the time schedule on the route sheet. Problems with overloading, in adhering to the schedule, unsafe loading and unloading zones and other problems should be reported to the transportation coordinator.
6. Drive in such a manner as to provide a safe ride for the passengers at all times. Drive also in such a manner as to display an image of safety and courtesy to the general public.
7. After the last child has disembarked, the driver will walk to the rear door of the bus to make certain all students have disembarked.
8. Return immediately to the school grounds or park out location upon completing all routes.
9. Clean the inside of the bus daily. Besides sweeping out the bus and emptying the trash, it is also necessary to clean the seats, wash the floors and empty the wrappers stuck under and between the seats.
10. Clean the outside of the bus weekly or as needed.
11. Complete daily checklists.
12. Submit bus mileage for:
    a. Monthly regular route mileage – submitted on the 1st school day of the month
    b. Activity route mileage – include purpose for trip – submitted on the 16th and at month's end
    c.

    Note: The complete odometer reading needs to be submitted. Submitting the last three digits is not acceptable.

13. Exact daily start and end times must be submitted on the monthly regular route mileage sheet.

B. Special Procedures

Drivers need to review the condition of their buses prior to the beginning of the school year. Prior means that there is sufficient time to clean the bus before the first run of the school year.

Buses **must** be cleaned before they are put away for the summer. That includes washing seats, floors and other areas where food has been spilt. Help stamp out the mold!

C. School Bus Driver's Security Rules

Listed below are basic security rules from the MN Department of Public Safety:

- Never open the bus door to speak with someone you do not know.
- Never allow someone you do not know to enter the bus. Ensure that chaperones or guest riders have been authorized by a proper authority.
- Never accept boxes, packages or bags for transportation from someone you do not know.
- Never let a suspicious situation go without taking note and acting when necessary.
- Never discuss in public details of routes, stops and passengers.
- Never operate a bus without performing a pre-trip safety and security inspection.
- Never park a bus without conducting a safety and security sweep of your bus's interior for suspicious items.
- Never assume that a bag or backpack left on the bus is safe. If suspicious, contact your supervisor or dispatcher for advice.
- AND, when in doubt, <u>communicate</u> with the Mechanic, Principal, or Superintendent.

II. OPERATIONAL RULES

The school bus driver shall comply with all Minnesota State Statutes pertaining to the operation of a motor vehicle (Highway Traffic Regulations Act) while driving a school bus. The driver shall also comply with all rules and regulations of the Minnesota Department of Education covering operation of a school bus. A copy of the Minnesota School Bus Driver's Handbook is included in the appendix. Each driver is responsible to understand and comply fully with the obligations, operation rules and special procedures as stated in this document. In addition to Minnesota State traffic laws and Minnesota Department of Education rules and regulations, each school bus driver is obligated to observe the following rules:

A. The School Bus Driver Shall:

1. Wear a safety belt at all times when the vehicle is in motion, regardless of whether children are on board or not.
2. Avoid crossing railroad tracks, except where it is physically impossible, when children are present on the bus.
3. Activate the four-way hazard lights approximately 100 feet before stopping at railroad crossings as a warning to motorists that the bus will stop.
4. Stop the bus not less than 10 or more than 50 feet from the nearest railroad tracks. Once stopped, open the door, turn off inside fans, signal students to be quiet and LOOK and LISTEN for approaching trains in both directions. Cross only when it is safe to do so and do not shift gears until safely across the tracks.
5. Stop the school bus for all railroad tracks at all times, regardless if pupils are on board or not.
6. Transport no materials such as firearms, gasoline cans, animals, or any other objects that may endanger the safety of the driver or the passengers.
7. Observe the following procedures when backing a school bus:
   a. Never run a school bus in reverse on or near school grounds without a responsible person at the of the back of the bus acting as a flagman to keep other persons out of the path of the bus and to issue the driver a warning of approaching traffic and other hazards.
   b. During loading, pick up students before backing the school bus.
   c. During unloading, back up the bus before discharging the students from inside the bus.
8. The driver of a school bus shall not exceed speed limits.
9. The driver of a school bus shall never drive at a speed that is faster than reasonable under existing conditions. He/she should never operate any school bus improperly equipped or in unsafe condition.
10. Report in writing to the Mechanic or his designee any and all violation tickets received from a police officer while driving a school bus. Failure to do so may lead to disciplinary action.
11. No smoking while on the school bus.
12. Only authorized persons are to be transported in School District school buses. If a parent or another person decides to ride the bus, that person must receive authorization from an administrator. Instruct the parent or person to telephone an administrator to seek authorization.

13. Stay in the driver's seat of the school bus or at the front entrance door while waiting for students at the school. No bus may have its engine running and have students on the bus unless the driver is seated in the driver's seat.
14. Drivers should not pick up students who are assigned to other bus routes unless an emergency happens that affects the student's assigned bus route.
15. Observe all other operating rules and procedures not listed in the above, as directed by the Superintendent.
16. Idle the bus as little as possible. (Reduced idling places less emissions within the bus) It is a healthier environment for driver and student.
    - Naturally warming (idling the bus) needs to occur in cold weather. It is not necessary in warm weather and should not occur.
    - Be aware of ventilation ports to buildings whenever idling is occurring. Park so that the exhaust does enter into the ventilation system of a building.

B. Any bus deemed unsafe by the district's Mechanic will be pulled from service until necessary repairs have been made.

C. Appointing Bus Patrols: Every driver is highly encouraged to appoint bus patrols by the third week of school each year. Bus patrol members, their parents and the driver need to sign the School Bus Patrol Duties Sheet. (See Appendix.)

D. Clarification of Bus-Only Shoulders: The Minnesota Department of Transportation issued the following letter on the use of the bus-only shoulders in the metropolitan area. This letter was sent to metropolitan Minnesota school bus operators. Because school districts and contract-operators from out-state Minnesota may have been using the bus-only lanes when they traveled to the metropolitan area, we are repeating the letter here.

> The intent of this letter is to resolve any confusion regarding the use of bus-only shoulders in the metro area. When the use of bus-only shoulders originated in 1992, you may have received a letter stating that any licensed bus could use these designated shoulders. Since that time, the Minnesota Department of Transportation (MN/DOT) has reviewed the safety and operational aspects of the bus-only shoulders. After examining these issues, MN/DOT is limiting the use of these bus-only shoulders to authorized buses. Authorized buses are transit vehicles funded or contracted by the Metropolitan Council. This policy is effective June 15, 1997, and supersedes any previously issued policy. Under the current policy, school buses are not authorized users and should not be using these shoulders. The Minnesota State Patrol has been given an authorized users list and will be ticketing violators. Please share this information with your drivers. If you have further questions, you may contact Sue Siemers, Team Transit Project Manager, at (320) 223-6556.

E. Use of Cell Phones

No bus driver may operate a cellular or wireless phone, whether handheld or hands free, while operating a bus while the bus is in motion.

Current law (MN Statute §169.443 Subd. 9) provides that: "a school bus driver may not operate a regular school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic." According to the MN State Highway Patrol, you may use your phone for navigation if you set the GPS before beginning to drive to give you directions. This Act makes this law applicable to type III school buses when driven by employees or agents of school districts. A person who violates this section is guilty of misdemeanor. This provision is effective August 1, 2008 and applies to crimes committed on or after that date. District policy #709 also prohibits the use of cell phones while driving.

F. Texting

No bus driver may send a text while driving.
Currently, (MN Statute §169.475 Subd.2) provides that "No person may operate a motor vehicle while using a wireless communications device to compose, read, or send an electronic message, when the vehicle is in motion or a part of traffic."

If a cell phone needs to be used to contact one of the following people, then the bus must be appropriately parked and not in motion.
;

1. *A 911 or other emergency telephone number*
2. *A hospital, clinic or doctor's office*
3. *An ambulance service provider*
4. *A fire department or law enforcement agency or*
5. *First aid squad*
6. *School official*

Cell phones are not to be used for personal business.

When there is a bus malfunction, stop the bus, park appropriately when possible, shut off the engine, and then make the phone call.

III. DISCIPLINE ON THE SCHOOL BUS

Maintaining an orderly and safe environment on the school bus for the student passenger is the responsibility of the school bus driver. The actions a school bus driver may take to achieve a disciplined environment on a school bus are limited. **Except under unusual circumstances the bus driver is confined to using verbal commands or reprimands and reporting the misbehavior to the appropriate principal.** A driver who observes a student engaging in inappropriate behavior shall verbally warn the student that his/her actions are improper. If the student continues to engage in this behavior, the bus driver shall inform the student, for a second time, that the behavior is improper and if continued will be reported to the principal. If the inappropriate behavior continues after a second warning, the driver shall fill out the School Bus Incident Form and let the principal of the school take appropriate measures to correct the student's behavior.

A school bus driver should be cautious in the actions he/she takes to achieve a disciplined environment. Inappropriate behavior should be reported, in writing, to the principal until it ceases.

A. Actions a Bus Driver Should Take

1. Meet the principal before a discipline problem arises. The bus driver should not feel apprehensive about going into the principal's office after a morning run and discussing potential discipline problems. It should be remembered that the bus driver and principal must work together in maintaining discipline.
2. Learn the names of all students on the bus. A student will respond more positively to a request if the driver calls out his/her name. A name is also essential to the principal in taking disciplinary action.
3. Give reasons for what you request a child to do. If you cannot do so at the time of reprimand, later, when the child is leaving the bus, a few words of explanation will go a long way in getting the child to comply in the future.
4. Use the radio to call for the assistant Principal/designee to come out to the bus if you are arriving at school with an unruly student. Explain to the principal the circumstances of the visit. Hopefully, a conference between the bus driver, Assistant Principal and student will impress upon the student your intentions to maintain a disciplined environment on your school bus. Separate students who are involved in a fight or are comrades in mischievousness. The driver may require a student to sit directly behind the driver's seat or close by so as to keep a watchful eye on the student.
6. Avoid the word "don't". Instead of saying "don't do that", a driver should attempt to stimulate action in the student by requesting the student to do something positive. For example, if a child is standing, a driver should request him/her to "please sit down".
7. Assign seats to bus rider. Assigning seats should not be thought of as a punishment. The bus driver should inform the principal of his/her intentions and explain the reasons for this action.
8. Pull over to a safe roadside and refuse to go any further until order is established. The bus driver should fill out an incident referral for the Assistant Principal as soon as possible. Report <u>in writing</u> to the Superintendent a serious problem which is not being effectively resolved by the school principal.
10. <u>Reasonable Force</u>: Use of reasonable force by a teacher, school employee, school bus driver, or other agent of a school district is allowed only when it is necessary under the

circumstances to restrain a student or prevent bodily harm or death to themselves or another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67. Civil Liability: Provides a defense against civil action for damages under M.S 123B.25 when reasonable force is used within the lawful authority of a teacher, school employee, school bus driver or other agent of a school district. Criminal Prosecution: Provides for a defense against criminal prosecution under M.S. 609.06 Subd. 1, when reasonable force is used within the lawful authority of a teacher, school employee, school bus driver, or other agent of a school district. Supplementary Rights and Defense: Provides that any right or defense in this section supplements those specified in M.S. 121A.58, 121A.67, 123B.25, or 609.06 Subd. 1.

B. Actions a Bus Driver Should Never Engage In

1. Confronting students in a showdown of authority

   A driver should avoid flexing or demonstrating his/her authority at the expense of a student. The driver must realize that peer pressures are very powerful and many students, if pressured, will challenge a bus driver's authority rather than be ridiculed in the presence of their peer group. If a student questions a policy or bus riding rule, the driver should warn the student of the inappropriate behavior, but the driver should not attempt to force the student to comply with the rule or policy. Again, the school bus driver shall report the incident to the principal.

2. Threatening a student who disobeys a bus safety rule.

   The bus driver should refrain from indicating to a student what form of punishment will be administered. In other words, do not threaten punishments. It is the policy and philosophy of Independent School District #118 that the principal of a school should determine the form and substance of punishment. The school bus driver may be called upon by the principal for advice in the determining of punishment, but a school bus driver does not determine or administer punishment. Remember, a school bus driver's role in the discipline process is limited to verbal commands or warnings and initiating a written discipline report.

3. Evicting a student from the school bus along the route for a breach of discipline.

   If a student insists on leaving the bus, the driver should caution the student that he/she is not to leave the bus except at the designated unloading place. If the student still insists, the driver shall:
   a. *Inform the student he/she may not unload*
   b. *Inform the District Office of the problem – an administrator will go to the scene;*
   c. *If the student unloads, monitor– where he/she goes – remain with the students on the bus until the administrator arrives.*
   d. *Do not get into – physical confrontation with the student.*

4. Touching, grabbing, hitting, or laying hands upon any student on the school bus.

The school bus driver must remember that he/she is often the only adult present on the bus and the most harmless pat on the head can be misconstrued or misinterpreted by a parent of a child. The only condition under which a school bus driver should allow himself/herself to touch a child is to prevent the child from harming another person or harming himself/herself.

5. Making statements to students that imply racial or social prejudices.

   A driver who displays a prejudice against a student's race, color, sex or social status may be dismissed as a school bus driver in Independent School District #118.

C. Discipline Reporting Procedures

The school bus driver shall report all inappropriate behavior to the proper authorities by means of the Northland School Support Form (see Appendix).

1. Driver observes misbehavior and warns student(s) that behavior is inappropriate.
2. Assistant Principal notifies parent in person, by mail, or by phone.
3. If inappropriate behavior continues, driver shall fill out a discipline form.
   a. Write legibly.
   b. Check appropriate box on Incident Report Form.
   c. Provide information such as a date, time, route, school, and student(s) name(s) if available.
   d. Describe the inappropriate behavior.
   e. Sign the form in space provided. Turn completed form into the building principal.
4. When writing bus referrals for student who not only ride your bus but transfer to or from another bus, please indicate on the referral the name of the second driver.

These needs to be done so all drivers are informed of the consequences given to the student.

D. Due Process Procedures

1. Driver identifies unacceptable behavior and informs student of intent to complete documentation (Notebook/conduct report).
3. An administrator tells student to inform his/her parents and that they will be called in regard to the incident.
2. Driver completes documentation/conduct report and delivers the report to administration.
4. An administrator contacts parents. The administrator also contacts the driver to inform the driver of decision made regarding consequences.
6. Driver attends conference if required by administration.

E. Severe Behavior

If a student performs an act that severely and immediately jeopardizes the safety of students, the driver may suspend the student from the bus as soon as the next scheduled ride. <u>The driver must notify administration of this action upon completion of the route</u>. A written support form must also be filled out... Administration will determine when riding privileges are to be restored.

NOTES TO THE SEVERE CLAUSE:

- Such things as really bad profanity, verbal assault of the driver, unprovoked, physical assault of another student, or anything bad enough that the driver feels that he/she has lost control of the student are examples of behavior covered under the severe clause.

- Always drop the student off at their normal drop-off point. Never eject a student during the route. Call for assistance if necessary.
- Call an administrator at 566-2351 as soon as you can upon completion of the route.
- Fill out a referral form with complete details. Leave nothing out. If the student is swearing, write down what was said. Remember, you are not using profanity when you write down or repeat what was said. You are only stating the facts as you witnessed them.

F. Bus Riding is a Privilege

The 1994 Omnibus Education Act clearly established that riding a school bus is a privilege and not a right. A student's riding privilege may be revoked for failing to obey the school district's bus discipline policy or for failing to demonstrate knowledge of school bus safety principles after receiving safety training. Furthermore, school districts are not required to provide transportation for a student whose riding privileges have been revoked. Some provision must be made for students with disabilities.

Parent Responsibility First and foremost, parents and guardians have the primary responsibility for the actions of their children. While teachers, drivers and other school personnel share in the responsibility to educate children, the parent is the person responsible for the appropriate behavior of a child in and outside of the home. It is through the cooperation of all people involved that a child will succeed in life. But it is the parent who must insist and be responsible for appropriate behavior of their child. This responsibility clearly applies in the area of bus safety.

Rules at the Bus Stop

a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
b. Respect the property of others while waiting at your bus stop.
c. Keep your arms, legs and belongings to yourself.
d. Use appropriate language.
e. Stay at least 5 feet away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
f. After getting off the bus, move away from the bus.
g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
h. No fighting, harassment, intimidation or horseplay.
i. No use of alcohol, tobacco or drugs.
j. No weapons at the bus stop. (Refer to Weapons Policy 501)

G. Bus Safety Codes and Regulations

The following code/regulations will be strictly adhered to by all concerned and any violation of the code will be reported to the proper authorities.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward. Students will remain seated while the bus is in motion.
3. The school bus at all times is under the jurisdiction of the school bus driver and school bus patrol as well as any adult who may be assigned as chaperone or monitor.
4. If students are assigned seats by the driver, bus patrol, or adult chaperone or monitor, students will use the same seat unless otherwise instructed.

5. When the entire group is leaving the bus, the following procedure should be used: Start at the right front row seat and proceed with the entire row in order. When the right row is off the bus, use the same procedure for the left row.
6. Students will not damage the bus as the same will be treated as vandalism. Restitution will be required. Any damage to the bus must be reported to the driver at once.
7. Students will be courteous at all times.
8. Students will help keep the buses clean, sanitary and orderly. Pupils who litter the bus may be assigned to clean-up duties during lunch time or before or after school.
9. The consumption of food or beverage on the buses is not allowed.
10. <u>Behaviors not permitted:</u>
    a. Pushing or crowding while loading or unloading the bus,
    b. Throwing of anything,
    c. Horseplay,
    d. Teasing,
    e. Fighting,
    f. Scuffling,
    g. Extending any part of a person's body out of a door, hatch, or window,
    h. Loud talking,
    i. Inappropriate language, including profanity and/or vulgarity,
    j. Unnecessary conversation with the bus driver,
    k. Opening bus windows without driver's authorization,
    l. Opening of emergency doors in a non-emergency situation,
    m. Leaving the bus without the driver's consent,
    n. Not identifying oneself accurately to the driver (Giving incorrect name).
11. Items not permitted on the bus:
    a. Alcohol
    b. Drugs
    c. Tobacco
    d. Butane disposable lighters
    e. Matches
    f. Firearms
    g. Explosives
    h. Animals
    i. Sharp, pointed items
    j. Weapons (Refer to Weapons Policy 501)

Audio devices may be used with headphones only. The bus driver may ban audio devices from the bus.

H. Parent and Guardian Involvement

1. <u>Parent/Guardian Responsibilities for Transportation Safety</u>
    a. Become familiar with school district rules and policies, regulations and principles of school bus safety.
    b. Assist students in understanding safety rules and encourage them to abide by them.
    c. Recognize their responsibilities for the actions of their students.
    d. Support safe riding practices and reasonable discipline efforts.
    e. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.

f. Support procedures for emergency evacuation, and procedures in emergencies as set up by the school district.
g. Respect the rights and privileges of others.
h. Communicate safety concerns to school administrators.
i. Monitor bus stops, if possible.
j. Support all efforts to improve school bus safety.

2. Parent and Guardian Notification
A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

I. Riding Other Buses and Late Buses

1. Parents/Guardians must notify the school when their child needs to be picked up or dropped off at another location that is NOT their designated bus stop. The address must be in the attendance area of the school. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. If the parent/guardian requests such a pick up or drop off and the request is approved by authorized school staff, this stop shall be considered an authorized bus stop.

2. If students are going to stay in town after school and not return home on the bus, written permission is required from the office.
3.
4.
8.
9.
13. Spectator buses - Students signing up for these buses are responsible for paying for the bus–ride even if they decide not to go. Students signing up and going on these buses must return on them.

J. Safety Training Responsibilities of Nonpublic Schools

Each nonpublic school with students transported at public expense must provide safety training for students in grades kindergarten through 10. This training must be done during the first few weeks of school just as it is required of public school students. The school district in which the nonpublic school is located must make a school bus available for training if the district transports the students.

The nonpublic school principal or administrator must annually certify to the district's school transportation safety director of the district in which the nonpublic school is located that all students transported by school bus at public expense have received training. A school district may deny transportation to a nonpublic school student if the nonpublic school failed to provide school bus safety training.

Nonpublic schools must also, to the extent possible, provide kindergarten students with safety training before the first day of school. The training must also cover bicycle and pedestrian safety as well as school bus safety.

K. Students Exiting Buses

Once a student boards the bus, and the bus leaves the bus stop, the student is not allowed to leave the bus until arriving at home, school or other approved bus stop.

> One example of behavior not allowed is: Student boards bus, bus moves, another student appears driving a car, student on the bus wants to get off bus and into the other student's car.

IV. VANDALISM

It is the policy of Independent School District #118 that under no circumstances will vandalism be tolerated, condoned, or excused. Immediate steps are to be taken to locate and discipline any student involved in such behavior. The property destroyed or damaged on a school bus is owned directly or indirectly by the taxpayers of Independent School District #118. Each school bus driver has a responsibility to report vandalism to Administration, attempt to find the student guilty of the act, and work toward the elimination of vandalism. A student who is responsible for acts of vandalism may be denied transportation by an administrator until restitution for the damages has been made by the student or his/her parents.

A. Effective Procedures for Reducing Vandalism

1. The bus driver must visually inspect the bus interior upon completion of each run.
2. Learn the names of the students on the bus.
3. Assign seats to students and require students to stay in their assigned seats.

B. Procedures for Reporting Vandalism

1. Inspect bus interior upon completion of each run.
2. Report any destruction of property to the Superintendent or Mechanic immediately when vandalism is discovered.
3. Report the damage, by means of Northland Community Schools Support Form, to the school principal.
   a. Names of students sitting around damaged area.
   b. Witnesses.

VI. ACCIDENTS AND INJURY

Any accident for a driver can be emotional, traumatic experience. A school bus accident, because it could involve children, is always considered an extremely serious and potentially tragic event. For this reason, it is imperative that the school bus driver conscientiously carry out his/her responsibilities to the passengers and the School District after the accident. Supplying information accurately and objectively and following the procedural routine (as outlined below) will help relieve the anxiety associated with an accident.

All accidents and injuries, regardless of severity, must be reported verbally and in writing to the Superintendent. If an accident occurs a school bus driver should attempt to:

A. Procedures for an Accident En Route

If an accident occurs on the route, the bus driver must fulfill his/her responsibilities, by taking immediate steps. The school bus driver shall:

1. Stop the vehicle after the accident in a safe area.
2. Turn off the ignition and set the parking brake.
3. Activate the four-way hazard lamps.
4. Quickly check the student passengers for injury. Those requiring immediate medical care should be assisted. If necessary, summon an ambulance.
5. Determine whether to evacuate or keep the students on the bus. The driver asks himself/herself, "Are the children safe where they are or are they safer outside the bus?" If the driver smells gasoline or fuel, the bus is overturned, a fire danger is present, or a potential traffic hazard is evident, he/she should evacuate the children to a safe area at least 100 feet away from the scene of the accident following the bus evacuation procedures.
6. Check to see if there are injuries in other vehicles.
7. Protect the scene of the accident by placing warning devices in their proper placement. (An older student may do this while the driver is administering first aid.)
8. Notify the District Office and/or the police by radio or runner.
9. Get the maroon accident kits.
10. Locate the witnesses to the accident.
11. Do not move the vehicle until a law enforcement officer advises you to do so or the vehicle is in an unsafe location. If you are ordered to move the vehicle before a school representative arrives, ask the police officer to mark the position of your bus tires on the pavement and have one of the witnesses make a note of this.
12. Do not discuss the facts of the accident with anyone other than investigating law enforcement officers or representatives of the school district. You are required to give your name, address, and drivers' license number. It is not necessary to make speculative statements as to how the accident occurred. Such statements could be considered an admission of guilt on your part.
13. During the investigation at the scene, be patient. Evaluate questions and give clear and concise answers.
14. Write down all pertinent information supplied by the other party, such as name, address, license number and vehicle information. Do not trust it to memory.
15. Do not, under any circumstances, leave the scene of the accident even to seek help. Follow the procedures outlined under breakdowns with passengers on board. Ask a passerby to make the call for you and give him/her the Emergency Request Card, or send

two uninjured students to a house nearby to have the occupant make the call. Stay with your vehicle until officially released by the police or relieved by a school official.

16. Complete all forms and report the accident to the Superintendent.
17. **169.4511 SCHOOL BUS ACCIDENT AND SUBSEQUENT OPERATION.**
    Subd. 1. Post crash inspection.
    (a) A peace officer responding to an accident involving a school bus or Head Start bus must immediately notify the State Patrol if the accident results in
        (1) A fatality;
        (2) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
        (3) One or more motor vehicles incurring disabling damage as a result of the accident, requiring a motor vehicle to be transported away from the scene by tow truck or other motor vehicle.
    (b) No person shall drive or knowingly permit or cause to be driven, for the purpose of transporting students, any school bus or Head Start bus after such an accident unless:
        (1) The vehicle has been inspected by the Minnesota State Patrol and the State Patrol has determined that the vehicle may safely be operated; or
        (2) A waiver has been granted under subdivision 2.
    (c) A violation of this section is a misdemeanor.

    Subd. 2. **Waiver.** A state trooper or designee of the Minnesota State Patrol called to the scene of an accident by a responding peace officer under subdivision 1 may waive the inspection requirement of subdivision 1 if the trooper or State Patrol designee determines that a post crash inspection is not needed or cannot be accomplished without unreasonable delay. The trooper or State Patrol designee granting a waiver must provide to the driver of the school bus for which the waiver is granted a written statement that the inspection has been waived. The written statement must include the incident report number assigned to the accident by the State Patrol.

B. The Accident Packet

Every bus shall have a complete accident pack before leaving the school grounds. In it are six essential forms to be completed should a driver be involved in an accident.

1. **Accident Notification Card (See Appendix)** This card is used to send for assistance when you as a driver cannot leave the scene.
2. **Witness Card Form (See Appendix)** Anyone who may have witnessed the accident, other than your own passengers, should be asked to fill out the cards. Their testimony may absolve you of the chargeability for the accident.
3. **Passenger/Student List Form (See Appendix)** The driver is to fill out this form at the scene, regardless of how minor the accident may have been. Get the names and addresses of all your passengers/students as well as where the students were sitting in the bus.
4. **Driver Report at Accident (See Appendix)** On this form, list the name(s) and address(es) of the other driver(s) involved in the accident, license number(s), vehicle make and model, direction you were traveling and on what road, and all pertinent information available at the scene. Draw a diagram in the spaces provided so that your final report, when you return to the school, will not be in error.

5. **Company Accident Report (See Appendix)** This form needs to be completed for all accidents.
6. Bus Emergency Sign Out Sheet (See Appendix) This form must be used if students are picked up at the scene if a bus is disabled or in an accident.

Please Note: All of these forms are extremely important to you. Never leave the school grounds without first making sure that your accident pack is intact and complete. Fill in all blanks on these forms completely at the scene of the accident. It can make the difference between having an accident charged to your record or being exonerated.

C. Sending for Assistance with Passengers on Board

In situations where outside assistance is necessary, the following procedure should be followed:

1. Use the radio if it is working. If the radio isn't working and the driver does not have a cell phone, ask passengers if one of their phones could be used.
2. Use the printed Emergency Request Form in the accident pack.
3. If possible, give the completed Emergency Request Form to an adult passerby and request him/her to make the necessary call.
4. If it is necessary to use a pupil passenger as a messenger, follow this procedure:
   a. Fill out the appropriate form completely or put all data on a blank piece of paper.
   b. Send two reliable students.
   c. Instruct them to go to the nearest house and request the occupant to make the phone call. After giving the written request to the occupant, the pupils are to return immediately to the bus. They are **NOT** to enter a private home at any time.

D. Release of Students from a disabled bus or an accident

In situations where a vehicle is disabled or has been involved in an accident, the following procedure should be followed in releasing students:

1. **Students should be checked out by medical personnel, if the bus has been involved in an accident, before being released.**
2. **Students should only be released to the custodial parent/guardian or their designee (emergency contact).**
3. **Each bus driver will be supplied with a list of parents/guardians. Emergency contacts are available from the office if needed.**
4. **The bus driver, or designee, will make sure that the parent has signed out the student on the Bus Emergency Sign Out Sheet before releasing the student.**
5. **The completed Bus Emergency Sign Out Sheet will be returned to the District Office.**

E. Emergency Evacuation Drill

Minnesota Department of Education rules and regulations require that all pupils participate in an emergency evacuation drill at least twice a year on a school bus. Independent School District #118 conducts an emergency evacuation drill in the fall and spring of the school year on every bus and type III vehicle. Drivers will be notified by the principal/designee when the drill is to be conducted. The driver will be requested to perform one of the following drills:

- Everyone exits through the rear emergency door.
- Everyone exits through the front entrance door.
- 50% of pupils exit via front door
- 50% of pupils exit via rear door.
- Everyone stays at least 100 feet from the vehicle.

During an actual emergency situation, the bus driver will have to make the determination as to what is the safest procedure to follow during evacuation. Drivers need to instruct reliable students who consistently ride the bus on who to contact when situations where the driver is incapacitated. After completing an evacuation drill the driver must fill out the Evacuation Form and submit it to the District Office.

VII. LOADING AND UNLOADING PROCEDURES

The school bus is the only non-emergency vehicle which, by law, can stop in the middle of a traffic lane and stop the flow of traffic to permit children to enter or exit. Because this is a unique maneuver and is contrary to the purpose of a roadway, school bus drivers must use extreme caution and sound judgment when loading and unloading children. A school bus driver is legally responsible; he/she must never assume that another vehicle will stop to allow children to cross the roadway. **THE SCHOOL BUS DRIVER'S SUPERVISION OF A CHILD DOES NOT END UNTIL THAT CHILD IS SAFELY ON THE ROADSIDE ON EITHER THE RIGHT OR LEFT SIDE**. School bus drivers must observe Minnesota law and Minnesota Department of Education regulations when activating the 8-light system to load and unload children.

At the school, the bus shall load and unload only at the right side of the roadway or at the designated places on the school grounds. Upon leaving school grounds, the buses shall maintain a 50-foot interval. Wherever possible, loading and unloading zones shall have a 500 foot unobstructed view for motorists coming from either direction.

A. Procedures to Observe

A School Bus Driver on a regular route shall observe the following procedures:

1. When loading:
   a. Activate the amber (yellow) pre-warning flashing light system approximately 300 feet before stopping as a warning to all motorists that the bus is about to load students.
   b. Activate the red flashing light system and extend the stop arm once the bus is stopped. Avoid activating red lights if a vehicle is in the process of passing the bus.
   c. Disengage the gears by shifting the gear selector to the neutral position.
   d. Instruct the children to remain on the roadside, four to five feet from the bus until the door is opened.
   e. Supervise the students boarding the bus and attempt to maintain an orderly, single file boarding procedure.
   f. Instruct the bus patrol to assist children onto the bus who need assistance. If no patrol is present, the bus driver shall perform these responsibilities.
2. When loading where students must cross the road:
   a. Activate the amber (yellow) pre-warning flashing light system approximately 300 feet before stopping as a warning to all motorists that the bus is about to stop to load students.

b. Activate the red flashing light system and extend the stop arm once the bus is stopped. Avoid activating red lights if a vehicle is in the process of passing the bus.
c. Disengage the gears by shifting the gear selector to the neutral position.
d. Make a visual check that all traffic has stopped and it is reasonably safe for children to cross the road.
e. Motion the children on the opposite side of the road to cross the road.
f. Supervise the children crossing the road and instruct them to stay 10 feet from the front of the bus until they reach the right roadside area and then walk to the bus door and load.
g. Supervise the students boarding the bus and attempt to maintain an orderly, single file boarding procedure.
h. Instruct the bus patrol to cross the road and escort all children who are K-3 grade level and/or physically handicapped students onto the school bus who need such assistance.
i. Put the bus in motion only after all students are properly seated.

3. When unloading:
   a. Activate the amber (yellow) pre-warning flashing light system approximately 300 feet before stopping as a warning to all motorists that the bus is about to stop to unload students.
   b. Activate the red flashing light system and extend the stop arm once the bus is stopped. Avoid activating red lights if a vehicle is in the process of passing the bus.
   c. Disengage the gears by shifting the gear selector to the neutral position.
   d. Make a visual check of traffic and be reasonably certain that traffic is stopped before allowing students to exit the school bus.
   e. Instruct the students to walk four to five feet away from the bus and to stay away from the rear wheels of the bus.
   f. Visually check the location of all pupils outside of the bus before setting the bus in motion.
   g. Instruct and/or assist the bus patrol in helping all children who need such assistance off the bus. In the absence of a patrol, the driver shall assist children off the bus.
4. When unloading where students must cross the road:
   a. Activate the amber (yellow) pre-warning flashing light system approximately 300 feet before stopping as a warning to all motorists that the bus is about to stop to unload students.
   b. Activate the red flashing light system and extend the stop arm once the bus is stopped. Avoid activating red lights if a vehicle is in the process of passing the bus.
   c. Disengage the gears by shifting the gear selector to the neutral position.
   d. Make a visual check that all traffic has stopped and it is reasonably safe for children to cross the road before allowing students to leave the bus.
   e. Instruct the children to walk eight or ten feet out in front of the bus and wait there for a signal to cross.
   f. Check traffic and motion the children to cross the road if safe to do so.
   g. Supervise children until they are safely on the other side of the road before extracting the stop arm and extinguishing the red flashing light.
   h. Instruct the bus patrol to escort all children who are K-3 grade level and/or physically handicapped students across the road who need such assistance. In the absence of a patrol, the driver shall perform these responsibilities.

B. Violators of the 8-Light System

1. The school bus driver shall:
    a. Get the license plate number if possible.
    b. Get make, model and color of vehicle.
    c. Note location and time of incident.
    d. Get description of driver to the best of your ability.
    e. Complete Stop Arm Violation form. (Appendix)
    f. Give information to the Mechanic or the Superintendent
2. The Mechanic or the Superintendent shall forward the information to the Minnesota State Highway Patrol for action.

VIII. SPECIAL PROCEDURES - NON-USE OF 8-LIGHT SYSTEM

Conditions under Which a School Bus Driver Shall Not Activate the 8-Light System

1. On field trips and athletic trips which are nonstop.
2. When loading and unloading at schools.
3. When stopping at railroad crossings.

IX. ADMINISTRATIVE GUIDELINES FOR DISTRICT SCHOOL BUS DRIVERS' DISCIPLINARY ACTION

There are many Minnesota State Laws, Minnesota Department of Education Rules and Regulations and Independent School District #118 operational policies to which drivers must conform. Independent School District #118 Board of Education expects the Superintendent and/or Transportation Supervisor to inform all school bus drivers of all laws, rules, regulations, and policies. The Board of Education also expects the Superintendent to take disciplinary action towards any driver who is found guilty of violating a state law, a Department of Education rule or regulation or a district policy or procedure. If a school bus driver continues to disregard School District Policy or engages in behavior that threatens the well-being or safety of a pupil passenger, the District will request that the driver be dismissed from driving a District bus route.

Independent School District #118 expects the Superintendent to take appropriate disciplinary action towards a school bus driver who is involved in the following:

A. An Infraction of Minnesota State Statute, Minnesota Department of Education regulation or a District policy regarding the operation of a school bus.

B. Unprofessional Conduct that is deemed unbecoming or less than expected of a school bus driver.

Criteria used to determine unprofessional conduct:

a. Did the driver act in a rational, responsible, and/or mature manner?
b. What influence did the driver's conduct have on the students?
c. What effect did the driver's conduct have on the safety of the students?

C. A Moving Violation in a School Bus

1. All moving violations in a school bus shall be reported by the driver in writing within three days of the incident to the Superintendent.
2. Any violation not reported will result in a driver reprimand, suspension and/or dismissal.
3. When a motorist receives a ticket for a violation of motor vehicle laws, the public usually looks at the incident as one of this person's own private business. When a school bus driver receives a ticket, it becomes a matter of great concern of the public and the School District. A violation of motor vehicle laws is equivalent to unsafe driving and an unsafe school bus driver threatens the safety and security of the children of Independent School District #118. Therefore, the District expects the Superintendent to take disciplinary action with any school bus driver who receives a moving violation.

D. An Accident That is Considered to be Preventable

1. Definition of a preventable accident: A preventable accident is one which the bus driver failed to do everything reasonable to prevent that accident from occurring. (National Safety Council)
2. Accidents which are considered to be preventable by the school bus driver:
   a. Backing
   b. Rear ending another vehicle.
   c. Hitting a stationary object.
3. Disciplinary action should be based on the following:
   a. Injury to passengers.
   b. Amount of damages.
   c. Cooperation of the bus driver.
   d. Previous accidents.
   e. Willingness to improve performance and skills through driver and safety education instruction.
   f. Negligence.

E. Discharge (Bus Drivers)

Section 1. Discharge may result for any of the following:

Subd. 1. Traffic violations or violations of other operating rules, regulations, and orders.
Subd. 2. Preventable or chargeable collision.
Subd. 3. Reckless or unsafe driving behavior or actions.
Subd. 4. Use of tobacco during driving duty.
Subd. 5. Failure to report to work on time or leaving work before duty shift is over.
Subd. 6. Failure to attend official meetings.
Subd. 7. Failure to fill out required reports, forms, etc.
Subd. 8. Abusive or offensive language.
Subd. 9. Failure to protect the safety and well being of students.
Subd. 10. Use of alcohol or other drugs which will interfere with job duties, responsibilities and performance.
Subd. 11. Making route stops, or schedule changes not approved by the District.
Subd. 12. Theft or abuse of District property.
Subd. 13. Behavior unbecoming to a school bus driver.
Subd. 14. Failure to maintain appropriate student discipline.

Point to remember – If you conduct yourself in a reasonable manner for existing conditions, your chances of being discharged will be minimized.

X. OTHER GUIDELINES

A. Bus Driver Extra Trips and/or Overnight Trips

Section 1. Any trip which originates before the regular school day and/or is scheduled to terminate after the regular school day is considered an extra driving assignment.

Subd. 1. Qualified bus drivers who are interested in the extra assignments need to contact the Transportation Coordinator/Mechanic. Assignments will be filled on a first come-first served basis.

Subd. 2. All regular and substitute drivers can be considered for extra and/or overnight trips.

Subd. 3. Drivers taking out-of-town overnight trips are paid for a minimum of eight (8) hours for that day. If they drive more than eight (8) hours in one day, they are paid for the number of hours spent driving.

Subd. 4. Meals are provided by the group making the trip or the driver is reimbursed by the District for money) spent for meals, up to $31 per day – original receipts must be turned in to the District Office with a completed Request for Reimbursement form

Subd. 5. Lodging is provided by the group making the trip or the driver is reimbursed by the District for money (up to $140 per night for one person) spent for lodging – original receipts must be turned in to the District Office with a completed Request for Reimbursement form.

B. Procedure for Selecting Drivers for Extra Driving Assignments

Definition of a Bus Driver: Any person employed by the I.S.D. 118 as a licensed bus driver.

Definition of a Route Driver: Any person who is employed on a school year basis to drive a regular bus route.

Definition of a Daytime Extra Bus Run: any bus run that starts after 8:15 a.m. and ends before 3:10 p.m. on a regular scheduled student school day.

Definition of Extra Curricular Bus Run: Any extra bus run that does not fit the definition of daytime extra bus run.

Procedure for Assigning Daytime Extra Bus Runs: ALL DRIVERS will be considered on a rotational basis for daytime extra bus runs.

Procedure for Assigning Extra Curricular Bus Runs: ALL DRIVERS will have an opportunity to sign up for extracurricular bus runs.

The extracurricular bus runs, on days school is in session, will be assigned on a rotational basis to those drivers who have signed up. If the starting time of the extracurricular bus runs conflicts with the regularly scheduled ending time of the route driver that driver will not be assigned that run but will remain in the rotation for the next available extracurricular bus run.
Non school days, holiday and weekend runs will be listed separately for bus drivers who have signed up for extracurricular bus runs. Assignment of these runs will also be on a rotational basis.

ALL DRIVING ASSIGNMENTS WILL BE MADE BY THE TRANSPORTATION COORDINATOR/MECHANICAND REVIEWED BY THE SUPERINTENDENT.

C. Bus Chaperone

Subd. 1. The bus chaperone or chaperones shall be in charge of student discipline along with the driver. The driver shall be in charge of the vehicle. In cases where the chaperone is unable to control student behavior, the driver shall assist.

Subd. 2. The bus chaperone shall be seated mid-bus where he/she will observe students at all times.

Subd. 3. The bus chaperone shall enforce all bus rules.

Subd. 4. The bus chaperone shall take roll before departure and again prior to returning to home base.

Subd. 5. Upon arrival back from event and before leaving school grounds, the bus chaperone shall make certain all students have a way home.

Subd. 6. The Bus Chaperone shall complete the Activity and Athletic Bus Guidelines and Checklist. (Appendix)

D. Bus Monitor

- A bus monitor may be placed on a bus to assist the driver in keeping good order on the bus.
- Bus monitors will be in charge of student discipline along with the driver. The driver remains in charge of the bus and will work with the bus monitor in controlling student behavior.
- Bus monitors should usually be seated mid bus so that he/she can observe students at all times. Circumstances will dictate sitting other than mid bus at times.
- The bus monitor will enforce all bus riding rules.
- The bus monitor will keep a daily log of bus events and submit that log to the Transportation Director at the end of his/her assignment to a bus.
- The bus monitor will meet and confer about discipline problems with the driver and the principal.

E. Adult Fan Bus

Subd. 1. Forty-eight hour notice (vehicle request form) must be submitted to the District Office.

Subd. 2. A fifty dollar ($50) deposit shall accompany vehicle request. Forfeiture of deposit will occur if driver arrives at departure point and trip is canceled.

Subd. 3. Regular and substitute qualified bus drivers will be considered for Adult Fan Buses.

Subd. 4. Adult fans are responsible for paying the actual price of the driver and the fuel consumed (at existing pump price).

Subd. 5. Students will be permitted to ride adult fan bus if space permits.

Subd. 6. Adult groups requesting fan bus are responsible for notifying adult fans.

F. Student Transportation to Games

Independent School District #118 may provide a spectator bus for students to attend away athletic events provided the following items have been met:

1. At least 25 paid students sign up in the office no later than the day before the bus is needed.
2. A staff person is secured by the student group to serve as bus chaperone no later than the day before the bus is needed. In the event no staff person will volunteer, the administration may consider the use of a responsible adult.

G. Student Bus Transportation

Subd. 1. Pupils are eligible for bus transportation to and from school in if they live 2 miles or more from school. (District Policy #707, Art. IV, Subd. A; MN Statute §123B.88, Subd. 1)

Subd. 2 The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the administration. (District Policy #707, Art. IV, Subd. B)

Subd. 2. Students living off of primary roads may be required to walk to bus pick up points. Elementary students can be required to walk up to one-half mile and secondary students up to one (1) mile. Primary roads are black topped (bituminous) roads.

Subd. 3. If a road is found to be unsuitable for bus traffic, parents will have to transport the student to the nearest pick up point as determined by the school district.

Subd. 4. Whenever a road becomes impassable, the driver needs to notify the superintendent and the family of where and when the student will be transported.

Subd. 5. Special transportation or closer stops will be provided for health reasons upon application by the parents and certification by the family physician that such transportation is needed.

Subd. 6. Special transportation or closer stops will be provided for safety reasons as determined by the superintendent.

Subd. 7. A private road is any road not owned or maintained by a township, county, state, federal or tribal government. The school district will make the determination for each residence on a private road if the road is in a condition for bus traffic. The resident on the private road must maintain the private road in a condition suitable for safe bus traffic. Suitability will be determined by the school district.

Subd. 8. A public road is any road owned and/or maintained by a township, county, city and state, federal or tribal government. The school district will make the determination for each residence on a public road if the public road is in a condition suitable for school bus traffic. Suitability will be determined by the school district. It is the responsibility of the resident(s) living on the public road to contact the appropriate governmental authority to provide and to correct the road condition to allow for safe transit with a school bus.

H. Bus Breakdowns

1. If bus breakdown occurs prior to leaving the bus yard (or home base)

a. Driver phones 566-2351 to let the Mechanic know of the problem. The Mechanic will send spare bus out if necessary.
b. Driver or school office calls students on route (refer to bus list).Give estimated time of pick up.
c. The Mechanic will call the Executive Secretary, the school office, or the Superintendent at 218-566-2351as soon as possible to communicate the problem.

2. Regular Route Bus Breakdown

If and when there is a physical bus breakdown on a regular route to and from school, the following procedure(s) need to be followed:

1. Place the bus in a safe position away from the direct stream of any traffic.
2. Contact the Mechanic by radio or cell phone.
3. State the problem. Devise a plan to rectify the problem.
4. The bus driver or the school office then begins to contact parents on his/her route. If there is a cell phone on the bus, begin by contacting the next parent/bus stop. It will speed things up if that parent will contact one to two other parents. Continue contacting parents informing them that there is a delay and approximate time of the delay.

   If a bus driver does not have a cell phone or there is no cell phone coverage, the driver is to use the radio to contact a person at the school to assist in contacting parents.

People available to assist in morning:

6:30 AM	Mechanic	904-402-4707
7:30 AM	School Secretaries	218-566-2351 ext. 32036 or 32010
	Executive Secretary	218-566-2351 ext. 32076

For PM runs, the following are available until:

4:00 PM	School Secretaries	218-566-2351 ext. 32036 or 32010
	Executive Secretary	218-566-2351 ext. 32076
4:30 PM	Mechanic:	904-402-4707

If the problem occurs after 4:00 PM the Mechanic needs to make a decision regarding contacting parents. By 4:00 there is already a 35 minute delay. If there is any additional delay, the Mechanic needs to contact the school secretaries or the Executive Secretary to send an Instant Alert message prior to moving to repair the bus.

The Mechanic may contact the principal to assist with communicating to parents and staff after 4:00 PM.

May Yakibchuk, principal (cell)	218-272-9655
Jon Payne, assistant principal (cell)	218-536-0615
Pat Rendle, superintendent	218-256-5466
Kristen Balvin, exec. secretary	612-760-1861

I. Bus Driver Physical

Section 1. Physician's Certificate: Each bus driver is required to have a biennial physical examination. An application for a school bus driver's endorsement shall be in good physical and mental health, able-bodied, and free from communicable disease. As evidence of his physical fitness and mental alertness, the applicant shall submit to a physical examination by a certified medial examiner who is listed on the National Registry of Certified Medical Examiners per 49 CFR 391.42; and the physician's certificate of physical fitness and mental alertness shall accompany the application for school bus driver's endorsement when presented to the Department of Public safety. If someone is hired solely to be a type III driver, he/she must also have a biennial physical examination.

Section 2. Disqualification An applicant for an initial school bus driver's endorsement or for renewal of a school bus driver's endorsement whose physical examination disclosed communicable diseases, or mental or physical conditions of an intermittent or continuing nature that might reasonably affect the ability to operate a school bus, must be denied a school bus driver's endorsement. One or more of the deficiencies specified in Items A to M (following) disqualify the applicant for a school bus driver's endorsement:

a. Visual acuity less than 20/40 Snellen in either eye without lenses or by correction with lenses; total form field of vision in the horizontal meridian less than 140 degrees in either eye (drivers required to wear corrective lenses shall wear properly prescribed lenses when driving);
b. Hearing less than 30 db (10/20) in the better ear, with or without a hearing aid;
c. Abusers of alcohol or users of narcotics or drugs that may impair driving ability;
d. Coronary or heart ailment likely to interfere with safe driving, electrocardiogram is required when other findings indicate desirability;
e. Blood pressure over 160/90;
f. Failure to have a satisfactory Mantoux or chest x-ray as required by Minnesota Department of Health, parts 4605.3400 and 4605.3500;
g. A communicable disease listed in Minnesota Department of Health rules, parts 4605.0200 to 4605.0600, 4605.1700 to 4605.3300, and 4605.3600 to 4605.5100;
h. Loss or impairment of foot, leg, hand, or arm, unless the commissioner grants a waiver after determining that the loss or impairment will not interfere with the applicants ability to transport students safely;
i. A mental, nervous, organic, or functional disease likely to interfere with safe driving;
j. Diabetes unless controlled by diet or oral medication only;
k. Epilepsy or other episodic (Paroxysmal) periods of unconsciousness;
l. Use of medication that the examining physician determines is likely to interfere with safe driving; or
m. Lack of good general health.

Section 3. Form of Physician's Certificate The certificate to be used by the physician for reporting the physical condition of the applicant shall be one prescribed by the Department of Public Safety and may be obtained from that office or any driver examining station.

Section 4. Periodic Reexamination Each school bus driver is required to take and pass a physical examination every two years prior to his/her birthday in order to retain his/her school bus driver endorsement. The Department of Public Safety will send physical examination and health form to current school bus drivers. The driver must take the completed examination form to the DMV, fill out a self-certification form and turn it in to the DMV or submit online to DMV. Failure to pass and return the physical examination shall result in cancellation of the school bus driver endorsement from the Minnesota driver license.

Section 5. Additional Examination A physical examination may be required more often upon demand of any school district from or to which such school bus driver shall be transporting school children. Such extra examination shall be paid for by the district demanding it.

Section 6. Physical Reimbursement Bus Driver Physicals will be reimbursed for the physical upon submission of written request and invoice if the physical is done at a clinic other than the one designated by the district. The district will reimburse new drivers for the cost of a driver's DOT physical.. When going for the physical, request the DOT Physical with urinalysis.

J. Bus Surveillance Camera Policy

Section 1. Philosophy The surveillance cameras shall be used to produce a safer and more pleasant environment for the students of Northland Community School District. They are to be used for three main purposes:

a. The monitoring and evaluation of the bus environment by the bus driver.
b. The monitoring of students as requested by the building principals.
c. The evaluation of bus drivers.

Section 2. Responsibility for Surveillance Equipment and Tapes The Mechanic will be responsible for the cameras' maintenance and installation. He/she will also provide for the security of tapes and other equipment.

K. Drug Testing for Drivers

Beginning in school year 1995-96 all drivers of vehicles which transport students will be subject to Federal Law Chapter III, Part 382 which covers periodic testing for controlled substances and alcohol use. A copy of the entire law is available from the superintendent upon request. . The District has several policies that deal with drug, alcohol and tobacco use. These policies may be viewed on the District website at www.isd118.k12.mn.us . Specifically, District Policy #416 deals with drug and alcohol testing including pre-employment, random and reasonable suspicion testing.

All drivers must comply with the Drug/Alcohol Policies of I.S.D. #118. Failure to comply and/or being found in violation of the policy shall result in termination.

Bus drivers will be paid for 30 minutes of time to take the random drug and alcohol test. If test comes back positive it will be at the driver's expense to have the test retaken but he/she will still be suspended without pay until the results are returned. If the retest is "negative", the driver will be reinstated, paid for missed time, and reimbursed if they paid for the retest.

L. Driver's Background Check

Before issuing or renewing a driver's license with a school bus driver's endorsement, the Department of Public Safety shall conduct a background check to investigate the applicant's criminal and driving records. For more information, see the Minnesota School Bus Driver's Handbook in the Appendix.

M. Local Student Transportation Safety Director

Each school board must designate a student transportation safety director to oversee and implement student transportation safety policies. The director shall have day-to-day responsibility for student transportation safety. I.S.D. #118 Transportation Safety Director is the Superintendent.

N. Local Student Transportation Policy

Each school district must develop and implement a comprehensive, written policy governing pupil transportation. Independent School District #118 has several policies relating to transportation of students. They are:
Policy #707 – Transportation of Public School Students
Policy #708 – Transportation of Nonpublic School Students
Policy #709 – Student Transportation Safety Policy
Policy #09A – Drivers License Check
Policy #710 – Extracurricular Transportation
Policy #711 – Videotaping on School Buses
Policy #716 – Incidental Charter of Buses
These policies can be viewed on the District website at www.isd118.k12.mn.us

O. Drivers of Type III Buses

Section 1. A Type III vehicle is a passenger vehicle having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross weight of 10,000 lb or less. The driver:

a. Shall not operate vehicle as a Type A, B, C or D school bus.
b. Shall not stop traffic.
c. Shall not load or unload in a vehicular traffic lane or on the shoulder, shall be restricted to curb, non traffic side (normal parking lane), off-street loading areas, driveways, yard service, and other areas to avoid any hazardous conditions.
d. Shall not load or unload in the right-hand lane of the roadway, designated turn lane, or lane immediately adjacent to a designated turn lane.
e. Shall not load or unload so that a child has to cross the road. Where not possible or impractical, the driver or aide shall personally escort the child across the road. If driver escorts, the motor must be stopped, ignition key removed, brakes set, and vehicle otherwise rendered immobile.
f. Shall not load or unload before making a complete stop and disengaging gears by shifting into neutral or park.
g. Vehicle must be operated with headlights on at all times.
h. Shall enforce the bus riding rules and regulations.
i. People requesting a car/van must make arrangements for picking up keys and the vehicle the day before using the vehicle.
j. People returning vehicles after school hours need to lock the vehicle and put the keys in the key tube at the bus garage.

k. Pre-trip inspections are required for Type III Vehicles.
l. People driving Type III buses on scheduled routes are subject to the Drug Testing regulations.
m. Employees driving Type III buses must have a driver license check on file.
n. Type III Railroad Stop: Type III school buses are no longer required to stop at railroad crossings. The sign on the back of the Type III school bus must be removed.
o. **If you are transporting students in a District 118 van, you are subject to certain Minnesota state laws and district policy. Under Minnesota state law, vans are considered a Type III school bus, and the following rules apply:**
   - The driver of a school bus shall never drive at a speed that is faster than reasonable under existing conditions.
   - The driver of a school bus shall not exceed the posted speed limits at any time.
   - The driver and all passengers shall wear seatbelts.
   - The driver shall not allow passengers to exceed the manufacturer's rated capacity.
   - The driver shall display lighted headlamps (low beam) during daylight hours.
   - The driver shall not load or unload in a vehicular traffic lane or on the shoulder. Loading and unloading shall be restricted to curb, non-traffic (normal parking lane), off street loading areas, driveways, yard service and other areas to avoid hazardous conditions.
   - The driver shall not load or unload so that a child has to cross the road.
   - The driver shall place the vehicle in "park" during loading and unloading.

The driver shall not use a cellular telephone to engage in a call while the vehicle is in motion. Current law (MN Statute §169.443 Subd. 9) provides that: "a school bus driver may not operate a regular school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic." This Act makes this law applicable to type III school buses when driven by employees or agents of school districts. A person who violates this section is guilty of misdemeanor. This provision was made effective August 1, 2008 and applies to crimes committed on or after that date. District policy #709 also prohibits the use of cell phones while driving.

   - Vehicles shall be returned with interior cleaned.

   All Type III school busses are inspected by the Minnesota State Patrol and must contain the following equipment:
   - A fire extinguisher
   - A first aid kit
   - A body fluid clean-up kit
   - Seat belt cutting knife (attached to cover of first aid kit)

   Additional information is contained in the ISD 118 Schools Transportation Information Card located in the vehicle.
   Remember, when operating a school vehicle, you are a very visible representation of the school district. (See Appendix)
p. The Act provides that the holder of a class D driver's license, without a school bus endorsement, may operate a Type III school bus under the following conditions:
   1. The operator is an employee of the entity that owns, leases, or contracts for the school bus.
   2. The operator's employer has adopted and implemented a policy that provides for annual training and certification of the operator in:

(a) Safe operation of a Type III school bus;
(b) Understanding student behavior, including issues relating to students with disabilities;
(c) Encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
(d) Knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
(e) Handling emergency situations;
(f) Proper use of seat belts and child safety restraints;
(g) Performance of pre-trip vehicle inspections; and
(h) Safe loading and unloading of students, including, but not limited to:
   (i) utilizing a safe location for loading and unloading students at the curb, on the non-traffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the students to avoid hazardous conditions;
   (ii) Refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
   (iii)avoiding a loading or unloading location that would require a pupil to cross a road, or ensuring that the driver or an aide personally escort the pupil across the road if it is not reasonable feasible to avoid such a location; and
   (iv)Placing the Type III school bus in "park" during loading and unloading.

3. A background check or background investigation to the operator has been conducted under the statutes applicable to background investigations for school employees or under the statute for daycare employees or under the statutes applicable to all other persons operating a Type A or Type III school bus.
4. The operator must submit to a physical examination if only employed for driving, or if driving the mini bus.
5. The operator's employer must have adopted and implemented a policy that provides for mandatory drug and alcohol testing of applicants for operator positions and current operators.
6. The operator's driver's license must be verified annually by the entity that owns, leases, or contracts for the school bus.
7. A person who sustains a conviction for certain specified crimes or whole driver's license is revoked under the implied consent law, or who is convicted of or has his or her driver's license revoked under a similar statute or ordinance of another state, is precluded from operating a Type III school bus for five years from the date of conviction.
8. A person who has ever been convicted of a disqualifying offense as defined in Section 171.3215, Subdivision 1, Paragraph (c) may not operate a Type III school bus.
9. A person who sustains a conviction of a moving violation in violation of Chapter 169 within three years of the first of three other moving offenses is precluded from operating a Type III school bus for one year from the date of the last conviction.
10. An operator who sustains a conviction as described in the last three paragraphs while employed by the entity that owns, leases, or contracts for the school bus shall report the conviction to the employer within ten days of the date of the conviction.

11. Students riding the Type III school bus must have training required under the school bus training law including participation in evacuation drills twice a year.
12. Documentation of meeting the requirements that are listed in this provision must be maintained under separate file at the business location for each Type III school bus operator. The business manager, school board, governing body of a nonpublic school, or any other entity that owns, leases, or contracts for the Type III school bus operating under this provision is responsible for maintaining these files for inspections.
13. The Type III school bus must bear a current certificate of inspection issued under the applicable law.
14. An operator employed by a school or school district, whose normal duties do not include operating a Type III school bus and who holds a class D driver's license without a school bus endorsement, may operate a Type III school bus and is exempt from the restrictions above relating to physical examinations, and mandatory drug and alcohol testing. This provision is intended to apply to individuals such as teachers or coaches or other school employees who are not employed specifically to drive a Type III school bus but who nevertheless do so on occasion.

P. Obtaining Substitute Drivers (Bus Drivers and Type III Regular Route Drivers)

1. **Absenteeism** Drivers should make arrangements for doctor appointments, dental appointments, business meetings and other such activities outside of their driving times to the best of their ability. If these appointments cannot be scheduled outside of the work day, prior approval must be given before the absence occurs. Drivers should fill out an absence form. Bus drivers and Type III route drivers will put their absence in Time Clock Plus or give their absence forms to the Transportation Coordinator for prior approval. For absences that are not pre-arranged (illness, emergency), absences forms should be turned in or information entered into Time Clock Plus on the day the employee returns to work.
2. **Obtaining Substitute Drivers:** Drivers need to contact the Transportation Coordinator whenever they will be missing work and a substitute driver is needed. The Transportation Coordinator will get a substitute driver except for a.m. runs on regular routes. Drivers need to get subs for themselves for a.m. runs.
4. Selection of **Substitute Drivers** for field trips/extra-curricular activities: Substitute drivers are selected using the following selection procedure:
   a. Offer the trip to the regular drivers;
   b. If a sub driver is needed, the Mechanic will use a rotation schedule and follow that schedule when offering trips.
5. **Activity Buses**
   a. Sports and Inter/intramural Activities - the Activities Director will inform the Mechanic at least one week in advance when buses are needed for activities. The Mechanic will get drivers for activity trips.
   b. Classroom Field Trips or Building Trips – The Transportation Coordinator will get drivers. One week advance notice is required.
   c. Community Education – The Community Education Coordinator will inform the Transportation Coordinator when drivers–are needed. The Transportaion Coordinator will get the drivers for the trips.

   e. All school vehicles will be scheduled by the Mechanic. Requests need to be submitted three days in advance.

6. **Substitute Driver Guidelines**
    a. Contact the Mechanic for information and directions to the site where the bus you will be driving is stored.
    b. Contact the Mechanic for information concerning the location of keys for the buses. Keys are normally kept in the ignition switch of the buses. (At Remer, there is a plastic PVC pipe located on the south side of the bus maintenance building. This is a key drop for after hour use.)
    c. There is a driver folder located in each bus. Emergency procedures are listed in the handbook which is in the driver folder. An accident kit is also located in the driver folder.
    d. In case of emergency, call:
    (218) 566-2351, ext. 32041 Mechanic
    (218) 566-2351 - Superintendent - at school
    e. Each bus has a driver folder. In that folder is a map of the route, names and phone numbers of students and their parents, pick-up and drop-off times, and the Transportation Manual.
    f. Turn in a record of hours worked to the Transportation Coordinator at the end of the pay period.
    g. Please make sure that your contact information and address are up to date. If you have changed any of that information, please give new information to both the Transportation Coordinator and the District Office.

7. **Long Term Substitute Driver**
   Substitute drivers who are scheduled to drive the same regular route for over ten continuous days will be paid at the regular route driver rate step 2 for all continuous days after the 10th day.

   Most everything you need to know about the transportation of students is in the manual.

Q. Bus Folders

Each Regular Route Bus will have a folder that includes:

1. Current bus lists.
2. Stops.
3. Student and parent names and phone numbers.
4. Pick up times.
5. Drop off times.
6. Bus Supervisor's phone numbers.
7. Building phone numbers.
8. Emergency information cards for all students having an IEP or medical problem reported by parents.
9. A map of the route prepared by the driver.

4

S. Driver Evaluation and Certification

- The Department of Public Safety requires an annual driver evaluation using forms found in the Appendix. This evaluation is the minimum required by I.S.D. #118. Additional evaluations may be made at the discretion of the Transportation Director.
- Drivers need to pass the DPS annual evaluation in order to continue driving for I.S.D. #118.
- Drivers will be paid for 1/2 hour at the activity driver's hourly rate of pay for behind the wheel evaluation.

T. Bus Maintenance and Equipment Inspection

The following maintenance schedule is in effect for all vehicles in ISD #118:

1. **Brakes:** Brakes are visually checked, continuously monitored, and replaced as needed. Annual maintenance occurs in the summer.
2. **Tires:** Tires are continually monitored. Rotation occurs every 10,000 miles; replacement as needed.
3. **Filters**
   a. Fuel filters are changed annually, or as needed
   b. Transmission internal filters are changed every 25,000 miles if a standard filter and every 50,000 miles if a long-life filter. External transmission filters are changed yearly.
4. **Oil Filters** Oil filters and oil are changed every 4,000 miles or 3 months.
5. **Lubrication** A complete lubrication is done at every oil change.
   a. Check all fluid levels.
   b. Check engine coolant DCA4 level; change coolant filter as level indicates.
   c. Check coolant and hydraulic lines for leaks.
   d. Check springs, shock, calipers, body mounts, steering and exhaust system.
   e. Check heater for leaks and the motors.
   f. Check rear axle vent.
   g. Check tire pressure.
6. **Tune Up** A complete tune up is done annually and plugs are replaced as needed.
7. **Transmissions:** Transmissions are serviced every 25,000 miles.
8. **All Vehicles:** All vehicles are inspected annually by the State Patrol.

U. Drivers of Vehicle for Handicapped Students

Each driver of a vehicle for handicapped students should be carefully selected to fulfill the unique requirements of the job. Drivers shall be assigned to each route on a regular basis whenever possible. Each Para professional assigned to a vehicle transporting handicapped students, or driver if no Para professional is assigned, or both, shall:

1. Have available to them in the vehicle a typewritten card indicating the student's name and address; the nature of the student's handicaps; emergency health care information; and the names and telephone numbers of the student's parents or custodians who can be contacted in case of an emergency. This information must be secured either on the bus or in the bus garage whenever the bus is unattended.
2. Be instructed in the proper emergency health care procedures for the students under their care. In addition, within one month after the effective date of assignment, participate in a program of in-service training on the proper methods for dealing with specific needs and problems of those students.
3. Assist such children on and off the bus when necessary for their safe ingress o egress from the bus.

4. Ensure the protective safety devices, as required in part 3520.3300, subpart 3, fourth paragraph, are in use and fastened property.
   (Statutory Authority: MS s 169.45)

V. Students Being Transported to or from a Site Which is Not Their Home

Occasionally a parent has a need to have his/her child picked up from daycare or dropped off at daycare and the daycare site is located not at the child's home but within the school district. MN Statute as well as School District Policy 707 clearly states that that is a service the district provides. When the school district provides that service, routes need to be adjusted to meet the request.

Per School District Policy 709 - Parents/Guardians must notify the school when their child needs to be picked up or dropped off at another location that is NOT their designated bus stop. The address must be in the attendance area of the school and on a regular bus route. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. If the parent/guardian requests such a pick-up or drop off and the request is approved by authorized school staff, this stop shall be considered an authorized bus stop.

W. Loose Objects on School Buses

According to the Minnesota Department of Public Safety, you may not operate a school bus with unsecured objects in the passenger area. During vehicle inspection, points will be deducted for loose objects, which may result in the vehicle failing inspection. All objects must be secured, including garbage baskets, safety kits, safety triangles, etc. If the situation arises involving the use of car seats for a group of students going to one school but then need to be removed for the next group of students, the driver may operate with the car seats stored in the back. However the car seats must be secured; bungee cords have been suggested as a method of securing loose objects.

XI. POLICIES AND PROCEDURES RELATING TO TRANSPORTATION

1. **Associate Personnel Transfer Issued 6/17/82**
   The superintendent or his/her designee shall make transfers of associate personnel in the best interest of the school district. Such transfers may be either permanent or temporary.
2. **Bus Schedule and Routes Issued 10/18/88**
   The scheduling and routing of regular and special routes shall be the responsibility of the superintendent and Transportation Safety director. Regular and special bus routes will be reviewed annually by the Board of Education.
3. All activity events and field trips and other driving requirements are paid at the rate set by District Policy #446.
4. Regular route substitute pay is set by District Policy #446.
5. Drivers who store buses at their residence are eligible for electrical reimbursement if they plug in the bus from October 31 through March 31. Annual reimbursement is $150. (4/97)
6. A regular driver who is authorized to store his/her bus at his/her home will be provided transportation or reimbursement for travel from his/her home at a rate set by the Board between the AM and PM run. Driving to and from home is not considered part of the work day.
   A regular driver whose route begins at a bus barn and ends at a bus barn is not eligible for mileage or transportation to his/her home. However, if the bus barn route begins at one bus barn and ends at a different bus barn, transportation or reimbursement for transportation between the bus barns will then be authorized.
7. Car pooling arrangements, vehicles used and the actual point to which transportation or reimbursement is paid are at the sole discretion of the school district.
8. Transportation or reimbursement for transportation will not be provided to a site outside of the school district boundaries. (Policy 449)
9. A substitute driver will be paid a two hour minimum if they arrive at the bus departure site and the run has been canceled. This also applies to regular drivers driving activity or field trips.
10. When a bus is stored at the home of a regular route driver, substitute drivers will be paid mileage from the nearest bus barn or the sub's home (whichever is closer), to the site where the bus is located.
11. Subs who run both the AM and PM routes on the same day will be paid mileage or supplied transportation to and from their home and the end point of the AM route.
12. Use of Radio - Radios are to be used for transportation related communication only. Misuse of the radio may result in disciplinary action.

14.

15.

18. Every driver shall possess all the qualifications required by rules of the state board of education.

16. **Nonresident Pupil Transportation** Minnesota Statues allow a nonresident school district to provide pupil transportation for a nonresident pupil within the pupil's resident district without first seeking approval from the resident district.

17. The Board may provide free transportation of pupils to and from school and to schools in other districts for grades and departments not maintained in the district.

19. The district may provide transportation of pupils living two miles or more from school or expend a reasonable amount for room and board of pupils whose attendance at school can more economically and conveniently be provided for by such means.
20. The Board may provide transportation to pupils residing outside the district but attending district schools. Mileage may only be paid for transportation of pupils at mileage rate approved by the district from the student's home or the district boundary (whichever is closer) to nearest facility, at the discretion of the board.
21. All student transportation shall be managed in conformance with state laws and rules.
23. Regular Bus Route drivers must annually contact parents/guardians prior to the first day of school to inform the parent/guardian of the approximate pick up and drop off time for their students.
24. **Special Bus Rule:** If a driver has special bus riding guidelines beyond what is in the Transportation Manual the driver need to inform the parents and students using the Special Bus Rule form (Appendix). A copy of the rules must be given to the Transportation Director.
    b. games.
25. **Drop Off Procedure When No One is Home (for Elementary Students)**
    a. In general, the driver contacts the school building or Mechanic.
    b. The school building or Mechanic then attempts to make contact with the parent or other emergency contacts while the driver waits.
    c. After reasonable wait and to keep the bus route on time the bus continues on the route with the student on board.
    d. If an emergency contact is notified, he/she will be asked to meet the bus somewhere along the route. If no one is available, law enforcement may be called and asked to meet the bus. (see District Policy #709- Section IV, B-8)
27. **Lasik Eye Surgery Notice** If a driver has a drivers license that requires "Corrective Lenses" and gets Lasik eye surgery, the driver would need to get a new drivers license without the "Corrective Lenses" designation in order to drive without corrective lenses.

28. **Parents Transporting Students Other Than Their Own Children**
    Districts should be aware that when parents transport their own children, the vehicle does not have to comply with school bus regulations. However, if parents transport children other than their own under the direction of the district or charter school, they are subject to state safety regulations for both driver and vehicles. The driver must have a valid driver's license and insurance. <u>Also they are required to have their vehicles inspected by the State Patrol.</u> The State Patrol will be looking for equipment such as a fire extinguisher, first aid kit, body fluids clean up kit and other specifications described in Minn. Stat. 169.454 Type III Vehicle Standards.
29. **Use of Broadcast Radios, Tape, CD, and MP3 Players**
    - No driver operating a vehicle shall play any radio, tape deck, CD player, MP3 player, or other sound-producing device at a level that impairs the driver's ability to hear traffic and safely operate the motor vehicle, or at a level that is objectionable to the passengers.
    - Drivers are expected to have broadcast radios set to stations which are appropriate for school children and which do not have program content with obscene or sexually based content, or which promotes illegal activity including membership in gangs or use of controlled substances.

LEGAL REF.: MINNESOTA STATUES 1978, 123.28; 123.39; 123.76; to 123.79; 124.223

XII. EQUAL TREATMENT IN TRANSPORTING STUDENTS

M.S. 123B.84 POLICY

In districts where the state provides aids for transportation it is in the public interest to provide equality of treatment in transporting school children of the state who are required to attend elementary and secondary schools pursuant to chapter 120A, so that the health, welfare and safety of such children, while using the public highways of the state, shall be protected.

School children attending any schools, complying with section 120A.22, are therefore entitled to the same rights and privileges relating to transportation.

M.S. 123B.85 DEFINITIONS

Subd. 1. **Application** The following words and terms in sections 121A.585, 121A.59, 123B.84 to 123B.87, 123B.90, and 123B.91, shall have the following meanings ascribed to them.
Subd. 2. **District** "District" means any school district as defined in section 120A.05.
Subd. 3. **School** "School" means any school as defined in section 120A.22, subdivision 4.
Subd. 4. **School board** "School board" means the governing body of any school district.
Subd. 5 **School children** "School children" means any student or child attending or required to attend any school as provided in the Education Code, chapters 120A to 129C.

M.S. 123B.86 EQUAL TREATMENT

Subd. 1. **General provisions** A district shall provide equal transportation within the district for all school children to any school when transportation is deemed necessary by the school board because of distance or traffic condition in like manner and form as provided in sections 123B.88 and 123B.92, when applicable.
Subd. 2. **Nonpublic school students**

A. The board of any local district must provide school bus transportation the district boundary for school children residing in the district at least the same distance from a nonpublic school actually attended in another district as public school pupils are transported in the transporting district. Such transportation must be provided whether or not there is another nonpublic school within the transporting district, if the transportation is to schools maintaining grades or departments not maintained in the district or if the attendance of such children at school can more safely, economically, or conveniently be provided for by such means.
B. The school board of any local district may provide school bus transportation to a nonpublic school in another district for school children residing in the district and attending that school, whether or not there is another nonpublic school within the transporting district, if the transportation is to schools maintaining grades or departments not maintained in the district or if the attendance of such children at school can more safely, economically, or conveniently be provided

for by such means. If the board transports children to a nonpublic school located in another district, the nonpublic school must pay the cost of such transportation provided outside the district boundaries.

Subd. 3. **Board Control:** When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of school children and any other matter relating thereto shall be within the sole discretion, control and management of the board.

Subd. 4. **Rules** The commissioner of education may amend the rules relating to equal transportation.

M.S. 123B.87 FUNDS AND AIDS

Subd. 1. **State Aid** State aids made available or appropriated shall be for the equal benefit of all school children, and be disbursed in such manner as determined by the board.

Subd. 2. **Boards May Expend Money** The board of any district may expend any moneys in its treasury, whether received from state or any other source for the purpose of providing equal transportation treatment of all school children attending school.

XIII. SCHOOL BUSES/STUDENT TRANSPORTATION

M.S. 123B.90 SCHOOL BUS SAFETY TRAINING

Subd. 1. **Repealed**
Subd. 2. **Student Training**

A. Each district must provide public school pupils enrolled in kindergarten through grade10 with age-appropriate school bus safety training as described in this section, of the following concepts:
   1. Transportation by school bus is a privilege and not a right;
   2. District policies for student conduct and school bus safety;
   3. Appropriate conduct while on the school bus;
   4. The danger zones surrounding a school bus;
   5. Procedures for safely boarding and leaving a school bus;
   6. Procedures for Safe Street or road crossing;
   7. School bus evacuation

B. Each nonpublic school located within the district must provide all nonpublic pupils enrolled in kindergarten through grade 10 who are transported by school bus at public expense and attend school within the district's boundaries with training as required in paragraph (a).

C. All students enrolled in kindergarten through grade 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training competencies by the end of the third week of school. All students enrolled in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school and have not previously received school bus training must receive the training or receive bus safety instructional materials by the end of the sixth week of school. Students taking driver's training instructional classes must receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus as required by section 169.446, subdivisions 2 and 3. Students enrolled in kindergarten through grade 10 who enroll in a school after the second week of school and are transported by school bus and have not received training in their previous school district shall undergo school bus safety training or receive bus safety instructional materials within four weeks of the first day of attendance. Upon request of the superintendent of schools, the school transportation safety director in each district must certify to the superintendent that all students transported by school bus within the district have received the school bus safety training according to this section. Upon request of the superintendent of the school district where the nonpublic school is located, the principal or other chief administrator of each nonpublic school must certify to the school transportation safety director of the district in which the school is located that the school's students transported by school bus at public expense have received training according to this section.

D. A district and a nonpublic school with students transported by school bus at public expense may provide kindergarten pupils with bus safety training before the first day of school.

E. A district and a nonpublic school with students transported by school bus at public expense may also provide student safety education for bicycling and pedestrian safety, for students enrolled in kindergarten through grade 5.
F. A district and a nonpublic school with students transported by school bus at public expense must make reasonable accommodations for the school bus safety training of pupils known to speak English as a second language and pupils with disabilities.

G. The district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in kindergarten through grade 3 school bus safety training twice during the school year.

H. A district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

August, 2011

Appendix

Minnesota School Bus Driver's Handbook
School Bus Patrol Duties Sheet
School Van Driver Instructions
Forms:

Accidents:

Incident Report Form
Accident Notification Card
Witness Card
Passenger – Student List
Accident Description
Company Accident Investigation Report
Bus Emergency Sign Out Sheet

Other

Driving Time Sheet
Vehicle Pre-Trip Inspection – Bus
Evaluator Certification - Bus
Pre-Trip Evaluation – Bus
Driver Evaluation - Bus
Vehicle Pre-Trip Inspection – Type III
Evaluator Certification – Type III
Driver Evaluation – Type III
Activity and Athletic Bus Guidelines & Checklist
Minnesota State Patrol Arm Violation Report
Supervisor Follow Up

Northland Community Schools

Independent School District #118

School Board Report

Date: July 2, 2020

Report Submitted by: Mary Yakibchuk

DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential***.**

- **Summer Leadership Work**
  - **PD**
    - **MTSS**
    - **Leadership Retreat**
    - **More to come: PBIS/Standards/AVID/August Workshop**
  - **MDE**
    - **Read Well by Third Grade**
    - **DIRS**
    - **More to come: SIP/Title Grants**
  - **Planning/Nuts and Bolts**
    - **Aligning the calendars (PD/testing/advisory/intervention/events/etc.)**
    - **3 scenarios**
    - **Handbook Updates**
    - **More to come: Shared Grade Classrooms, Elementary Master Schedule, Meeting the Social/Emotional Needs of students and staff etc, etc.**

JUNE 19-2020

Superintendent: Pat Renzle

AND SCHOOL BOARD.

I have decided it is time for me to Retire. I have been driving for 54 years.

We got our first contract for a route in 1966. It was in my husbands name. He worked construction, and I drove the route for the first 11 years. Along with milking cows and running a beauty shop.

The summer of 1977 Duane started building houses. So he was able to run that Rt. I applied for a route that I knew was open. I got my contract that fall. We both had a route until he passed away in 2014. I have pretty much driven the same Rt for 54 years.

As we get older our reaction time gets slower. So I think I will Retire as of June 30-2020.

I know I will miss it!!!

Sincerely

Debby Sepin