

Independent School District #361

Koochiching County

International Falls, MN

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

AGENDA
REGULAR MEETING OF THE BOARD OF EDUCATION
Monday, July 17, 2017
FHS Cafeteria - 5:00 PM

PRELIMINARIES:

1. CALL TO ORDER

2. ROLL CALL

Michelle Hebner ___	Terry Murray ___
Michael Holden ___	Ted Saxton ___
Toni Korpi ___	Roxanne Skogstad-Ditsch ___
Heather McBride ___	Kevin Grover ___

3. PLEDGE OF ALLEGIANCE

4. PREVIEW & APPROVAL OF AGENDA

Approve the agenda as presented. moved _____, second _____ carried/failed

5. OPEN FORUM:

5. 1. Public open forum

NEW BUSINESS:

1. Determine and award the RFP for local financial institution services. Moved by _____, seconded by _____. Carried / Failed. 4
2. Resolution for revoking existing referendum, approving new authorization and authorizing the issuance of school building bond, and calling an election. Moved by _____, seconded by _____. Carried / Failed. 6
3. Resolution for the Acceptance of Gifts and Donations. Moved by _____, seconded by _____. Carried / Failed. 21
4. **Program Consent:**
Approve the program consent agenda items as presented. moved _____, second _____ carried/failed
4. 1. Approve the minutes from the regular meeting of June 19th and the special meeting of June 23rd. 22
4. 2. Approve the bills due and payable amounting to \$291,988.40. 27
4. 3. Approve payroll and benefits in amount of \$81,1223.76 for July 1 - July 14th.
4. 4. Approve a contract with INAC for Food Service Management Services for the 2017 - 42

2018 school year.

- | | |
|--|-----|
| 4. 5. Approve the FY2019 10 year Long Term Facility Maintenance Plan. | 44 |
| 4. 6. Re-certify and designate Kevin Grover, Superintendent, as the District's Identified Official with Authority (IOWA) for granting local user access to MDE electronic systems. | |
| 4. 7. Approve the agreement with Kootasca for collaborative services for the 2017 - 2018 school year. | 48 |
| 4. 8. Receive the Short Term Investment Report for June 2017 and the fiscal year 2016 - 2017 Investment Summary Report. | 51 |
| 4. 9. Receive Student Activity Account Reports for 2016 - 2017 fiscal year. | 53 |
| 4. 10. Approve the PSEO contract with RRCC for the 2017 - 2018 school year. | 68 |
| 4. 11. Approve Lease Agreement with Backus Community Center for ALC room rental. | 69 |
| 4. 12. Receive the FES Student Handbook for approval in August. | 79 |
| 4. 13. Receive summary report of donations received and expended for fiscal year 2016 - 2017. | 101 |
| 4. 14. Receive FHS Student Handbook for approval in August. | 103 |
| 4. 15. Approve Joint Powers Agreement with Recreation Commission. | 136 |
| 5. <u>Personnel Consent:</u> | |
| Approve the personnel consent agenda items as presented. moved _____, second _____ carried/failed | |
| 5. 1. Hire Amis MacKenzie as Head Boys Basketball Coach for the 2017 - 2018 season. | |
| 5. 2. Accept letter of resignation due to retirement of Sue Hewitt effective September 30, 2017. | 142 |
| 5. 3. Approve the July 1, 2017 to June 30, 2019 contract with Education Minnesota Educational Support Paraprofessionals (L4798). | 143 |
| 5. 4. Reaffirm the letter of retirement from Angela Cody effective November 22, 2017. | 170 |
| 5. 5. Accept the letter of resignation from Stacy Robar as .273 FTE Elementary Education Teacher effective 2017 - 2018 school year. | 171 |
| 5. 6. Hire Shelby Nosan as Head Girls Softball Coach for the 2017 - 2018 season. | |
| 5. 7. Hire Michelle McDonald as Assistance Girls Hockey Coach for the 2017 - 2018 season. | |
| 5. 8. Hire Kim Begg effective June 30, 2017 as full time boilerman.
Added to agenda 7/17/2017 | |
| 5. 9. Hire Norm Oustad effective July 24, 2017 as 0.50 FTE Custodian.
Added to Agenda 7/17/2017 | |
| 5. 10. Accept resignation from Pete Benedix as Wrestling Coach effective immediately.
Added to Agenda 7/17/2017 | 172 |
| 6. <u>Policy Consent:</u> | |
| 6. 1. Approve School Board Policy #534 Unpaid Meal Charges. | 173 |

REPORTS AND INFORMATION

1. **Administrative Reports:**

1. 1. Tim Everson, Principal
1. 2. Melissa Tate, Principal
1. 3. Kevin Grover, Superintendent

CLOSE SESSION:

1. Close session to perform the performance evaluation of Kevin Grover, Superintendent.

REOPEN:

1. Reopen and give a brief statement of performance evaluation

ADJOURNMENT:

The following represents total estimated interest earnings based on cash account balances June 2016 - May 2017.
 Average monthly balance for 12 month period = \$3,415,674

BREMER:

<u>Operating Account:</u>	Maintain \$1,000,000 monthly account balance. Monthly account fees will net to \$0 based on earnings credit earned by maintaining above balance.	Estimated Interest Earnings:	\$ -
Interest earnings rate:	0%		
<u>Money Market</u>	Account will hold remaining funds	Estimated Interest Earnings:	\$ 23,111.06
Interest earnings rate:	Current rate is 97 bps (.97%) Rates is subject to change	Total All Sources:	<u>\$ 23,111.06</u>

↳

TRUSTAR

<u>Savings (10 bps)</u>	Maintain \$200,000 monthly account balance.	Estimated Interest Earnings:	\$ 197.26
Interest earnings rate:	Current rate is 10 bps (.10%) Rates is subject to change		
<u>Money Market (55 bps)</u>		Estimated Interest Earnings:	\$ 17,443.93
Interest earnings rate:	Current rate is 55 bps (.10%) Rates is subject to change		\$ 17,641.19
Patronage Dividend	Estimated \$1,000.00 if issued	Estimated Dividend:	\$ 1,000.00
		Total All Sources:	<u>\$ 18,641.19</u>

Bank Charges Comparison

	<u>Bremer</u>	<u>Trustar</u>
	\$/unit	\$/unit
Deposit Account Fees		
Deposits	\$ 0.45	\$ -
Deposited - On Us	\$ 0.12	\$ -
Deposited - local/nonlocal	\$ 0.14	\$ -
Currency/Coin In	\$ 0.0015	\$ -
Currency Ordered	\$ 0.75	\$ -
Coin Out Rolled	\$ 0.08	\$ -
Commercial Check Written	\$ 0.18	\$ -
Commercial Elect Dr/Cr (ACH In/Out)	\$ 0.16	\$ -
Returned item	\$ 9.00	\$ -
Deposit Assessment	\$ -	\$ -
Monthly Maintenance Fee	\$ 18.00	\$ -
Online Banking		
Business Online - Essential Plust	\$ 25.00	\$ -
Report Download Monthly	\$ 15.00	\$ -
Online Stop Payment	\$ 23.00	\$ 20.00
ACH		
One time setup - \$50	waived	\$ -
Monthly Maintenance	\$ 15.00	\$ -
Template/Transmission	\$ 10.00	\$ -
Originated Item	\$ 0.10	\$ -
Return Item Count	\$ 9.00	\$ -
Remote Deposit		
One time setup - \$40	waived	\$ -
Monthly Maintenance	\$ 45.00	\$ -
Additional Scanner	\$ 25.00	\$ -
Wire Services		
Incoming	\$ 10.00	\$ -
Outgoing	\$ 20.00	\$ 20.00
Optional Svc		
ACH Positive Pay		
Monthly Maintenance/account	\$ 12.00	\$ -
Positive Pay		
Monthly Maintenance 1st account	\$ 20.00	\$ -
Per Item	\$ 0.04	\$ -
Payee Per Item	\$ 0.01	\$ -
Exception Report	\$ 1.00	\$ -
Z/Target Balance		
Monthly Maintenance	\$ 35.00	\$ -

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

HELD: JULY 17, 2017

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 361 (International Falls), State of Minnesota, was held in said school district on July 17, 2017, at 5:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution
and moved its adoption:

**RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT AND APPROVING A
NEW AUTHORIZATION, AUTHORIZING THE ISSUANCE OF SCHOOL
BUILDING BONDS, AND CALLING AN ELECTION THEREON**

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

1. (a) The Board hereby determines and declares that it is necessary and expedient for the school district to revoke its existing referendum revenue authorization of \$347.55 per adjusted pupil unit and to replace that authorization with a new authorization of \$834 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.1210% of the referendum market value of the school district for taxes payable in 2018, the first year it is to be levied. The proposed referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. For this purpose, the rate of inflation shall be the annual inflationary increase calculated under Minnesota Statutes, Section 126C.17, Subdivision 2, paragraph (b). The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.

If the new referendum revenue authorization is approved by the voters of the school district, the existing \$347.55 per adjusted pupil unit shall be revoked effective for taxes payable in 2018.

(b) The board also finds and determines that it is also necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$1,750,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction of repairs and improvements to the District's existing ice arena. The question on the borrowing of funds for these purposes shall be School District Question 2 on the school district ballot at the special election held to authorize said borrowing. The passage of School District Question 2 shall be contingent on the passage of School District Question 1 as described above and herein.

2. The ballot questions specified above and herein shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, November 7, 2017, between the hours of 8:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election.

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

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

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

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

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

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

The clerk is hereby authorized and directed to cause a notice of the election to be mailed to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date.

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


[Form of Ballot on Following Page]

Special Election Ballot

Independent School District No. 361 (International Falls)

November 7, 2017

Instructions to Voters:

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

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Revoking Existing Referendum Revenue Authorization; Approving New Authorization

The board of Independent School District No. 361 (International Falls) has proposed to revoke the school district's existing referendum revenue authorization of \$347.55 per pupil and to replace that authorization with a new authorization of \$834 per pupil. The proposed new referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten years, commencing with taxes payable in 2018, unless otherwise revoked or reduced as provided by law.

Yes

Shall the school district's existing referendum revenue authorization be revoked and the increase in the revenue proposed by the board of

No

Independent School District No. 361 be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

School District Question 2
Approval of School District Bond Issue

Yes

No

If School District Question 1 is approved, shall the board of Independent School District No. 361 (International Falls) also be authorized to issue its general obligation school building bonds in an amount not to exceed \$1,750,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction of repairs and improvements to the District's existing ice arena?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

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

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

7. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the administrative offices of the school district, the office of the County Auditor and the office of any other local election official conducting the test.

8. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

9. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election

at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the November 7, 2017 special election. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

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

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

CERTIFICATION OF MINUTES RELATING

TO

SCHOOL BUILDING BONDS

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

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held July 17, 2017, at 5:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT AND APPROVING A
NEW AUTHORIZATION, AUTHORIZING THE ISSUANCE OF SCHOOL
BUILDING BONDS, AND CALLING AN ELECTION THEREON**

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

WITNESS MY HAND officially as such recording officer this ____ day of July, 2017.

School District Clerk

International Falls School District No. 361

Sources and Uses for Possible Bond Issue
 General Obligation School Building Bonds
 June 19, 2017

Bond Amount Election Number of Years (Tax Levies) Dated	\$1,750,000 November 2017 10 2/1/2018
Sources of Funds	
Par Amount	\$1,750,000
Estimated Investment Earnings *	846
<u>Total Sources</u>	<u>\$1,750,846</u>
Uses of Funds	
Allowance for Discount Bidding	\$17,500
Legal and Fiscal Costs #	40,443
<u>Net Available for Project Costs</u>	<u>1,692,904</u>
<u>Total Uses</u>	<u>\$1,750,846</u>

* Estimated investment earnings are based on an average interest rate of 0.75%, and an average life of 6 months.

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

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

International Falls School District No. 361
Analysis of Tax Impact for Potential Bond Issue

June 19, 2017

Election	November 7, 2017
Bond Issue Amount	\$1,750,000
Average Interest Rate	2.90%
Number of Years	10
Pay 2018 Estimated Rate	2.18%
Pay 2018 Estimated Rate with New Debt	<u>4.55%</u>
Estimated Tax Capacity Rate Increase	2.37%

Type of Property	Estimated Market Value	Estimated Tax Impact Payable 2018*
Residential Homestead	\$50,000	\$7
	75,000	11
	100,000	17
	125,000	23
	175,000	36
	200,000	43
	250,000	56
Commercial/Industrial	300,000	69
	\$50,000	\$18
	100,000	36
	250,000	101
Agricultural Homestead** (average value per acre of land & buildings)	500,000	219
	\$2,000	\$0.14
	3,000	0.21
	4,000	0.28
Agricultural Non-Homestead** (average value per acre of land & buildings)	5,000	0.36
	6,000	0.43
	\$2,000	\$0.28
	3,000	0.43
Seasonal Recreational Residential	4,000	0.57
	5,000	0.71
	6,000	0.85
	\$50,000	\$12
	100,000	24
Residential	150,000	36
	200,000	47
	300,000	71
	500,000	119

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

** Estimated tax impact includes 40% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total assessed value of all land & buildings divided by total acres. Homestead examples exclude the house, garage, and one acre, which has the same tax impact as a residential homestead.

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

International Falls School District No. 361

Analysis of Possible Structure for Capital and Debt Levies

<p>\$1,750,000 Bond Issue November 2017 Election 10 Years; Wrapped Around Existing Debt</p>
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June 30, 2017

Principal Amount:	\$1,750,000
Dated Date:	2/1/2018
Avg. Interest Rate:	2.90%

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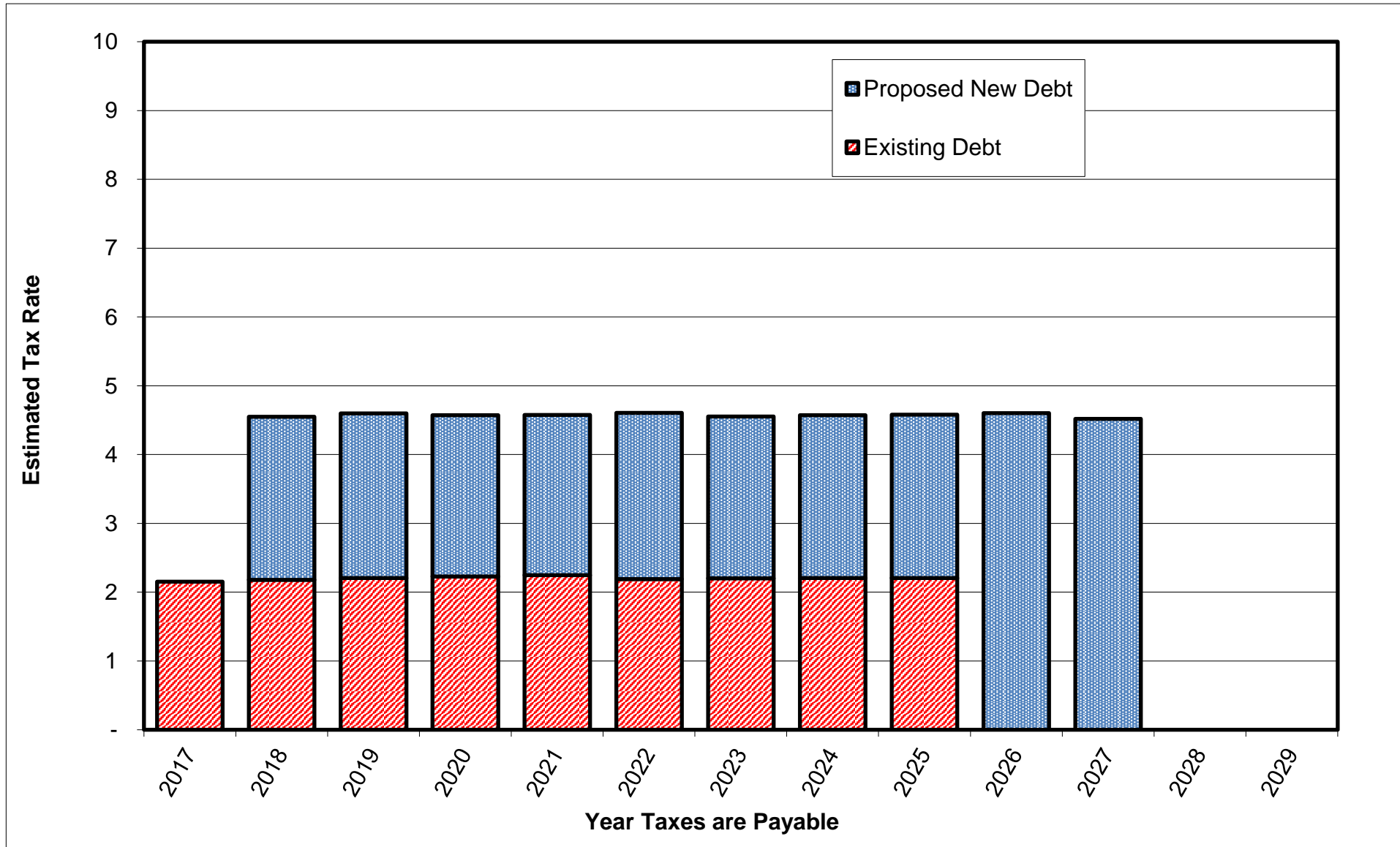
Levy Pay. Year	Fiscal Year	Tax Capacity Value ¹ (\$000s)		Existing Commitments				Proposed New Debt				Combined Totals			
				Building Bonds ²	Est. Debt Excess ³	Net Levy	Tax Rate	Principal	Interest	Est. Debt Excess ³	Adjusted Debt Levy	Adjusted Debt Levy	State Debt Aid	Net Levy	Tax Rate
2017	2018	7,491	4.8%	174,313	(13,219)	161,094	2.15	-	-	-	-	161,094	-	161,094	2.15
2018	2019	7,566	1.0%	171,583	(6,757)	164,826	2.18	120,000	50,750	-	179,288	344,114	-	344,114	4.55
2019	2020	7,566	0.0%	173,762	(6,863)	166,899	2.21	125,000	47,270	-	180,884	347,782	-	347,782	4.60
2020	2021	7,566	0.0%	175,610	(6,950)	168,659	2.23	125,000	43,645	-	177,077	345,737	-	345,737	4.57
2021	2022	7,566	0.0%	176,964	(7,024)	169,940	2.25	135,000	40,020	(7,083)	176,334	346,274	-	346,274	4.58
2022	2023	7,566	0.0%	172,701	(7,079)	165,623	2.19	145,000	36,105	(7,053)	182,754	348,377	-	348,377	4.60
2023	2024	7,566	0.0%	173,384	(6,908)	166,476	2.20	145,000	31,900	(7,310)	178,069	344,545	-	344,545	4.55
2024	2025	7,566	0.0%	173,751	(6,935)	166,816	2.20	150,000	27,695	(7,123)	179,101	345,917	-	345,917	4.57
2025	2026	7,566	0.0%	173,712	(6,950)	166,762	2.20	155,000	23,345	(7,164)	179,740	346,502	-	346,502	4.58
2026	2027	7,566	0.0%	-	-	-	-	320,000	18,850	(7,190)	348,243	348,243	-	348,243	4.60
2027	2028	7,566	0.0%	-	-	-	-	330,000	9,570	(13,930)	341,922	341,922	-	341,922	4.52
2028	2029	7,566	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
2029	2030	7,566	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Totals				1,565,781	(68,686)	1,497,095		1,750,000	329,150	(56,853)	2,123,412	3,620,507	0	3,620,507	

- 1 Tax capacity value for taxes payable in 2017 is the actual final value. Estimates for future years are based on the percentage changes as shown above.
- 2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.
- 3 Debt excess adjustment for taxes payable in 2017 is actual amount. Adjustment for taxes payable in 2018 is a preliminary estimate. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.

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

\$1,750,000 Bond Issue
November 2017 Election
10 Years; Wrapped Around Existing Debt

Date Prepared: June 30, 2017



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PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

International Falls School District No. 361

Estimated Referendum Revenue and Tax Rates

Proposed New Referendum Levy for Taxes Payable 2018, FY 2018-19

(Including Equity and Local Optional Revenue)

Revoke \$347.55 Per Pupil Unit Replace with \$834.00 Per Pupil Unit
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June 30, 2017

Year Taxes are Payable Fiscal Year	2017 2017-18	2018 2018-19		Total
	Existing Authority	Existing Authority	Proposed Authority	
1. Est. Adjusted Pupil Units (APU) *	1,170.40	1,151.00		
2. Est. Resident Pupil Units (RPU)	1,363.20	1,346.60		
3. Net Referendum Authority per APU	347.55	347.55	486.45	834.00
4. Initial Referendum Revenue (#1 x #3)	\$406,773	\$400,030	\$559,904	\$959,934
5. Referendum Market Value (RMV)	513,241,723	533,280,853		
6. RMV per Resident Pupil Units (#5 / #2)	376,498	396,020		
FIRST TIER OF REVENUE				
7. Revenue per Pupil Unit (lesser of #3 or \$300)	300.00	300.00	0.00	300.00
8. Revenue (#1 x #7)	351,120	345,300	0	345,300
9. State Equalizing Factor	880,000	880,000		
10. Levy Portion of Revenue (lesser of 100% or #6 / #9)	42.78%	45.00%		
11. Aid Portion of Revenue (100% - #10)	57.22%	55.00%		
12. First Tier Aid (#8 x #11)	200,897	189,907	0	189,907
SECOND TIER OF REVENUE				
13. Revenue per Pupil Unit (lesser of \$460 or #3 - #7)	47.55	47.55	412.45	460.00
14. Revenue (#1 x #13)	55,653	54,730	474,730	529,460
15. State Equalizing Factor	510,000	510,000		
16. Levy Portion of Revenue (lesser of 100% or #6 / #15)	73.82%	77.65%		
17. Aid Portion of Revenue (100% - #16)	26.18%	22.35%		
18. Second Tier Aid (#14 x #17)	14,568	12,232	106,097	118,329
THIRD TIER OF REVENUE				
19. Revenue per PU ((lesser of (25% of Basic Allow) or #3 - #7 - #13)	0.00	0.00	74.00	
20. Revenue (#1 x #19)	0	0	85,174	85,174
21. State Equalizing Factor	290,000	290,000		
22. Levy Portion of Revenue (lesser of 100% or #6 / #21)	100.00%	100.00%		
23. Aid Portion of Revenue (100% - #22)	0.00%	0.00%		
24. Third Tier Aid (#20 x #23)	0	0	0	0
TOTALS				
25. Initial Referendum Aid (#12 + #18 + #24)	215,466	202,139	106,097	308,236
26. Tax Base Replacement Aid	0	0	0	0
27. FY 2015 Old Law Referendum Net Aid Guarantee Balance	0	0	0	0
28. Net Referendum Aid (greater of 0 or (#25 - #26))	215,466	202,139	106,097	308,236
29. Certified Referendum Levy (#4 - #28)	191,307	197,891	453,807	651,698
31. Net Levy (#29 - #30) ***	191,307	197,891	453,807	651,698
32. Taxable Referendum Market Value + Est. Percentage change in value	533,280,853 3.90%	538,613,662 1.00%		
33. Tax Rate for referendum (#31 / #32)	0.03587%	0.03674%	0.08425%	0.12100%
34. Total Referendum Aid (#26 + #28)	215,466	202,139	106,097	308,236
35. Total Referendum Levy (#31)	191,307	197,891	453,807	651,698
36. Total Referendum Revenue (#34 + #35)	406,773	400,030	559,904	959,934
ESTIMATED EQUITY REVENUE				
37. Est. Equity Aid	47,183	40,243	(6,830)	33,412
38. Est. Equity Levy	133,065	139,822	(23,732)	116,090
39. Est. Equity Revenue	180,248	180,064	(30,562)	149,502
40. Tax Rate for Equity Revenue (#38 / #32)	0.02495%	0.02596%	-0.00441%	0.02155%
ESTIMATED LOCAL OPTIONAL REVENUE				
41. Est. Local Optional Aid	129,903	109,068	0	109,068
42. Est. Local Optional Levy	366,347	378,956	0	378,956
43. Est. Local Optional Revenue	496,250	488,024	0	488,024
44. Tax Rate for Local Optional Revenue (#42 / #32)	0.06870%	0.07036%	0.00000%	0.07036%
ESTIMATED TOTAL REVENUE (Referendum + Equity + Local Optional)				
45. State Aid (#34 + #37 + #41)	392,552	351,450	99,267	450,717
46. Tax Levies (#35 + #38 + #42)	690,719	716,669	430,075	1,146,744
47. Total Revenue (#45 + #46)	1,083,270	1,068,118	529,342	1,597,460
48. Combined Tax Rate (#33 + #40 + #44)	0.12952%	0.13306%	0.07984%	0.21291%

* Pupils units for 2017-18 are estimated pupil units used to compute Payable 2017 taxes. Pupil units for 2018-19 are the most recent pupil unit estimates.

*** Levy amounts shown above include the "initial levy limitation" only, and do not include adjustments for prior years' levies.

+ For all referendum authority, calculations are based on the total RMV of the district.

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

International Falls School District No. 361

Analysis of Tax Impact for Potential Referendum Levy

June 30, 2017

Year Taxes are Payable	2018	2018	
	Revoked Authority	Proposed Authority	NET CHANGE
Additional Revenue/Pupil Unit	-\$347.55	\$834.00	\$486.45
Est. Net Change in Revenue	-\$400,030	\$959,934	\$559,904
Est. Market Value Tax Rate	-0.03674%	0.12100%	0.08426%

Type of Property	Estimated Market Value	Estimated Taxes for Referendum Levy Only*		
	\$50,000	-\$18	\$61	\$43
	75,000	-28	91	63
	100,000	-37	121	84
	125,000	-46	151	105
	150,000	-55	182	127
Residential	175,000	-64	212	148
Homesteads,	200,000	-73	242	169
Apartments,	225,000	-83	272	189
and Commercial-	250,000	-92	303	211
Industrial Property	275,000	-101	333	232
	300,000	-110	363	253
	325,000	-119	393	274
	350,000	-129	424	295
	375,000	-138	454	316
	400,000	-147	484	337
	425,000	-156	514	358
	450,000	-165	545	380
	475,000	-175	575	400
	500,000	-184	605	421
	550,000	-202	666	464

* The figures in the table are based on school district taxes for the referendum levy only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the Minnesota Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the referendum levy for many property owners.

NOTE: Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre. Seasonal recreational residential property (i.e., cabins) will pay no taxes for the proposed referendum.

Analysis of Tax Impact for Proposed Ballot Questions

November 2017 Election

	Question 1			Question 2	Total
	Operating Referendum - Revoke and Replace			Bond Issue	
Referendum Authority per Pupil	Revoked Authority -\$347.55	Proposed Authority \$834.00	Net Change \$486.45	\$1,750,000 10 Years	
Estimated Tax Capacity Rate				2.37%	2.37%
Estimated Market Value Tax Rate	-0.03674%	0.12100%	0.08426%		0.08426%

Type of Property	Estimated Market Value	Estimated Tax Impact, Payable 2018*				
Residential Homestead	\$50,000	-\$18	\$61	\$43	\$7	\$50
	75,000	-28	91	63	11	74
	100,000	-37	121	84	17	101
	125,000	-46	151	105	23	128
	150,000	-55	182	127	30	157
	175,000	-64	212	148	36	184
	200,000	-73	242	169	43	212
	250,000	-92	303	211	56	267
	300,000	-110	363	253	69	322
	400,000	-147	484	337	95	432
	500,000	-184	605	421	119	540
Commercial/ Industrial	\$50,000	-\$18	61	\$43	\$18	61
	100,000	-37	121	84	36	120
	250,000	-92	303	211	101	312
	500,000	-184	605	421	219	640
Agricultural Homestead ** (average value per acre of land and buildings)	\$3,000	\$0	0	\$0	\$0.21	\$0.21
	4,000	0	0	0	0.28	0.28
	5,000	0	0	0	0.36	0.36
	6,000	0	0	0	0.43	0.43
Agricultural Non-Homestead** (average value per acre of land and buildings)	\$3,000	\$0.00	\$0.00	\$0.00	\$0.43	\$0.43
	4,000	0.00	0.00	0.00	0.57	0.57
	5,000	0.00	0.00	0.00	0.71	0.71
	6,000	0.00	0.00	0.00	0.85	0.85
Seasonal Recreational Residential	\$50,000	\$0	\$0	\$0	\$12	\$12
	100,000	0	0	0	24	24
	150,000	0	0	0	36	36
	300,000	0	0	0	71	71
	500,000	0	0	0	119	119

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

** Estimated tax impact includes 40% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total assessed value of all land & buildings divided by total acres. Homestead examples exclude the house, garage, and one acre, which has the same tax impact as a residential homestead.

Resolution for Acceptance of Gifts and Donations

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

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

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

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

- Bronco Track Boosters; Gold Discus from Girls Track \$ 214.00
- PCA IFalls Mill; FHS Athletics \$ 2,000.00
-

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

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, June 19, 2017 – 5:00 p.m.
Falls High School Cafeteria

PRELIMINARIES:

1. CALL TO ORDER: Meeting was called to order by Chairperson Mike Holden at 5:00 p.m.
2. ROLL CALL: Members present were Mike Holden, Michelle Hebner, Heather McBride, Terry Murray, Ted Saxton, Roxanne Skogstad-Ditsch and Superintendent Kevin Grover. Member absent was Toni Korpi.
3. PLEDGE OF ALLEGIANCE
4. PREVIEW & APPROVAL OF AGENDA: Moved by Michelle Hebner, seconded by Heather McBride to approve the agenda as amended. Superintendent Grover corrected agenda item 5.3 to the amount of \$283,828.16, add Board to receive the Superintendent's completed evaluation form under the Closed Session and move 5.1 Resolutions for Acceptance Gifts/Donations from Program Consent to New Business item 5.
5. OPEN FORUM:
 5. 1. Public open forum - None

OLD BUSINESS: None

NEW BUSINESS:

1. Moved by Michelle Hebner, seconded by Heather McBride to revise the 2017 - 2018 School Calendar by moving the In Service Day scheduled for March 9, 2018 to October 13, 2017. Motion Carried.
2. Moved by Michelle Hebner, seconded by Heather McBride to combine the proposed questions 1 and 2 into one question (Question 1) then set the new referendum amount request at \$834 per pupil. Change proposed question #3 to question #2 and issue a bond request authority for the Arena repairs in amount \$1,750,000. Motion Carried.
3. Moved by Ted Saxton, seconded by Roxanne Skogstad-Ditsch to set Special School Board meeting for June 23, 2017 at 8:00 am. Motion Carried.
4. Receive Superintendent evaluation form. Forms are to be given to Sue Hewitt by June 30th.
5. Moved by Terry Murray, seconded by Roxanne Skogstad-Ditch to accept donations as follows. Motion Carried.

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

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

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

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

RESOLUTION FOR ACCEPTANCE OF GIFTS/DONATIONS

- 2016 All Class Reunion; Class of 1968 Scholarship \$7,500.00
- 2016 All Class Reunion; FHS School Flag Design & Purchase \$3,000.00
- 2016 All Class Reunion; FES Gym Wall Mats \$3,000.00

- 2016 All Class Reunion; FHS Sports Banners \$3,700.00
- 2016 All Class Reunion; Band Incentive \$5,000.00
- 2016 All Class Reunion; Portable Sound System \$5,600.00
- 2016 All Class Reunion; New Padding for Weight Sets \$1,000.00
- 2016 All Class Reunion; Door Decals with Mission Statement \$800.00
- 2016 All Class Reunion; Window Decals with Room Numbers \$1,000.00
- 2016 All Class Reunion; Extra if needed for above expenses \$841.06
- PCA Mill; Bike Helmets \$287.50
- PCA Mill; FES Playground Enhancements \$3,000.00
- PCA Mill; FES End of Year Carnival Equipment \$5,000.00
- MN Deer Association D3A; FHS PBIS \$50.00
- International Falls Fire Dept.; FHS PBIS \$50.00
- Kerry Park Hockey Tournament; 17/18 Volunteer Hockey Coach \$3,500.00
- Kerry Park Hockey Tournament; 17/18 Concussion Testing \$655.00
- North Star Publishing; KAPE Brochures \$312.00
- North Star Publishing; KAPE Posters \$65.84

5. Program Consent: Moved by Michelle Hebner, seconded by Terry Murray to approve the program consent agenda items as amended by removing item 5.16 per member Roxanne Skogstad-Ditsch. Superintendent Grover will look into question raised by member Roxanne Skogstad-Ditsch pertaining to item 5.16 and have item 5.16 put on July agenda. Motion Carried.

~~5.1 Resolution for Acceptance of Gifts/Donations.~~

5. 2. Approve the minutes from the regular meeting of May 15, 2017 and the special meeting of June 5, 2017.
5. 3. Approve the bills due and payable amounting to \$283,828.16.
5. 4. Approve the Final FY 2016-2017 revenue and expense budgets as follows:
5. 4. 1. General Operating Fund 01 revenue budget in amount of \$13,124,464 and expense budget in amount of \$13,187,353.
5. 4. 2. Food Service Fund 02 revenue budget in amount of \$596,360 and expense budget in amount of \$565,818.
5. 4. 3. Community Service Fund 04 total revenue budget in amount \$327,351 and total expense budget in amount of \$326,527.
5. 4. 4. Debt Service Fund 07 revenue budget in amount of \$165,470 and expense budget in amount of \$161,800.
5. 5. Approve the Tentative FY 2017-2018 revenue and expense budgets as follows:
5. 5. 1. General Operating Fund 01 revenue budget in amount of \$12,892,822 and expense budget in amount of \$13,034,116
5. 5. 2. Food Service Fund 02 revenue budget in amount of \$598,640 and expense budget in amount of \$558,048.
5. 5. 3. Community Service Fund 04 total revenue budget in amount of \$362,206 and expense budget in amount of \$363,408
5. 5. 4. Debt Service Fund 07 revenue budget in amount of \$166,408 and expense budget in amount of \$161,800.
5. 6. Approve an amended joint powers agreement between ISD 361 and Koochiching Family Collaborative.
5. 7. Approve the renewal effective July 1, 2017 from Solutions Insurance Agencies for property, liability insurance in amount of \$71,885.29 and worker's compensation insurance in amount of \$59,472.
5. 8. Approve increase of school meal prices by \$.10 for 2017 - 2018 school year in accordance with the Federal Paid Lunch Equity requirement.
5. 9. Approve the 2017-2018 concurrent enrollment agreement with BSU.
5. 10. Approve Letter of Engagement with Clifton Larson Allen for fiscal year ending June 30, 2017 audit services.
5. 11. Approve ice rental agreement with Ft. Frances Lakers.
5. 12. Receive Short Term Investment Report.
5. 13. Approve request by City of International Falls to use the District field for the July 4th fireworks.

- 5. 14. Receive the Long Term Facility Maintenance (LTFM) Ten (10) Year Plan.
 - 5. 15. Approve MREA membership for the 2017 - 2018 fiscal year in amount of \$2,270.
 - ~~5. 16. Approve a collaborative services agreement with Kootasca for Head Start and Early Head Start services.~~
 - 5. 17. Approve agreement with Tyler Technologies, Inc for routing software effective July 1, 2017.
6. Personnel Consent: Moved by Heather McBride, seconded by Mike Holden to approve the personnel consent agenda items as presented. Motion Carried.
- 6. 1. Accept the resignation of Sevon Simon as Assistant Golf Coach effective May 18, 2017.
 - 6. 2. Accept the resignation of Danielle Schermerhorn as MHS Advisor as of May 31, 2017.
 - 6. 3. Accept retirement letter from Angie Cody to be effective November 22, 2017.
 - 6. 4. Hire Anne Sullivan as .72 FTE Elementary Education Teacher with start date of November 16, 2017.
7. Policy Consent: Moved by Heather McBride, seconded by Mike Holden to approve the policy consent agenda as presented and first reading of School Board Policy #534. Motion Carried.
- 7. 1. Receive revised School Board policy 534 Unpaid Meal Charges.

REPORTS AND INFORMATION

1. Administrative Reports:
- 1. 1. Tim Everson, Principal - None
 - 1. 2. Melissa Tate, Principal - None
 - 1. 3. Kevin Grover, Superintendent:
 - Reported a community member received positive comments from an owner of Gordy’s High Hat in Cloquet regarding a recent stop by one of our sports teams.
 - Received request from Football Boosters to use old football jerseys for fundraising.
 - Gave a brief Q-Comp update.
 - August 10th Purple Pride Golf Tournament.
 - FHS Student Parking lot repairs begin in July. Will put in a temporary bus lane to test rerouting the student bus drop off from 11th street to the parking lot entrance.

CLOSED SESSION: Moved by Michelle Hebner, seconded by Roxanne Skogstad-Ditsch to enter into closed session at 6:22 p.m. to discuss L4798, L510 and L331 contract negotiations and to receive the Superintendents completed evaluation form. Motion Carried.

REOPEN AND ADJOURNMENT: Moved by Michelle Hebner, seconded by Roxanne Skogstad-Ditsch to reopen from closed session at 6:49 p.m. Motion Carried.

Moved by Michelle Hebner, seconded by Roxanne Skogstad-Ditsch to adjourn meeting at 6:49 p.m. Motion Carried.

Approved Meeting Minutes:

Roxanne Skogstad-Ditsch, Acting Clerk	Date
Mike Holden, Board Chair	Date

MINUTES
SPECIAL MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Friday June 23, 2017 – 8:00 a.m.
Falls High School Cafeteria

A Special Meeting of the School Board of Independent School District #361 was held Friday, June 23, 2017, beginning at 8:00 AM in the FHS Cafeteria.

Board Chair, Mike Holden, called the meeting to order at 8:00 am. Members present were Mike Holden, Terry Murray, Ted Saxton, Roxanne Skogstad-Ditsch and Superintendent Kevin Grover. Members absent were Toni Korpi, Michelle Hebner and Heather McBride

Motion by Roxanne Skogstad-Ditsch, seconded Ted Saxton to approve the agenda as presented. Motion Carried 4-0.

NEW BUSINESS:

Motion by Terry Murray, seconded by Mike Holden to approve the consent agenda as presented. Motion Carried 4-0.

1. Accept resignation of Mason Imhof as Secondary Social Studies Teacher effective June 1, 2017.
2. Accept resignation of Mason Imhof as Head Boy's Basketball Coach for the 2017 - 2018 school year.
3. Hire Kacey Kujala as 1.0 FTE Secondary Social Studies Teacher for the 2017 - 2018 school year.

CLOSED SESSION:

Motion by Mike Holden, seconded by Ted Saxton to enter into closed discussion at 8:06 a.m. to discuss preliminary consideration of allegations or charges against an individual subject to the School Board's authority pursuant to Minnesota Statutes §13D.05, subd. 2(b). Motion Carried 4-0.

REOPEN:

Motion by Mike Holden, seconded by Ted Saxton to reopen meeting at 8:11 a.m. Motion Carried 4-0.

Member Mike Holden introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE EMPLOYMENT
OF THE EMPLOYEE IDENTIFIED IN THE ATTACHMENT HERETO (HEREINAFTER REFERRED TO AS
THE "EMPLOYEE")**

WHEREAS, the Employee is a full-time employee of Independent School District No. 361 and completed the employment probationary period; and

WHEREAS, the Employee is not known to be a veteran within the provisions of the Veterans Preference Act; and

WHEREAS, the Employee is subject to terms and conditions of employment as set forth in an applicable collective bargaining agreement; and

WHEREAS, the Administration of the School District recommended certain action with respect to the employment of the Employee;

WHEREAS, written notice of said employment action was provided to the Employee as provided by the applicable collective bargaining agreement; and

WHEREAS, a hearing regarding the proposed action with respect to the Employee was conducted before the Independent Hearing Officer, appointed by the School District, on June 16, 2017, in accordance with the terms of the applicable collective bargaining agreement; and

WHEREAS, the Independent Hearing Officer issued Proposed Findings of Fact and Conclusions and Recommended Decision, dated June 22, 2017, related to the proposed action with respect to the employment of the Employee, attached hereto as Exhibit A; and

WHEREAS, all School Board members have reviewed the evidence adduced at the hearing along with all the files, records, and proceedings therein, including the Findings of Fact and Conclusions and Recommended Decision of the Independent Hearing Officer; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the School Board of Independent School District No. 361 as follows:

1. That action be taken with respect to the employment of the Employee in the manner and on the grounds set out in Exhibit B, attached hereto.
2. That the Clerk of the School Board is directed to send written notice to the Employee regarding the School Board's action and said notice shall be in substantially the form as provided in Exhibit B attached hereto and incorporated herein by reference.
3. That at this time, the contents of the exhibits of this Resolution contain private data on individuals pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Superintendent is specifically directed to maintain the private data classification of these materials in accordance with all applicable law, including the provisions of Minnesota Statutes Chapter 13.

The motion for the adoption of the foregoing resolution was duly seconded by Member Ted Saxton, and upon vote being taken thereon, the following voted in favor thereof: Mike Holden, Terry Murray, Ted Saxton and Roxanne Skogstad-Ditsch

And the following voted against: None.

Whereupon said resolution was declared duly passed and adopted.

ADJORNMENT:

Moved by Roxanne Skogstad-Ditsch, seconded by Terry Murray to adjourn meeting at 8:16 a.m. Motion Carried 4-0.

Approved Minutes:

Roxanne Skogstad-Ditsch
Acting Clerk

Date

Mike Holden
Chair

Date

July 17, 2017
Check Detail Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
161700158	Kerry, Heidi	6/14/2017	V.FAIR REFUND	REFUND FOR VALLEY FAIR TRIP (2017) - MARISSA KERRY		0 \$ 70.00
161700159	Strand, Jeannie	6/15/2017	6/15/2017	Payroll Deduction Return - 06/09/2017 Payroll		0 \$ 300.00
161700160	Dault, Gordon	6/20/2017	6/20/2017	Life Insurance Overpayment Refund		0 \$ 10.80
161700161	Besch, Tina	6/28/2017	42717	Mileage Reimbursement to Post Office 1/5-4/27		0 \$ 15.55
161700162	Blesi, Michael	6/28/2017	61317	6 Mon Cell Phone Reimbursement		0 \$ 450.00
161700163	Christianson, Ginger	6/28/2017	61517	Home Visit Mileage Jan-June 2016		0 \$ 908.32
161700164	Glowack, Marc	6/28/2017	60917	6 Mon Cell Phone Reimbursement		0 \$ 450.00
161700165	Hewitt, Susan	6/28/2017	60917	Postage Reimbursement		0 \$ 7.10
161700166	Holt, Thomas	6/28/2017	61317	6 Mon Cell Phone Reimbursement		0 \$ 450.00
161700167	Slatinski, BethAnne	6/28/2017	50517	Mileage Reimbursement to Virginia		0 \$ 104.94
161700168	Tate, Melissa	6/28/2017	60717	Jan-Jun 17 Cell Phone Reimbursement		0 \$ 450.00
161700169	Everson, Timothy	6/30/2017	63017	Cell Phone Reimbursement Jan-Jun 17		0 \$ 450.00
161700170	Grover, Kevin	6/30/2017	61317	Mileage & Meals Reimbursement 3/27 MSBA Day @ Capital 6/2 Chisholm 6/13 Sped Neg in Virginia		0 \$ 184.69
161700170	Grover, Kevin	6/30/2017	62917	6 Mons Cell Phone Reimbursment Jan-July		0 \$ 450.00
161700171	Hewitt, Susan	6/30/2017	62617	Reimbursment for Package Postage		0 \$ 11.10
161700172	Hopkins, Michelle	6/30/2017	62817	Mileage Reimbursement 5/8-6/29/17		0 \$ 38.52
161700173	Slatinski, BethAnne	6/30/2017	61617	6 Mons Cell Phone		0 \$ 300.00

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July 17, 2017
Check Detail Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Reimbursement		
161700174	VOYAGEUR CHARTER COACH	6/30/2017	23261	PALS Trip to Virginia,	5001700060	\$ 742.50
				6/28/2017		
171800175	Dowty, Derek	7/10/2017	7/6/2017	Refund for 2 Community Ed Classes @ \$20/each	0	\$ 40.00
201131885	MN INDIAN EDUCATION ASSOCIATION	6/21/2017	Int'l Falls Reg.	MIEA Conference Registration Quiz Bowl registration (100.00) and Banquet Registration (105.00)	0	\$ (205.00)
201134229	MAFCS	6/14/2017	K Olson-Line	Teacher Cadet Training	0	\$ 600.00
201134231	Howdahl, Kathy	6/16/2017	60117	Senior Lunch Acct Refund	0	\$ 22.05
201134232	SUPER ONE	6/16/2017	52517	FES; Food for Meal Service	0	\$ 18.98
	SUPER ONE	6/16/2017	52217	FES; Food for Meal Service	0	\$ 13.98
	SUPER ONE	6/16/2017	52417	FES; Food for Meal Service	0	\$ 112.40
	SUPER ONE	6/16/2017	60117	FES; Food for Meal Service	0	\$ 26.62
	SUPER ONE	6/16/2017	51817	TAGS Cookout	0	\$ 30.30
	SUPER ONE	6/16/2017	52617	Birthday Bookshelf Party Supplies	1301700134	\$ 66.99
201134232	SUPER ONE	6/16/2017	53117	Supplies for School Readiness Graduation	1301700138	\$ 128.13
201134233	US FOODSERVICE	6/16/2017	5380684	FHS; Milk for Meal Service	0	\$ 67.82
	US FOODSERVICE	6/16/2017	5380688	FES; Milk for Meal Service	0	\$ 59.70
201134234	MN Secretary of State - Notary	6/16/2017	Notary 2017	Minnesota Secretary of State Notary Fee - Victoria Heiss	0	\$ 120.00
201134236	Combs, Kristen	6/19/2017	61517	Moved out of district- refund lunch money.	0	\$ 4.35
201134237	ELY BASEBALL ASSOCIATION	6/19/2017	BASEBALL 5/20/	BASEBALL TOURNAMENT 5/20/17	0	\$ 130.00
201134238	Hay, Lisa	6/19/2017	61517	Library fee- returned book.	0	\$ 12.00
201134239	Sarkisyan, Inna	6/19/2017	61517	Library fee- returned book.	0	\$ 18.00
201134245	Nordquist, Stuart	6/19/2017	6/19/2017	Early Retirement Incentive - Stuart Nordquist	0	\$ 828.45
201134246	Carpenter, Barbara	6/20/2017	6/20/2017	Early Retirement Incentive - Barbara Carpenter	0	\$ 860.45

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July 17, 2017
Check Detail Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134247	Gjertson, John	6/20/2017	6/20/2017	Early Retirement Incentive - J. Gjertson	0	\$ 259.15
201134248	ARROWHEAD REG COMPUTING CI	6/22/2017	2018-054	Technology (TUG) Membership	0	\$ 155.00
201134249	CANON FINANCIAL SERVICES INC	6/22/2017	17411896	FHS 6075 Canon Lease	1101700004	\$ 348.10
201134250	CDW Government	6/22/2017	HZF3059	Supplies	6051700120	\$ 186.52
201134251	EVOLVE U FITNESS & WELLNESS LI	6/22/2017	10064	PALS Exercise Sessions for Jun 1	5001700052	\$ 50.00
201134252	FALLS LUMBER COMPANY INC	6/22/2017	180592	FHS; Locker Room Paint	0	\$ 65.72
201134253	Fun Express, LLC	6/22/2017	684210362-01	FES Supplies	1301700145	\$ 57.92
201134254	HOUGHTON MIFFLIN	6/22/2017	953116616	Journey's Reading Curriculum for added 3rd Grade Section	1301700141	\$ 6,125.25
201134255	KANTOR ELECTRIC INC	6/22/2017	13838	Pool; Fix Chlorinator	0	\$ 88.00
	KANTOR ELECTRIC INC	6/22/2017	13835	FES; Boilers	0	\$ 88.00
	KANTOR ELECTRIC INC	6/22/2017	13837	FHS; Change Cords on Lathe	0	\$ 88.00
	KANTOR ELECTRIC INC	6/22/2017	13864	FHS; Change outlets on Welding Eqp	0	\$ 132.00
	KANTOR ELECTRIC INC	6/22/2017	13864	FHS; Change outlets on Welding Eqp	0	\$ 166.07
	KANTOR ELECTRIC INC	6/22/2017	13862	FHS; Relocate Cat 5's	0	\$ 352.00
	KANTOR ELECTRIC INC	6/22/2017	13862	FHS; Relocate Cat 5's	0	\$ 39.63
	KANTOR ELECTRIC INC	6/22/2017	13863	Run Cat 5 for New Marque Wi-Fi	0	\$ 226.32
201134256	MN POWER	6/22/2017	060917G	Garage; Electricity Bill	8101700023	\$ 591.77
	MN POWER	6/22/2017	060917A	Arena; Electricity Bill	8101700023	\$ 1,210.25
201134256	MN POWER	6/22/2017	060917FES	FES; Electricity Bill	8101700023	\$ 2,688.80
	MN POWER	6/22/2017	060917FHS	FHS; Electricity Bill	8101700023	\$ 8,794.50
	MN POWER	6/22/2017	060917B	Baseball Fields; Electricity Bill	8101700023	\$ 136.17
201134257	OFFICE DEPOT	6/22/2017	9.22328E+11	Office Toner	201700002	\$ 94.59
	OFFICE DEPOT	6/22/2017	9.33442E+11	FES Supplies	1301700146	\$ 395.34
201134258	OFFICE MAX	6/22/2017	866556	FES Office Supplies	1301700140	\$ 1,611.28
	OFFICE MAX	6/22/2017	928179	FES Supplies	1301700144	\$ 9.76
	OFFICE MAX	6/22/2017	926215	FES Supplies	1301700144	\$ 469.42
	OFFICE MAX	6/22/2017	951241	FES Supplies	1301700147	\$ 115.93
	OFFICE MAX	6/22/2017	866554	CALCULATOR BATTERIES	2561700009	\$ 10.75

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July 17, 2017
Check Detail Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	OFFICE MAX	6/22/2017	404539	Office Supplies	5001700058	\$ 8.60
201134259	PERMA BOUND	6/22/2017	1715757-01	Library Books	1301700094	\$ 31.99
201134260	SCHOOL SPECIALTY	6/22/2017	2.08118E+11	FES Supplies	1301700143	\$ 209.69
201134261	SDE	6/22/2017	J049052017724	L Auran-Training-The First 30 Days	1301700131	\$ 419.00
201134262	SENROR WOOLY	6/22/2017	40126087411	SR. WOOLEY SUBSCRIPTION	2301700002	\$ 59.25
201134263	THE RIVER GOLF	6/22/2017		1 Fee for Bronco Invitational	0	\$ 840.00
201134264	Twister Display, Inc.	6/22/2017	m169	Dunk Tank Purchase for FES PBIS Activities	1301700124	\$ 3,332.00
201134265	Vig Solutions	6/22/2017	5802	Science Carts	6051700115	\$ 12,999.00
201134266	VIRGINIA GOLF	6/22/2017	GOLF ENTRY FEE	GOLF MEET ENTRY FEES	0	\$ 240.00
201134270	BEMIDJI WELDERS SUPPLY	6/28/2017	M190686	WELDING SUPPLIES	2551700042	\$ 33.62
201134271	Citon Computer Corp	6/28/2017	S166235	Services	6051700127	\$ 357.75
201134272	CORRIN'S PLUMBING AND HEATING	6/28/2017	4643	PBIS DONOR SIGN	3001700161	\$ 15.96
201134273	DISTRIBUTED WEBSITE CORP	6/28/2017	30252	Facilities Scheduler	1101700030	\$ 1,600.00
	DISTRIBUTED WEBSITE CORP	6/28/2017	30252	Facilities Scheduler	1101700030	\$ 1,600.00
201134274	Employers Preferred Ins Co	6/28/2017	2231238 02	District Workman Comp	0	\$ 59,472.00
201134275	GOMAN, PETER JEROME	6/28/2017	170016	Defensive Driver Instructor	0	\$ 629.00
	GOMAN, PETER JEROME	6/28/2017	170021	Defensive Driver Instructor	0	\$ 182.00
201134276	GUARDIAN PEST CONTROL INC	6/28/2017	1766194	Pest Control Service	8101700017	\$ 64.65
201134277	HAWKINS INC	6/28/2017	4093782	Pool Chemicals	8101700047	\$ 793.66
201134278	HILLYARD HUTCHINSON	6/28/2017	602564882	FES suplies	8101700114	\$ 3,216.24
	HILLYARD HUTCHINSON	6/28/2017	602564881	FHS supplies	8101700115	\$ 3,140.00
	HILLYARD HUTCHINSON	6/28/2017	602570804	Floor wax for FHS	8101700117	\$ 2,662.00
	HILLYARD HUTCHINSON	6/28/2017	700289140	FHS; Blade Kit	0	\$ 27.12
201134279	INTERMEDIATE DISTRICT 287	6/28/2017	75356	NSO Instruct Services 16/17	0	\$ 13,905.00
201134280	KOOCH COUNTY PUBLIC HEALTH	6/28/2017	PJS060817	Hepatitis B Vaccines (3 Employee)	0	\$ 375.00
201134281	KRUEGER, KENNETH	6/28/2017	61317	Tae Kwon Do Instructor	0	\$ 140.00
201134282	Marco Technologies LLC	6/28/2017	4369096	Bus Office Copy Per Copy	1101700005	\$ 32.08
	Marco Technologies LLC	6/28/2017	4358740	Guid Office Cost per Copy	7101700000	\$ 23.02
201134283	MN ENERGY RESOURCES CORP	6/28/2017	60917	Stadium; Natural Gas Services	8101700019	\$ 19.24
	MN ENERGY RESOURCES CORP	6/28/2017	062017G	Garage; Natural Gas Services	8101700019	\$ 79.76

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Check Detail Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134284	MN GRADUATE SERVICES LTD	6/28/2017	4477388	DIPLOMAS	3001700163	\$ 1,116.00
	MN GRADUATE SERVICES LTD	6/28/2017	4479514	Cap & Gowns	3001700163	\$ 1,953.00
	MN GRADUATE SERVICES LTD	6/28/2017	4485037	HONOR CORDS	3001700154	\$ 212.81
	MN GRADUATE SERVICES LTD	6/28/2017	4486028	DIPLOMAS	3001700163	\$ 716.67
	MN GRADUATE SERVICES LTD	6/28/2017	4487182	DIPLOMAS	3001700163	\$ 18.31
201134285	MR FAITH SOUND & LIGHT INC	6/28/2017	61517	PALS Dance 6/15/17	0	\$ 485.57
201134286	O'REILLY AUTO PARTS	6/28/2017	3901-302677	Lawnmower Belts	0	\$ 4.24
	O'REILLY AUTO PARTS	6/28/2017	3901-303256	Lawnmower Belts	0	\$ 9.92
	O'REILLY AUTO PARTS	6/28/2017	3901-303244	Lawn Mower Belt	0	\$ 9.92
201134287	Pick Me Flowers	6/28/2017	60417	GRADUATION FLOWERS	3001700166	\$ 297.00
201134288	RATWIK ROSZAK & MALONEY PA	6/28/2017	53117	Legal Services	1101700013	\$ 573.15
201134289	REALLY GOOD STUFF INC	6/28/2017	5978804	FES Supplies	1301700142	\$ 72.94
201134290	ROAD MACHINERY & SUPPLIES CC	6/28/2017	W14496	Annual Man Lift Inspection	0	\$ 166.00
201134291	SCHMITT MUSIC CENTERS	6/28/2017	1550075	instrument repairs	2580000017	\$ 96.00
	SCHMITT MUSIC CENTERS	6/28/2017	1545795	Flute repair , 1 new pad, straighten and repair bent keys	2580000016	\$ 162.00
	SCHMITT MUSIC CENTERS	6/28/2017	1594560	Flute repair , 1 new pad, straighten and repair bent keys	2580000016	\$ 75.00
201134292	SHANNONS INC	6/28/2017	15002	RPZ valves for arena	8101700116	\$ 3,175.00
201134293	The Sport Shop	6/28/2017	51717	GOLF MEDALS WITH RIBBONS	2921700068	\$ 178.20
201134294	WATER DEPT	6/28/2017	062017A	Arena; Water Usage	8101700012	\$ 110.34
	WATER DEPT	6/28/2017	062017FES	FES; Water Usage	8101700012	\$ 1,265.89
	WATER DEPT	6/28/2017	062017FHS	FHS; Water Usage	8101700012	\$ 1,349.93
	WATER DEPT	6/28/2017	062017G	Garage; Water Usage	8101700012	\$ 47.31
201134295	XEROX CORP	6/28/2017	60617	Comm Ed; Copy Machine	5001700002	\$ 61.41
201134296	Clifford, Christy	6/28/2017	6/22/2017	Refund for 4 Community Ed Classes @ \$20 each	0	\$ 80.00
201134297	Deedrick, Danyelle	6/28/2017	6/21/2017	Refund of 6 Community Ed Classes @ \$20/ea.	0	\$ 120.00
201134298	POLK COUNTY PUBLIC HEALTH	6/28/2017	123	YLA treat bags	0	\$ 294.90
201134299	AUTO-JET MUFFLER CORP	6/30/2017	409309	Transpor; Bus Parts	0	\$ 505.20
201134300	EWALD ENTERPRISES	6/30/2017	4820	Install Color Cameras	6051700129	\$ 1,925.35
	EWALD ENTERPRISES	6/30/2017	4823	Moving Cameras	6051700129	\$ 360.50

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Check Detail Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134301	INTL FALLS CITY OF	6/30/2017	CO12823	Police Liason	1101700021	\$ 5,160.00
201134302	K&K MEYERS INC	6/30/2017	21440	Window Repair Labor	0	\$ 40.00
	K&K MEYERS INC	6/30/2017	21440	Window Repair Labor	0	\$ 28.51
201134303	KANTOR ELECTRIC INC	6/30/2017	13885	FES; Pulled Wire for Camera	0	\$ 264.00
	KANTOR ELECTRIC INC	6/30/2017	13884	Replaced Parking Lot Photo Eye	0	\$ 88.00
	KANTOR ELECTRIC INC	6/30/2017	13884	Replaced Parking Lot Photo Eye	0	\$ 47.39
201134304	MENARDS	6/30/2017	97085	Pool; Valve Covers	0	\$ 29.73
201134305	ODC INC	6/30/2017	S92315	Benches (Arbor Day Grant)	0	\$ 98.36
201134306	ROCHESTER TELECOM SYSTEMS IN	6/30/2017	62217	Long Distance Phone Calls	8101700016	\$ 52.16
	ROCHESTER TELECOM SYSTEMS IN	6/30/2017	62217	Long Distance Phone Calls	8101700016	\$ 52.16
201134307	Clifford, Christy	6/30/2017	6/29/2017	Refund for 4 Community Ed Classes @ \$20/each.	0	\$ 80.00
201134308	SKYWARD INC MN BRANCH	6/30/2017	183245	FY17/18 Annual License	0	\$ 19,603.50
	SKYWARD INC MN BRANCH	6/30/2017	183245	FY17/18 Annual License	0	\$ 19,603.50
	SKYWARD INC MN BRANCH	6/30/2017	184373	FY 17/18 Reports Maintenance Renewal	0	\$ 119.00
	SKYWARD INC MN BRANCH	6/30/2017	186564	FY17/18 Skylert Renewal	0	\$ 2,161.25
201134313	FRONTIER	7/6/2017	61617	FHS; Monthly Telephone Service	8101800003	\$ 557.60
	FRONTIER	7/6/2017	061617FES	FES; Monthly Telephone Service	8101800003	\$ 204.60
	FRONTIER	7/6/2017	061617P	Pool; Monthly Telephone Service	8101800003	\$ 34.10
	FRONTIER	7/6/2017	061617G	Garage; Monthly Telephone Service	8101800003	\$ 34.10
	FRONTIER	7/6/2017	061617A	Arena; Monthly Telephone Service	8101800003	\$ 43.10
201134314	MN ASSN OF SCHOOL ADMIN	7/6/2017	52417	K Grover's MASA Membership Dues	0	\$ 1,275.00
201134315	MREA	7/6/2017	DIST # 0361	FY17/18 Membership Renewal	0	\$ 2,270.00
201134316	SOLUTIONS INSURANCE AGENCIES	7/6/2017	1517	FY17/18 School Board Liab	0	\$ 6,046.29
201134320	Camick, Cassandra	7/10/2017	7/6/2017	Refund of 4 Community Ed Classes @ \$20/each	0	\$ 80.00

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Check Detail Summary

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201134321	ELSBERRY, ANDY	7/10/2017	7/6/2017	Refund for 4 Community Ed Classes @ \$20/each for Gavin Ulrich		0 \$ 80.00
201134322	Fisher, Barbara	7/10/2017	7/6/2017	Refund of 3 Community Ed Classes @ \$20/each		0 \$ 60.00
201134323	Napper (Hale), Marilyn	7/10/2017	Refund 0705201	Refund of student food service account.		0 \$ 8.15
201134325	APPLE INC	7/11/2017	4444933923	FES; iPad		0 \$ 299.00
201134326	FRIENDS GARBAGE SERVICE, LLC	7/11/2017	63017	June Garbage Pickups		0 \$ 1,415.70
201134327	LAMAR COMPANIES	7/11/2017	108203086	Billboard Vinyl Change		0 \$ 965.00
201134328	MN ENERGY RESOURCES CORP	7/11/2017	062917A	Arena; Natural Gas Services		0 \$ 144.31
	MN ENERGY RESOURCES CORP	7/11/2017	0629A	Arena; Natural Gas Services		0 \$ 1,157.72
	MN ENERGY RESOURCES CORP	7/11/2017	70517	FHS; Natural Gas (June)		0 \$ 232.99
	MN ENERGY RESOURCES CORP	7/11/2017	70317	FES; Natural Gas (June)		0 \$ 657.52
201134329	MN UC FUND	7/11/2017	71017	2nd Qtr Unemployment		0 \$ 371.40
201134330	RAINY LAKE MEDICAL CENTER	7/11/2017	3045	PT/ OT Therapy Services		0 \$ 3,629.54
201134331	Small Town Tech Inc.	7/11/2017	1670	Chromebook Screen Repair		0 \$ 94.99
	Small Town Tech Inc.	7/11/2017	1671	Chromebook Screen Repair		0 \$ 89.99
201134332	THE JOURNAL	7/11/2017	63017	June Advertising		0 \$ 894.51
	THE JOURNAL	7/11/2017	0630CE	Comm Ed; Advertising		0 \$ 491.63
201134333	Thompson, Sara	7/11/2017	63017	P & I Grant Marketing		0 \$ 1,125.00
201134334	WAMBACH & HANSON LAW OFFIC	7/11/2017	62917	Attorney Fees		0 \$ 3,386.10
201134335	XEROX CORP	7/11/2017	89680211	FES; June Copy Machine Lease		0 \$ 478.09
	XEROX CORP	7/11/2017	89680212	FHS; June Copy Machine Lease		0 \$ 478.09
201134336	Bond Trust Services Corp.	7/13/2017	35724	Interest Charges for Alt Bond		0 \$ 18,006.25
201134337	MIDCONTINENT COMMUNICATIO	7/13/2017	63017	ALC Phone & Data	3001800008	\$ 172.62
201134338	MN TELECOMMUNICATIONS	7/13/2017	3762	Monthly Broadband Services	6051800000	\$ 1,512.50
201134339	TIERNEY BROTHERS INC	7/13/2017	745821	Tablet Pen		0 \$ 138.90
201600694-75€	BMO	6/30/2017		See Credit Card Detail Report		\$ 43,270.88
TOTAL						\$ 291,988.40

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8327	06/23/2017	475057696	GROVESTA000	Grover Stacy M	USPS PO 2647200549, INTL FALLS,	POSTMAST000	06/26/2017		Invoiced	A	7.71
	1	Postage, certified mail				Tim's C/C00000	06/23/2017	7.71			
	06/16/2017	474248382			SUPERAMERICA 8510, SHAKOPEE, MN		06/26/2017		Invoiced	A	56.95
	1	Vehicle Gas; Golf State				Tim's C/C00001	06/23/2017	56.95			
	06/16/2017	474248383			HOLIDAY INN EXPRESS SH, SHAKOPE	HOLIDAY 001	06/26/2017		Invoiced	A	386.26
	1	Hotel; Golf State Tournament				Tim's C/C00002	06/23/2017	386.26			
	06/16/2017	474248384			HOLIDAY INN EXPRESS SH, SHAKOPE	HOLIDAY 001	06/26/2017		Invoiced	A	386.26
	1	Hotel; Golf State Tournament				Tim's C/C00002	06/23/2017	386.26			
	06/16/2017	474248385			HOLIDAY INN EXPRESS SH, SHAKOPE	HOLIDAY 001	06/26/2017		Invoiced	A	386.26
	1	Hotel; Golf State Tournament				Tim's C/C00002	06/23/2017	386.26			
	06/14/2017	473908121			RIDGES AT SANDCREEK -, JORDAN,		06/26/2017		Invoiced	A	187.00
	1	Golf State Tournament - Tournament Fee Practic				Tim's C/C00001	06/23/2017	187.00			
	06/13/2017	473764130			HOLIDAY STNSTORE 0041, VIRGINIA		06/26/2017		Invoiced	A	56.55
	1	Vehicle Gas; Golf State Tournament				Tim's C/C00001	06/23/2017	56.55			
	06/02/2017	472539439			RAINY LAKE O*, INTERNATIONAL, M	KEEP ENT000	06/13/2017		Invoiced	A	147.02
	1	PBIS Year End Award; Fishing Trip				Tim's C/C00003	06/23/2017	147.02			
8 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>											1,614.01
XXXXXXXXXXXX8335	06/07/2017	473052286	SteelEug000	Steele Eugene L	OREILLY AUTO #3901, INTERNATION	O'REILLY000	06/13/2017		Invoiced	A	32.99
	1	Pressure washer fitting				Gene's C/C00000	06/07/2017	32.99			
XXXXXXXXXXXX8350	06/06/2017	472933031	HEWITSUS000	Hewitt Susan K	S AND H UNIFORMS, WHITE PLAINS,		06/13/2017		Invoiced	A	842.16
	2	uniform smocks			7701700012	Sue's C/C00001	06/10/2017	551.52			
	3	uniform tops			7701700012	Sue's C/C00001	06/10/2017	74.94			
	4	uniform polo shirts			7701700012	Sue's C/C00001	06/10/2017	68.94			
	5	chef coat			7701700012	Sue's C/C00001	06/10/2017	71.94			
	6	shipping				Sue's C/C00000	06/10/2017	74.82			
XXXXXXXXXXXX6612	06/29/2017	475670247	JOHNSBAR002	Johnson Barbara J	KFC C750120, VIRGINIA, MN, 5579		06/30/2017		Invoiced	A	149.20
	1	PALS Lunch on summer Trip				06301700000	06/30/2017	149.20			
	06/09/2017	473402523	JOHNSBAR002	Johnson Barbara J	MYLIFEGUARD, 6264678976, CA, 92		06/13/2017		Invoiced	A	243.32
	1					Barb's C/C00000	06/07/2017	243.32			
	06/09/2017	473402524	JOHNSBAR002	Johnson Barbara J	INT*IN *ELIFEGUARD, IN, 321-433		06/13/2017		Invoiced	A	68.35
	1					Barb's C/C00000	06/07/2017	68.35			
	06/09/2017	473402525	JOHNSBAR002	Johnson Barbara J	BORDERBOXES, INTL FALLS, MN, 56	BORDERBO000	06/13/2017		Invoiced	A	920.00
	1					Barb's C/C00001	06/07/2017	920.00			
	06/07/2017	473052287	JOHNSBAR002	Johnson Barbara J	DOLLAR TREE, INTL FALLS, MN, 56	DOLLAR T000	06/13/2017		Invoiced	A	27.00
	1					Barb's C/C00002	06/07/2017	27.00			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX6612	continued...										
	06/01/2017	472304894	JOHNSBAR002	Johnson Barbara J	CINE 5 MN, BRITT, MN, 55710, US	CINE 5 000	06/13/2017		Invoiced	A	60.00
	1					Barb's C/C00003	06/07/2017	60.00			
					6 transaction(s) for XXXXXXXXXXXXX6612. Total Amount ==>						1,467.87
XXXXXXXXXXXX6620	06/29/2017	475670248	HOLT THO000	Holt Thomas T	FALLS LUMBER, INTERNATIONAL, MN	FALLS LU000	06/30/2017		Invoiced	A	47.94
	1					06301700001	06/30/2017	47.94			
	06/29/2017	475670249	HOLT THO000	Holt Thomas T	FERGUSON ENTERPRISES,, 701-237-	FERGUSON000	06/30/2017		Invoiced	A	239.41
	2	Ball check valves for pool			8101700118	06301700002	06/30/2017	204.00			
	3	shipping			8101700118	06301700002	06/30/2017	35.41			
	06/28/2017	475539423	HOLT THO000	Holt Thomas T	FORESTLAND SALES & SER, INTERNA	FORESTLA000	06/29/2017		Invoiced	A	59.99
	1	High octane gas for small motors				06301700003	06/30/2017	59.99			
	06/28/2017	475539424	HOLT THO000	Holt Thomas T	NORTH STAR PUBLISHI, 218-285-74	NORTH ST000	06/29/2017		Invoiced	A	-237.60
	1	refund for bus driver add				06301700004	06/30/2017	-237.60			
	06/28/2017	475539425	HOLT THO000	Holt Thomas T	NORTH STAR PUBLISHI, 218-285-74	NORTH ST000	06/29/2017		Invoiced	A	59.40
	1	Bus driver wanted add				06301700004	06/30/2017	59.40			
	06/27/2017	475406707	HOLT THO000	Holt Thomas T	OREILLY AUTO #3901, INTERNATION	O'REILLY000	06/28/2017		Invoiced	A	25.49
	1					Tom's C/C00000	06/27/2017	25.49			
	06/23/2017	475057697	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	06/26/2017		Invoiced	A	12.94
	1	Items for cleaning, demo and repairs on Jaksa'				Tom's C/C00001	06/27/2017	12.94			
	06/23/2017	475057698	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	06/26/2017		Invoiced	A	25.76
	1	Flex seal for FES fuel tank man hole cover				Tom's C/C00001	06/27/2017	25.76			
	06/23/2017	475057699	HOLT THO000	Holt Thomas T	NORTH STAR PUBLISHI, 218-285-74	NORTH ST000	06/26/2017		Invoiced	A	237.60
	1	Payed for add but refunded back due to fiscal				Tom's C/C00002	06/27/2017	237.60			
	06/22/2017	474879811	HOLT THO000	Holt Thomas T	FALLS LUMBER, INTERNATIONAL, MN	FALLS LU000	06/26/2017		Invoiced	A	100.62
	1	Paint for Slatinski's room				Tom's C/C00003	06/27/2017	100.62			
	06/22/2017	474879812	HOLT THO000	Holt Thomas T	OREILLY AUTO #3901, INTERNATION	O'REILLY000	06/26/2017		Invoiced	A	9.49
	1	Fuel treatment for Small motors (lawn mowers e				Tom's C/C00000	06/27/2017	9.49			
	06/16/2017	474248386	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	06/26/2017		Invoiced	A	35.97
	1	Watering cans to distribute floor wax				Tom's C/C00001	06/27/2017	35.97			
	06/14/2017	473908122	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	06/26/2017		Invoiced	A	31.63
	1	Safety glasses, Gloves and weed eater line				Tom's C/C00001	06/27/2017	31.63			
	06/14/2017	473908123	HOLT THO000	Holt Thomas T	OREILLY AUTO #3901, INTERNATION	O'REILLY000	06/26/2017		Invoiced	A	2.65
	1	Oil filter for toro mower (z master)				Tom's C/C00000	06/27/2017	2.65			
	06/09/2017	473402526	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	06/13/2017		Invoiced	A	225.87
	1	Arena supplies				Tom's C/C00001	06/27/2017	225.87			
	06/09/2017	473402527	HOLT THO000	Holt Thomas T	OREILLY AUTO #3901, INTERNATION	O'REILLY000	06/13/2017		Invoiced	A	365.40
	1	Belts for air handler units at FHS				Tom's C/C00000	06/27/2017	365.40			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX6620	continued...										
	06/09/2017	473402528	HOLT THO000	Holt Thomas T	BECKER ARENA PRODUCTS, 95289028	BECKER A000	06/13/2017		Invoiced	A	36.21
	1	Screws for boards in arena				Tom's C/C00004	06/27/2017	36.21			
	06/09/2017	473402529	HOLT THO000	Holt Thomas T	JACKS SMALL ENGINES &, 410-6926	JACK'S S000	06/13/2017		Invoiced	A	97.67
	1	Parts for z turn Toro lawn mower				Tom's C/C00005	06/27/2017	97.67			
	06/08/2017	473191671	HOLT THO000	Holt Thomas T	FALLS LUMBER, INTERNATIONAL, MN	FALLS LU000	06/13/2017		Invoiced	A	107.22
	1	Paint for arena				Tom's C/C00003	06/27/2017	107.22			
	06/08/2017	473191672	HOLT THO000	Holt Thomas T	PAYPAL *MINNESOTAAS, 4029357733		06/13/2017		Invoiced	A	990.00
	1	Cost of Jeremy and I to attend Train the train				Tom's C/C00006	06/27/2017	990.00			
	06/08/2017	473191673	HOLT THO000	Holt Thomas T	PAYPAL *MINNESOTAAS, 4029357733		06/13/2017		Invoiced	A	170.00
	1	Cost for Gene to go to Train the trainer (Bus				Tom's C/C00006	06/27/2017	170.00			
	06/02/2017	472539440	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	06/13/2017		Invoiced	A	25.63
	1	Parts for dunk tank FES				Tom's C/C00001	06/27/2017	25.63			
	22 transaction(s) for XXXXXXXXXXXX6620. Total Amount ==>										2,669.29
XXXXXXXXXXXX7362	06/29/2017	475670250	TONINJEA000	Toninato Jeanna Elizabe	APPLEBEES NORT19219542, NORTHFI		06/30/2017		Invoiced	A	22.79
	1	PDT Staff Je Toninato Travel Lunch				06301700000	06/30/2017	22.79			
	06/28/2017	475539426	TONINJEA000	Toninato Jeanna Elizabe	APPLEBEES NORT19219542, NORTHFI		06/29/2017		Invoiced	A	26.00
	1	PDT Je Toninato Travel				06301700000	06/30/2017	26.00			
	06/23/2017	475057700			BORDERBOXES, INTL FALLS, MN, 56	BORDERBO000	06/26/2017		Invoiced	A	392.00
	3	POLO SHIRT - FHS DRUMLINE 4TH OF JULY PARADE D				3001700167 Stacy's C/C00000	06/23/2017	392.00			
	06/22/2017	474879813			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/26/2017		Invoiced	A	58.02
	2	AmazonBasics Hanging File Folders - Letter Siz				1101700037 Stacy's C/C00001	06/23/2017	8.00			
	3	Pendaflex File Folders, Letter Size, 1/3 Cut,				1101700037 Stacy's C/C00001	06/23/2017	8.71			
	4	AmazonBasics Expanding File Folders - Letter S				1101700037 Stacy's C/C00001	06/23/2017	22.99			
	5	Duracell Coppertop AAA Alkaline Batteries, 8				1101700037 Stacy's C/C00001	06/23/2017	6.94			
	6	CR2430 3V Lithium				1101700037 Stacy's C/C00001	06/23/2017	11.38			
	06/20/2017	474606590			MC *MIDCONTINENT COMM, 800-888-	MIDCONTI000	06/26/2017		Invoiced	A	150.00
	1	Internet Bus Garage				Stacy's C/C00002	06/23/2017	150.00			
	06/16/2017	474248387			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/26/2017		Invoiced	A	77.28
	2	Kiefer 50 inch Rescue Tube				5001700064 Stacy's C/C00003	06/23/2017	71.30			
	3	Shipping - Cost of shipping, not including shi				5001700064 Stacy's C/C00003	06/23/2017	5.98			
	06/15/2017	474058495			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/26/2017		Invoiced	A	47.35
	2	Pool Noodle Organizer / Storage Cart				5001700064 Stacy's C/C00004	06/23/2017	47.35			
	06/15/2017	474058496			MASBO	00 OF 00, 651-290 MN BOARD000	06/26/2017		Invoiced	A	329.00
	1	MSBA & ASBO Dues				Stacy's C/C00005	06/23/2017	329.00			
	06/14/2017	473908124			CTS*FRONTIER ONLINEPAY, 800-921	FRONTIER000	06/26/2017		Invoiced	A	144.90
	1	Arena Phone / Elevator				Stacy's C/C00006	06/23/2017	144.90			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7362	continued...										
	06/14/2017	473908125			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/26/2017		Invoiced	A	99.81
	9	June Gold 72 Mechanical Pencils, 0.7 mm HB #2			3001700162	Stacy's C/C00007	06/23/2017	19.77			
	10	Andersonville			3001700162	Stacy's C/C00007	06/23/2017	15.99			
	11	Avery Standard Weight Sheet Protectors, Pack o			3001700162	Stacy's C/C00007	06/23/2017	10.04			
	12	Avery Big Tab Insertable Dividers, Buff Paper,			3001700162	Stacy's C/C00007	06/23/2017	5.04			
	13	Colore HB 2 Pencils with Eraser (144-Piece)			3001700162	Stacy's C/C00007	06/23/2017	18.99			
	14	SUDEE STILE Colored Pencils 120 Unique Colors			3001700162	Stacy's C/C00007	06/23/2017	23.99			
	15	All Quiet On The Western Front [The Uncut Edit			3001700162	Stacy's C/C00007	06/23/2017	5.99			
	06/07/2017	473052288			USPS.COM POSTAL STORE, 800-275-	US POSTA000	06/13/2017		Invoiced	A	2,957.00
	1	District envelopes				Stacy's C/C00008	06/23/2017	2,957.00			
	06/05/2017	472738539			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	87.00
	2	Shure URT2 Universal Rack Tray			6051700122	Stacy's C/C00009	06/23/2017	87.00			
	06/05/2017	472738540			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	4,338.25
	2	Mudder Adjustable Foldable Desk Microphone Sta			6051700122	Stacy's C/C00010	06/23/2017	77.94			
	3	Shure SCM262 Stereo Mixer for use with 2 Micro			6051700122	Stacy's C/C00010	06/23/2017	214.00			
	4	Monoprice 104768 3-Feet Premier Series XLR Fem			6051700122	Stacy's C/C00010	06/23/2017	89.91			
	5	Shure SCM800 Eight-Channel Microphone Mixer wi			6051700122	Stacy's C/C00010	06/23/2017	653.00			
	6	Monoprice 104792 3-Feet Premier Series Stereo			6051700122	Stacy's C/C00010	06/23/2017	8.27			
	7	On Stage MY200 Universal Microphone Clip			6051700122	Stacy's C/C00010	06/23/2017	11.90			
	8	QSC GX3 300-Watt Power Amplifier			6051700122	Stacy's C/C00010	06/23/2017	299.00			
	9	NavePoint Server Cabinet Case 19" Rack Mount D			6051700122	Stacy's C/C00010	06/23/2017	55.39			
	10	Shure BLX288/PG58 Wireless Vocal Combo with PG			6051700122	Stacy's C/C00010	06/23/2017	2,196.00			
	11	Ignite Pro 2x Speakon to 1/4" 50 Ft. True 12 G			6051700122	Stacy's C/C00010	06/23/2017	31.95			
	12	20 Space (20U) ATA Rack Amp Road Shock Mount C			6051700122	Stacy's C/C00010	06/23/2017	572.99			
	13	Shure URT2 Universal Rack Tray			6051700122	Stacy's C/C00010	06/23/2017	29.00			
	14	NavePoint Server Cabinet Case 19" Rack Mount D			6051700122	Stacy's C/C00010	06/23/2017	98.90			
	06/01/2017	472304895			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	329.95
	2	DBX AFS-224 Dual Channel Advanced Feedback Sup			6051700122	Stacy's C/C00011	06/23/2017	300.00			
	3	Shipping - Cost of shipping, not including shi			6051700122	Stacy's C/C00011	06/23/2017	29.95			
	06/01/2017	472304896			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	99.99
	2	Middle Atlantic PD-915R Rack Power Distributio			6051700122	Stacy's C/C00012	06/23/2017	99.99			
	05/31/2017	472178651			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	39.98
	2	Pair of Ignite Pro Tripod DJ PA Speaker Stands			6051700122	Stacy's C/C00013	06/23/2017	39.98			
	05/31/2017	472178652			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	669.60
	2	Peavey Quadra 10 Full-Range 2-Way Passive Loud			6051700122	Stacy's C/C00014	06/23/2017	669.60			
	17 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>										9,868.92

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7116	06/16/2017	474248388	MITCHDEB000	Mitchell Deborah A	HMCO *BOOKS, 630-232-2550, IL	HOUGHTON003	06/26/2017		Invoiced	A	172.38
	2	HOLT SCIENCE & TECH ONE-STEP PLANNER WITH TEST			2601700008	Debbie's C/C00000	06/10/2017	156.00			
	3	SHIPPING			2601700008	Debbie's C/C00000	06/10/2017	16.38			
	06/15/2017	474058497	MITCHDEB000	Mitchell Deborah A	USPS PO 2647200549, INTL FALLS,	POSTMAST000	06/26/2017		Invoiced	A	68.00
	2	POST CARD STAMPS FOR IMMUNIZATION MAILING			3001700165	Debbie's C/C00001	06/10/2017	68.00			
	06/15/2017	474058498	MITCHDEB000	Mitchell Deborah A	VERNIER SOFTWARE & TEC, 503-277	VERNIER 000	06/26/2017		Invoiced	A	111.38
	2	RENEWABLE ENERGY WITH VERNIER (ELECTRONIC)			2601700009	Debbie's C/C00002	06/10/2017	40.00			
	3	VERNIER VARIABLE LOAD			2601700009	Debbie's C/C00002	06/10/2017	59.00			
	4	SHIPPING			2601700009	Debbie's C/C00002	06/10/2017	12.38			
	06/02/2017	472539441	MITCHDEB000	Mitchell Deborah A	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	06/13/2017		Invoiced	A	257.55
	2	PBIS YEAR END PRIZES (Menards)			3001700159	Debbie's C/C00003	06/10/2017	257.55			
	06/02/2017	472539442	MITCHDEB000	Mitchell Deborah A	KMART 9689, INTERNATIONAL, MN,	KMART 000	06/13/2017		Invoiced	A	459.99
	2	PBIS YEAR END PRIZES			3001700159	Debbie's C/C00004	06/10/2017	459.99			
	06/02/2017	472539443	MITCHDEB000	Mitchell Deborah A	BORDERBOXES, INTL FALLS, MN, 56	BORDERBO000	06/13/2017		Invoiced	A	99.95
	2	MAGNETS FOR PBIS DONOR SIGN			3001700160	Debbie's C/C00005	06/10/2017	99.95			
	05/29/2017	471952233	MITCHDEB000	Mitchell Deborah A	KMART 9689, INTERNATIONAL, MN,	KMART 000	06/13/2017		Invoiced	A	255.17
	2	PBIS CAMPING/OUTDOOR GEAR FOR END OF YEAR PBIS			3001700158	Debbie's C/C00006	06/10/2017	255.17			
											7 transaction(s) for XXXXXXXXXXXXX7116. Total Amount ==>> 1,424.42
XXXXXXXXXXXX7124	06/19/2017	474488657	BLESIMIC000	Blesi Michael E	SMALL TOWN TECH INC, INTL FALLS	SMALL TO000	06/26/2017		Invoiced	A	97.23
	2	Repair/Replace audio jack on iPad. --Pavlecks			6051700128	Mike's C/C00000	06/19/2017	97.23			
	06/14/2017	473908126	BLESIMIC000	Blesi Michael E	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	06/26/2017		Invoiced	A	19.99
	2	2-PK Surge Swivel Power Protection			6051700126	Mike's C/C00001	06/19/2017	19.99			
											2 transaction(s) for XXXXXXXXXXXXX7124. Total Amount ==>> 117.22
XXXXXXXXXXXX7132	06/28/2017	475539427	ANDERJER000	Anderson Jeremy R	ALL SEASON EQUIPMENT,, INTL FAL	ALL SEAS000	06/29/2017		Invoiced	A	270.00
	3	Tow hitch for 2016 Chevy truck			7601700014	300600000	06/30/2017	270.00			
	06/19/2017	474488658	ANDERJER000	Anderson Jeremy R	HOLIDAY STNSTORE 0451, EMILY, M		06/26/2017		Invoiced	A	25.32
	1	Tim Everson Gas out of town trip				Jeremy's C/C00000	06/16/2017	25.32			
	06/15/2017	474058499	ANDERJER000	Anderson Jeremy R	MIDWEST BUS PARTS INC, BIG LAKE	MIDWEST 000	06/26/2017		Invoiced	A	36.24
	1	Paint for buses				Jeremy's C/C00001	06/16/2017	36.24			
	06/14/2017	473908127	ANDERJER000	Anderson Jeremy R	AUTO VALUEINTERNATIONA, INTL FA	AUTO VAL000	06/26/2017		Invoiced	A	45.99
	1	Paint for buses				Jeremy's C/C00002	06/16/2017	45.99			
	06/06/2017	472933032	ANDERJER000	Anderson Jeremy R	AUTO VALUEINTERNATIONA, INTL FA	AUTO VAL000	06/13/2017		Invoiced	A	10.95
	1	Air conditioner recharge (Mini van)				Jeremy's C/C00002	06/16/2017	10.95			
											5 transaction(s) for XXXXXXXXXXXXX7132. Total Amount ==>> 388.50

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX5747	06/09/2017	473402530	GROVEKEV000	Grover Kevin K	RADISSON HOTEL MPLS/ST, ROSEVIL	RADISSON000	06/13/2017		Invoiced	A	1,310.50	
	1					Kevin's C/C00000	06/08/2017	1,310.50				
	06/01/2017	472304897	GROVEKEV000	Grover Kevin K	ACT*MN Association of, 877-551-	ACT FINA000	06/13/2017		Invoiced	A	149.00	
	1					Kevin's C/C00001	06/08/2017	149.00				
					2 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>							1,459.50
XXXXXXXXXXXX7648	06/29/2017	475670251	SLATIBET000	Slatinski BethAnne K	BATTALION DISTRIBUTING, INTERNA	BATTALIO000	06/30/2017		Batch	A	95.30	
	1							95.30				
	06/29/2017	475670252	SLATIBET000	Slatinski BethAnne K	QUALITY LOGO PRODUCTS, 08663125		06/30/2017		Batch	A	3,071.36	
	1							3,071.36				
	06/29/2017	475670253	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/30/2017		Batch	A	316.20	
	1							316.20				
	06/29/2017	475670254	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/30/2017		Batch	A	348.98	
	1							348.98				
	06/29/2017	475670255	SLATIBET000	Slatinski BethAnne K	KMART 9689, INTERNATIONAL, MN,	KMART 000	06/30/2017		Batch	A	20.97	
	1							20.97				
	06/28/2017	475539428	SLATIBET000	Slatinski BethAnne K	DOLLAR TREE, INTL FALLS, MN, 56	DOLLAR T000	06/29/2017		Batch	A	189.00	
	1							189.00				
	06/28/2017	475539429	SLATIBET000	Slatinski BethAnne K	DOLLAR TREE, INTL FALLS, MN, 56	DOLLAR T000	06/29/2017		Batch	A	14.00	
	1							14.00				
	06/28/2017	475539430	SLATIBET000	Slatinski BethAnne K	SP * ELEVEN SEVENTY-ON, INTERNA		06/29/2017		Batch	A	50.00	
	1							50.00				
	06/28/2017	475539431	SLATIBET000	Slatinski BethAnne K	KMART 9689, INTERNATIONAL, MN,	KMART 000	06/29/2017		Batch	A	991.97	
	1							991.97				
	06/28/2017	475539432	SLATIBET000	Slatinski BethAnne K	BORDERBOXES, INTL FALLS, MN, 56	BORDERBO000	06/29/2017		Batch	A	508.00	
	1							508.00				
	06/20/2017	474606591	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/26/2017		Invoiced	A	924.90	
	1					Beth's C/C00000	06/16/2017	924.90				
	06/19/2017	474488659	SLATIBET000	Slatinski BethAnne K	QUALITY LOGO PRODUCTS, 08663125		06/26/2017		Invoiced	A	336.92	
	1					Beth's C/C00001	06/16/2017	336.92				
	06/19/2017	474488660	SLATIBET000	Slatinski BethAnne K	KMART 9689, INTERNATIONAL, MN,	KMART 000	06/26/2017		Invoiced	A	167.52	
	1					Beth's C/C00002	06/16/2017	167.52				
	06/16/2017	474248389	SLATIBET000	Slatinski BethAnne K	SP * ELEVEN SEVENTY-ON, INTERNA		06/26/2017		Invoiced	A	25.00	
	1					Beth's C/C00001	06/16/2017	25.00				
	06/15/2017	474058500	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/26/2017		Invoiced	A	346.70	
	1					Beth's C/C00000	06/16/2017	346.70				
	06/15/2017	474058501	SLATIBET000	Slatinski BethAnne K	MEETINGS NORTHWEST LLC, 406-273		06/26/2017		Invoiced	A	1,996.00	
	1					Beth's C/C00001	06/16/2017	1,996.00				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648		continued...									
	06/15/2017	474058502	SLATIBET000	Slatinski BethAnne K	BORDERBOXES, INTL FALLS, MN, 56	BORDERBO000	06/26/2017		Invoiced	A	4,087.00
	1					Beth's C/C00003	06/16/2017	4,087.00			
	06/14/2017	473908128	SLATIBET000	Slatinski BethAnne K	KMART 9689, INTERNATIONAL, MN,	KMART 000	06/26/2017		Invoiced	A	510.98
	1					Beth's C/C00002	06/16/2017	510.98			
	06/14/2017	473908129	SLATIBET000	Slatinski BethAnne K	BORDERBOXES, INTL FALLS, MN, 56	BORDERBO000	06/26/2017		Invoiced	A	400.00
	1					Beth's C/C00003	06/16/2017	400.00			
	06/08/2017	473191674	SLATIBET000	Slatinski BethAnne K	KWIK TRIP 24700002477, CLOQUET		06/13/2017		Invoiced	A	20.48
	1					Beth's C/C00001	06/16/2017	20.48			
	06/08/2017	473191675	SLATIBET000	Slatinski BethAnne K	EMBASSY SUITES ST. PAU, ST. PAUL		06/13/2017		Invoiced	A	191.12
	1					Beth's C/C00001	06/16/2017	191.12			
	06/08/2017	473191676	SLATIBET000	Slatinski BethAnne K	EMBASSY SUITES ST. PAU, ST. PAUL		06/13/2017		Invoiced	A	174.98
	1					Beth's C/C00001	06/16/2017	174.98			
	06/07/2017	473052289	SLATIBET000	Slatinski BethAnne K	LUNDS&BYERLYS DTSTPA, ST PAUL,		06/13/2017		Invoiced	A	26.26
	1					Beth's C/C00001	06/16/2017	26.26			
	06/07/2017	473052290	SLATIBET000	Slatinski BethAnne K	APPLEBEES CLOQ19219708, ALBORN,		06/13/2017		Invoiced	A	25.26
	1					Beth's C/C00001	06/16/2017	25.26			
	06/07/2017	473052291	SLATIBET000	Slatinski BethAnne K	HOLIDAY STNSTORE 0403, NORTH BR		06/13/2017		Invoiced	A	24.23
	1					Beth's C/C00001	06/16/2017	24.23			
	06/07/2017	473052292	SLATIBET000	Slatinski BethAnne K	OX CART ROOFTOP, ST. PAUL, MN,		06/13/2017		Invoiced	A	29.83
	1					Beth's C/C00001	06/16/2017	29.83			
	06/05/2017	472738544	SLATIBET000	Slatinski BethAnne K	QUALITY LOGO PRODUCTS, 08663125		06/13/2017		Invoiced	A	5,683.68
	1					Beth's C/C00001	06/16/2017	5,683.68			
	06/05/2017	472738545	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	109.80
	1					Beth's C/C00000	06/16/2017	109.80			
	06/02/2017	472539444	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	154.80
	1					Beth's C/C00000	06/16/2017	154.80			
	06/02/2017	472539445	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	233.41
	1					Beth's C/C00000	06/16/2017	233.41			
	06/02/2017	472539446	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	364.98
	1					Beth's C/C00000	06/16/2017	364.98			
	06/02/2017	472539447	SLATIBET000	Slatinski BethAnne K	HAZELDEN PUBLISHING 2, 06512134		06/13/2017		Invoiced	A	1,510.00
	1					Beth's C/C00001	06/16/2017	1,510.00			
	06/02/2017	472539448	SLATIBET000	Slatinski BethAnne K	CHASE ON THE LAKE, 218-547-7777		06/13/2017		Invoiced	A	138.51
	1					Beth's C/C00001	06/16/2017	138.51			
	06/01/2017	472304898	SLATIBET000	Slatinski BethAnne K	QUALITY LOGO PRODUCTS, 08663125		06/13/2017		Invoiced	A	115.71
	1					Beth's C/C00001	06/16/2017	115.71			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX7648	continued...										
	06/01/2017	472304899	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	06/13/2017		Invoiced	A	50.51
	1				Beth's C/C00000	06/16/2017	50.51				
					35 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>						23,254.36
XXXXXXXXXXXX2314	05/29/2017	471952234	OLSONKAR000	Olson-Line Karla A	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	06/13/2017		Invoiced	A	11.37
	1	Food/Supplies for FACS			Karla's C/C00000	06/10/2017	11.37				
	05/29/2017	471952235	OLSONKAR000	Olson-Line Karla A	SUPER ONE, INTERNATIONAL, MN, 5	SUPER ON000	06/13/2017		Invoiced	A	18.55
	1	Food/Supplies for FACS			Karla's C/C00000	06/10/2017	18.55				
					2 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>						29.92
XXXXXXXXXXXX2355	06/12/2017	473632074	JORGELOR000	Jorgenson Lori Rae	BP#9274168ROSEDALE QPS, ROSEVIL	BP-AMOCO000	06/13/2017		Invoiced	A	50.90
	2	Boys Girls Track State Meet gas			Lori's C/C00000	06/10/2017	50.90				
	06/12/2017	473632075	JORGELOR000	Jorgenson Lori Rae	HOLIDAY STNSTORE 3532, ROSEVILL		06/13/2017		Invoiced	A	50.82
	1	Boys Girls Track State Meet gas			Lori's C/C00001	06/10/2017	50.82				
					2 transaction(s) for XXXXXXXXXXXX2355. Total Amount ==>						101.72
					110 transaction(s). Total Amount ==>						43,270.88

41

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

**International Falls Public Schools
Independent School District #361
1515 11th Street
International Falls, Mn 56649**

Food Service Consulting Agreement

This Food Service Consulting Agreement (the Agreement), is made and entered into by and between Independent School District #361 hereafter called the School Food Authority (SFA), and INAC., inc. (Consulting Company).

This Agreement sets forth the terms and conditions upon which the SFA retains Consulting services to provide food service management recommendations for the SFA's nonprofit Breakfast, Lunch and A la carte programs for students, staff, and guests by securing the services from INAC, inc. for Food Service Director functions.

Food Service Director functions will be rendered by a Registered Licensed Dietitian and School Food Service Manager who work as Consultants to the SFA. The Food Service Directors perform administrative functions managing the food service operation as required through knowledge of the practices, procedures and regulations relating to school food service including standards developed by the USDA Food and Nutrition Service, Minnesota Department of Education and other regulatory agencies.

Food Service Director functions include:

- Administrative compliance with district and regulatory agency standards and rules
- Plans and conducts opening staff meeting
- Analyzes food and labor program cost
- Recommends pricing structure of BKF, Lunch, A la Carte, Catering
- Develops breakfast and lunch menus for school cafeterias
- Prepares Prime Vendor, Milk and Bread Vendor Request for proposals
- Evaluates, selects and recommends Prime Vendor, Commodity, Milk and Bread Vendors
- Estimates and prepares commodity Survey usage projections
- Determines Meals per Labor Hour/productivity and calculates staffing needs
- Coordinates Minnesota Department of Education Review preparation
- Coordinates Minnesota Department of Education Review process
- Conducts Onsite Review/Minnesota Department of Education

Completes equipment specifications prepares equipment RFP

Evaluates, selects and recommends necessary equipment

Prepares and administers annual budget

Maintains records of commodity availability, use and completes appropriate commodity surveys

Prepares claims for reimbursement

Coordinates training and professional development for department staff as outlined in the USDA Professional Standards requirements.

The SFA will prepare and furnish to the Consultants upon request such information as is reasonable and necessary to the performance of the consultant’s work under this Agreement.

The SFA requires the Consultants to be available to begin work with the SFA July 1st, 2017 for a period of one year. The Food Service Directors cost of \$16,000/00 per year must include all expenses, including but not limited to (wage, benefits, mileage, etc.)

The agreed upon rate may increase with the Midwest Consumer Price Index but may not exceed 3% during subsequent years of service.

By mutual agreement, the SFA and Consultant may renew this Agreement for up to two (2) consecutive one year renewal periods.

Either party may terminate this Agreement at any time upon sixty-day written notice.

**International Falls Public Schools
Independent School District #361
1515 11th Street
International Falls, MN 56649**

Superintendent

Kevin Grover


Date

**INAC, inc.
908 8th Street South
Virginia, Minnesota 55792**

Registered Dietitian/CEP

Polly A. Podpeskar, RDN

Date

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266			<h2 style="margin: 0;">Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure</h2>							ED - 02478-02		
INSTRUCTIONS: Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided.														
					District Name: Independent School District 361					District # 361				
										Date: 6/13/2017				
					District Contact for Questions on this Spreadsheet:					E-mail: tholt@isd361.k12.mn.us				
					Name: Tom Holt					Phone #: (218)283 - 2571 ext 185				
		Fiscal Year, Ending June 30th -->		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ESTIMATED EXPENDITURES:														
Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site														
Finance	Category													
347	Physical Hazards													
349	Other Hazardous Materials													
352	Environmental Health & Safety Management													
358	Asbestos Removal and Encapsulation													
363	Fire Safety													
366	Indoor Air Quality													
		Total Health and Safety Capital Projects												
		\$60,400	\$56,937	\$89,655	\$174,704	\$118,538	\$69,800	\$37,351	\$29,800	\$30,500	\$31,955	\$31,000		
Health and Safety, Projects Costing > \$100,000 per Site														
358	Asbestos Removal and Encapsulation													
363	Fire Safety													
366	Indoor Air Quality													
		Total Health and Safety Capital Projects \$100,000 or More												
		\$0	\$0	\$240,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Remodeling for Pre-K instruction approved under M.S. 124D.151														
Finance	Category													
355	Remodeling for Pre-K instruction approved by the commissioner													
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Accessibility														
Finance	Category													
367	Accessibility													
		\$166,915	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$225,000	\$0	\$0		
Deferred Capital Expenditures and Maintenance Projects														
Finance	Category													
368	Building Envelope													
369	Building Hardware and Equipment													
370	Electrical													
379	Interior Surfaces													
380	Mechanical Systems													
381	Plumbing													
382	Professional Services and Salary													
383	Roof Systems													
384	Site Projects													
		Total Deferred Capital Expense and Maintenance												
		\$0	\$287,052	\$110,196	\$265,147	\$321,313	\$370,051	\$402,500	\$410,051	\$184,351	\$407,896	\$408,851		
		Total Annual 10 Year Plan Expenditures												
		\$227,315	\$343,989	\$439,851	\$439,851	\$439,851	\$439,851	\$439,851	\$439,851	\$439,851	\$439,851	\$439,851		

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
361	<= Type in School District Number												
	INTERNATIONAL FALLS SCHOOL DISTRICT												
Calculations for Ten Year Projection			Pay 17	Payable 2017	Current Estimate								
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
1	Type your district number in cell A2 (Minneapolis = 1.2)												
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50												
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33												
4	Look-up data from following tabs												
5	Initial Formula Revenue												
6	Current year APU	55	1,170.40	1,178.04	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)												
6b	Total Adjusted Pupil Units = (6) + (6a)			1,178.04	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50
7	District average building age (uncapped)	402	52.96	52.68	53.68	54.68	55.68	56.68	57.68	58.68	59.68	60.68	61.68
8	Formula allowance		\$ 292.00	\$ 292.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)		403	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)		404	341,757	343,989	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851
11	Added revenue for Eligible H&S Projects > \$100,000 / site												
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess		702	174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)		758	-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)		701	-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)		757	-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue		703	-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site		407	-	-	-	-	-	-	-	-	-	-
19	Total FY 17 revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)		408	161,095	174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712
	Added revenue for Pre-K remodeling (for VPK approvals only)												
20a	Net debt service for bonds approved for Pre-K remodeling		704	-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling		409	-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)		410	518,302	611,434	613,613	615,461	616,816	612,553	613,235	613,603	613,563	439,851

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
361	<= Type in School District Number												
	INTERNATIONAL FALLS SCHOOL DISTRICT												
Calculations for Ten Year Projection			Pay 17	Payable 2017	Current Estimate								
	LLC #	LLC Certification	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	Old Formula revenue												
21	411		-	-	-	-	-	-	-	-	-	-	-
22			-	-	-	-	-	-	-	-	-	-	-
23			-	-	-	-	-	-	-	-	-	-	-
24	765		-	-	-	-	-	-	-	-	-	-	-
25	766		174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	-
26	414		-	-	-	-	-	-	-	-	-	-	-
27	417		-	-	-	-	-	-	-	-	-	-	-
27a	703		-	-	-	-	-	-	-	-	-	-	-
27b	705		-	-	-	-	-	-	-	-	-	-	-
28	422		75,395	74,080	74,080	74,080	74,080	74,080	74,080	74,080	74,080	74,080	74,080
29	423		236,001	249,708	245,664	247,843	249,691	251,045	246,782	247,465	247,832	247,792	74,080
30	424		502,852	518,302	611,434	613,613	615,461	616,816	612,553	613,235	613,603	613,563	439,851
31	425		-	-	-	-	-	-	-	-	-	-	-
32	426		502,852	518,302	611,434	613,613	615,461	616,816	612,553	613,235	613,603	613,563	439,851
46 33	427		-	-	-	-	-	-	-	-	-	-	-
34	428		502,852	518,302	611,434	613,613	615,461	616,816	612,553	613,235	613,603	613,563	439,851
Aid and Levy Shares of Total Revenue													
35		2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
36	31	7,313,465	7,313,465	7,826,627	8,139,692	8,465,280	8,803,891	9,156,047	9,522,288	9,903,180	10,299,307	10,711,279	
37	52	1,189.63	1,189.63	1,191.53	1,189.56	1,178.04	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	1,157.50	
38	430	6,147.68	6,147.68	6,568.54	6,842.62	7,185.88	7,605.94	7,910.18	8,226.58	8,555.65	8,897.87	9,253.79	
39	431	7,373.50	7,373.50	7,701.26	8,060.47	8,410.61	8,747.00	9,097.00	9,461.00	9,839.00	10,233.00	10,642.00	
40	432	9,069.41	9,069.41	9,472.55	9,914.38	10,345.05	10,758.81	11,189.31	11,637.03	12,101.97	12,586.59	13,089.66	
41	433	67.78%	67.78%	69.34%	69.02%	69.46%	70.69%	70.69%	70.69%	70.70%	70.69%	70.70%	
42	434	32.22%	32.22%	30.66%	30.98%	30.54%	29.31%	29.31%	29.31%	29.30%	29.31%	29.30%	
43	429	341,757	343,989	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851	
44	435	110,101	110,817	134,846	136,278	134,322	128,898	128,902	128,907	128,892	128,906	128,896	
45	437	-	-	-	-	-	-	-	-	-	-	-	
46	438	110,101	110,817	134,846	136,278	134,322	128,898	128,902	128,907	128,892	128,906	128,896	
47	441	392,750	407,486	476,589	477,335	481,140	487,917	483,650	484,329	484,710	484,657	310,954	
Debt Service Portion of Revenue (non-grandfather districts)													
49	765+766+703		174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
50	705		-	-	-	-	-	-	-	-	-	-	
51	767		174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
52	442		174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
53	443		56,156	52,603	53,837	53,628	51,860	50,612	50,814	50,916	50,909	-	
54	445		118,158	118,981	119,926	121,983	125,105	122,090	122,571	122,836	122,803	-	
55	446		-	-	-	-	-	-	-	-	-	-	
56	General Fund Portion of Revenue (non-grandfather districts)												

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 6/02/2017										
361	<= Type in School District Number												
	INTERNATIONAL FALLS SCHOOL DISTRICT												
Calculations for Ten Year Projection			Pay 17	Payable 2017 LLC Certification	Current Estimate								
	LLC #	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	
57	Total General Fund Revenue = (34) - (51)	447	343,989	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851	439,851	
58	General Fund Equalized Revenue = (43) - (52)	448	169,675	268,267	266,088	264,240	262,886	267,149	266,466	266,099	266,139	439,851	
59	Total General Fund Aid = (46) - (53)	449	54,661	82,243	82,442	80,694	77,039	78,290	78,093	77,977	77,997	128,896	
60	General Fund Equalized Levy = (58) * (41)	450	115,014	186,024	183,647	183,547	185,847	188,858	188,373	188,122	188,142	310,954	
61	General Fund Unequalized levy = (57) - (58)	451	174,314	171,584	173,762	175,610	176,965	172,702	173,384	173,752	173,712	-	
62	Total General Fund Levy = (60) + (61)	452	289,328	357,608	357,409	359,157	362,812	361,560	361,758	361,874	361,854	310,954	
Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.													



"Building Community to End Poverty"

KOOTASCA Head Start / Building Strong Families

Executive Director
Paul Carlson
218-999-0801

Financial Department
James Glancy
218-748-7338

Director of Education/
Assistant Executive
Director
Maureen Rosato
218-999-0810

Main Office
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Visit us at
www.kootasca.org

TDD: 1-800-627-3529
Access through MN
Relay System

KOOTASCA Community
Action, Inc. is an Equal
Opportunity/Affirmative
Action Employer,
Contractor and Provider

**Independent School District 361 (I-Falls) ECSE and
KOOTASCA Head Start & Early Head Start**

May 1, 2017 - April 30, 2018

I. Purpose Statement

The purpose of this agreement is to define the working relationship of these two agencies in order to provide collaborative services to families with children eligible for Early Childhood Special Education Services and Head Start in compliance with Part B and C of IDEA of the Federal and State laws and regulations.

The intent of this agreement is to:

1. Define which services will be provided by each agency.
2. Ensure that early childhood children eligible for any special education services receive a free and appropriate public education, in a typical early childhood environment.
3. Work with appropriate community agencies to provide services to early childhood children with disabilities and their families.

II. Program Mandates

A. KOOTASCA HEAD START RESPONSIBILITIES

1. To recruit, enroll and serve eligible children ages birth to 5 with no less than 10% of the total number of enrollment opportunities in Head Start available for children with disabilities.
2. To provide health and developmental screening information, if needed, and to share information.
3. To refer children to the District #361 early childhood special education staff for diagnostic evaluation after completing pre-referral interventions.
4. To participate with parents and ECSE to provide services to eligible children in a collaborative manner.
 - i. To provide information of parental rights and inclusion to parents/legal Guardian
 - ii. Reporting to parents/legal Guardians informally and formally throughout the program year
5. To work with ECSE to provide services in a collaborative manner

to ensure that special needs are met in the Least Restrictive Environment.

- i. Implementation of the IFSP/IEP services within two weeks after parental consent.
6. To provide training to Head Start and Early Head Start staff on working with children with special needs and inclusion.
7. To develop an individualized transition plan with parents/ legal Guardian and early childhood special education staff Into/from Infant and Toddler programs, preschool programs and into kindergarten that are:
 - a. Appropriate and provide continuous services
 - b. Transfer records and exchange information
 - c. Offer parent participation in all aspects of the transition
 - d. IFSP - transition plan in place 6 months prior to transition
 - e. IEP – transition plan in place 90 days prior to transition.
8. To provide time for preschool staff meetings and curriculum planning.

III. International Falls ECSE Responsibilities

1. To provide diagnostic testing if pre-referral interventions were not successful.
2. To invite KOOTASCA Head Start staff to meetings involving a Head Start enrolled child.
3. To facilitate IEP/IFSP meetings, periodic, and annual reviews.
4. To initiate written notice and /or verbal notice to arrange IFSP/IEP meetings with parent/legal guardians, Head Start staff, and other person (s) involved with evaluations and assessments based on the convenience and accessibility of parent/legal guardian. ,
5. To work with parents and KOOTASCA Head Start to provide collaborative services for children with special needs.
6. To provide KOOTASCA Head Start with copies of Evaluation Report and IFSP/IEP documents upon receipts of signed Release of Information.
 - i. Evaluations completed within 45 days of receiving referral
 - ii. IFSP/IEP meeting held within 30 days of completed evaluation.
7. To provide consultation to Head Start staff working with children with

special needs.

8. To develop an individualized transition plan with parents/ legal guardian, ECSE and KOOTASCA Head Start staff Into/from Infant Toddler programs, Preschool programs, and into kindergarten that are: .
 - a. Appropriate and provide continuous services
 - b. Transfer records and exchange information
 - c. Offer parent participation in all aspects of the transition
 - d. IFSP - transition plan in place 6 months prior to transition
 - e. IEP – transition plan in place 90 days prior to transition.

KOOTASCA Director of Education/
Assistant Executive Director
Maureen Rosato

Director of Special Education
Reggie Engebritson

_____ Date _____

_____ Date _____

KOOTASCA Executive Director
Paul Carlson

ISD #361 Superintendent
Kevin Grover

_____ Date _____

_____ Date _____

**ISD #361 SCHOOL BOARD SHORT TERM INVESTMENT REPORT
07/19/2017**

The following are the new short term investments as of July 1, 2017:

- \$500,000 at .950% interest yield; Invested 6/14/17; Matures 7/13/17
- \$1,000,000 at 1.020% interest yield; Invested 6/30/2017; Matures 8/01/17

2016 - 2017 INVESTMENT SUMMARY REPORT

As of 6/30/2017

BANK	AMOUNT	TERMS	INVEST DATE	MATURE DATE	INTEREST RATE	<i>Calculated</i>	
						ESTIMATED INTEREST	ACTUAL INTEREST EARNED (06/30/2017)
MN Trust	\$ 1,000,000.00		8/17/2016	10/31/2016	0.54%	\$ 1,110.00	\$ 1,109.60
MN Trust	\$ 1,000,000.00		9/26/2016	10/31/2016	0.60%	\$ 583.33	\$ 575.34
	<u>\$ 2,000,000.00</u>					<u>\$ 1,693.33</u>	<u>\$ 1,684.94</u>
MN Trust	\$ 1,250,000.00	87 days	10/31/2016	1/26/2017	0.660%	\$ 1,966.44	\$ 1,966.44
MN Trust;233059	\$ 247,600.00	365 days	10/27/2016	10/27/2017	0.933%	\$ 2,311.18	\$ 1,559.32
MN Trust; 233060	\$ 248,000.00	365 days	10/27/2016	10/27/2017	0.774%	\$ 1,918.55	\$ 1,295.68
MN Trust; 233061	\$ 248,200.00	365 days	10/27/2016	10/27/2017	0.700%	\$ 1,736.25	\$ 1,172.75
	<u>\$ 743,800.00</u>					<u>\$ 5,965.98</u>	<u>\$ 4,027.74</u>
MN Trust	\$ 500,000.00	28 days	4/3/2017	5/1/2017	0.88%	\$ 337.53	\$ 337.53
MN Trust	\$ 500,000.00	29 days	4/13/2017	5/12/2017	0.92%	\$ 365.48	\$ 365.48
MN Trust	\$ 500,000.00	31 days	5/1/2017	6/1/2017	0.95%	\$ 403.43	\$ 403.43
MN Trust	\$ 500,000.00	33 days	5/12/2017	6/14/2017	0.95%	\$ 429.45	\$ 429.45
MN Trust	\$ 1,000,000.00	29 days	6/1/2017	6/30/2017	0.95%	\$ 754.80	\$ 754.80
MN Trust	\$ 500,000.00	29 days	6/14/2017	7/13/2017	0.95%	\$ 377.41	\$ 211.11
MN Trust	\$ 1,000,000.00	29 days	6/30/2017	8/1/2017	1.02%	\$ 894.25	\$ -
					TOTALS:	<u>\$ 13,188.10</u>	<u>\$ 10,180.93</u>

Description: SBAA Entity 001 Account Activity Report - Student Activity Acct

Account: 20 L 001 74 Football/Cheerleaders Football

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account
				Beginning balance		4,900.87CR		
08/23/2016	Check	2468	Omni Cheer	SUBLIMATED LONG SLEEVE TOP (2-XS, 2-S, 3-M, 3-LG, 2-XLG, 2-XXLG)	699.30	4,201.57CR	L	74
08/23/2016	Check	2468	Omni Cheer	CHASSE PERFORMANCE SUBLIMATED SKIRT (2-XS, 2-S, 3-M, 2-L, 2-XL, 3-XXL)	559.30	3,642.27CR	L	74
08/23/2016	Check	2468	Omni Cheer	CLEAR RAIN JACKET WITH HOOD (2-XS, 2-S, 3-M, 3-L, 2-XL)	95.40	3,546.87CR	L	74
08/23/2016	Check	2468	Omni Cheer	CLEAR RAIN JACKET WITH HOOD (2-XXL)	19.90	3,526.97CR	L	74
08/23/2016	Check	2468	Omni Cheer	COLORED HOLOGRAPHIC MIX POM PURPLE/GOLD	218.90	3,308.07CR	L	74
08/23/2016	Check	2468	Omni Cheer	COSMETIC GLITTER DUST YELLOW GOLD	7.00	3,301.07CR	L	74
08/23/2016	Check	2468	Omni Cheer	MAKEUP BRUSH PACK	19.80	3,281.27CR	L	74
08/23/2016	Check	2468	Omni Cheer	SKIN AND EYE GLUE	14.75	3,266.52CR	L	74
08/23/2016	Check	2468	Omni Cheer	SHIPPING/HANDLING	110.90	3,155.62CR	L	74
08/23/2016	Check	2468	Omni Cheer	COSMETIC GLITTER DUST PURPLE	3.50	3,152.12CR	L	74
08/23/2016	Check	2469	ISD #361	FOOTBALL UNIFORMS/MISC SUPPLIES (SEE ATTACHE)	1,748.75	1,403.37CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	SUBLIMATED LONG SLEEVE TOP (2-XS, 2-S, 3-M, 3-LG, 2-XLG, 2-XXLG)	699.30CR	2,102.67CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	CHASSE PERFORMANCE SUBLIMATED SKIRT (2-XS, 2-S, 3-M, 2-L, 2-XL, 3-XXL)	559.30CR	2,661.97CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	CLEAR RAIN JACKET WITH HOOD (2-XS, 2-S, 3-M, 3-L, 2-XL)	95.40CR	2,757.37CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	CLEAR RAIN JACKET WITH HOOD (2-XXL)	19.90CR	2,777.27CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	COLORED HOLOGRAPHIC MIX POM PURPLE/GOLD	218.90CR	2,996.17CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	COSMETIC GLITTER DUST YELLOW GOLD	7.00CR	3,003.17CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	MAKEUP BRUSH PACK	19.80CR	3,022.97CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	SKIN AND EYE GLUE	14.75CR	3,037.72CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	SHIPPING/HANDLING	110.90CR	3,148.62CR	L	74
08/23/2016	Void Chk	2468	Omni Cheer	COSMETIC GLITTER DUST PURPLE	3.50CR	3,152.12CR	L	74
				Ending balance		3,152.12CR		

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Account: 20 L 001 76 Cheerleader FTB/Cheerleaders

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		0.00	
05/05/2017	Receipt	5107	SBAA REVENUE	FOOTBALL CHEER DONATION	500.00CR	500.00CR	L 76
				Ending balance		500.00CR	

Account: 20 L 001 77 Cheerleader HCK/Cheerleaders Hockey

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail	Account
				Beginning balance		2,342.39CR		
12/01/2016	Check	2495	Omni Cheer	HOCKEY CHEER POM POMS	319.20	2,023.19CR	L 77	
12/01/2016	Check	2496	ISD #361	HOCKEY CHEER POM POMS	319.20	1,703.99CR	L 77	
12/01/2016	Check	2497	Spirit Line	HOCKEY CHEER TATTOOS - PURPLE POWER TEMP TATTOOS	28.80	1,675.19CR	L 77	
12/01/2016	Check	2497	Spirit Line	HOCKEY CHEER TATTOS - PURPLE WE'RE #1 GLITTER TEMP TATTOO	32.20	1,642.99CR	L 77	
12/01/2016	Check	2497	Spirit Line	SHIPPING/HANDLING	12.99	1,630.00CR	L 77	
12/01/2016	Void Chk	2495	Omni Cheer	HOCKEY CHEER POM POMS	319.20CR	1,949.20CR	L 77	
12/02/2016	Receipt	4467	SBAA REVENUE	HOCKEY CHEER FUNDRAISER (MINI-CHEER)	320.00CR	2,269.20CR	L 77	
12/02/2016	Receipt	4467	SBAA REVENUE	HOCKEY CHEER FUNDRAISER (MINI-CHEER)	655.00CR	2,924.20CR	L 77	
12/09/2016	Receipt	4515	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	90.00CR	3,014.20CR	L 77	
12/09/2016	Receipt	4515	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	50.00CR	3,064.20CR	L 77	
12/19/2016	Check	2505	Koerbitz Sara	MINI HOCKEY CHEER REFUND	50.00	3,014.20CR	L 77	
12/19/2016	Check	2506	Schoewe Tawnya	HOCKEY MINI CHEER REFUND	25.00	2,989.20CR	L 77	
12/20/2016	Check	2507	THE SPORTS SHOP	MINI-LEADER SWEATSHIRT	80.00	2,909.20CR	L 77	
12/20/2016	Check	2507	THE SPORTS SHOP	MINI-LEADER SWEATSHIRT	200.00	2,709.20CR	L 77	
12/20/2016	Check	2507	THE SPORTS SHOP	MINI-LEADER SWEATSHIRT	40.00	2,669.20CR	L 77	
12/20/2016	Check	2507	THE SPORTS SHOP	MINI-LEADER SWEATSHIRT	20.00	2,649.20CR	L 77	
12/20/2016	Check	2507	THE SPORTS SHOP	MINI-LEADER SWEATSHIRT	20.00	2,629.20CR	L 77	
12/21/2016	Receipt	4559	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	45.00CR	2,674.20CR	L 77	
12/21/2016	Receipt	4559	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	65.00CR	2,739.20CR	L 77	
01/03/2017	Receipt	4566	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	75.00CR	2,814.20CR	L 77	
01/03/2017	Receipt	4566	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	135.00CR	2,949.20CR	L 77	
01/10/2017	Check	2509	ISD #361-- Student Activity	HOCKEY CHEER REIMBURSEMENT TO DISTRICT (POMS)	181.99	2,767.21CR	L 77	
01/19/2017	Receipt	4601	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	47.00CR	2,814.21CR	L 77	
01/24/2017	Receipt	4627	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	61.00CR	2,875.21CR	L 77	
02/01/2017	Receipt	4660	SBAA REVENUE	Sale of Pom Poms for fundraiser	67.00CR	2,942.21CR	L 77	
02/03/2017	Receipt	4665	SBAA REVENUE	Hockey Cheerleaders Pom Pom Sales	87.00CR	3,029.21CR	L 77	
02/14/2017	Receipt	4686	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	84.00CR	3,113.21CR	L 77	
03/06/2017	Receipt	4708	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	72.00CR	3,185.21CR	L 77	
				Ending balance		3,185.21CR		

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Account: 20 L 001 78 Cheerleader BSK/Cheerleaders Basketball

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		2,034.62CR	
10/28/2016	Check	2487	ISD #361	BASKETBALL CHEER OUTFITS	1,660.26	374.36CR	L 78
01/23/2017	Receipt	4620	SBAA REVENUE	BB CHEER FUNDRAISER	80.00CR	454.36CR	L 78
01/23/2017	Receipt	4620	SBAA REVENUE	BB CHEER FUNDRAISER	580.00CR	1,034.36CR	L 78
				Ending balance		1,034.36CR	

Account: 20 L 001 79

NHS/NHS

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		206.15CR	
10/19/2016	Receipt	4292	SBAA REVENUE	MHS MEMBER DUES	30.00CR	236.15CR	L 79
11/21/2016	Receipt	4404	SBAA REVENUE	NATL HONOR SOCIETY FUNDRAISER	179.00CR	415.15CR	L 79
11/21/2016	Receipt	4404	SBAA REVENUE	NATL HONOR SOCIETY FUNDRAISER	30.00CR	445.15CR	L 79
12/14/2016	Receipt	4524	SBAA REVENUE	NHS - OTHER	15.00CR	460.15CR	L 79
12/14/2016	Receipt	4524	SBAA REVENUE	NHS - OTHER	30.00CR	490.15CR	L 79
04/13/2017	Check	2529	Mn Honor Society	MEMBER PACKET	150.00	340.15CR	L 79
04/13/2017	Check	2529	Mn Honor Society	HONOR CORDS	187.00	153.15CR	L 79
04/13/2017	Check	2529	Mn Honor Society	SHIPPING/HANDLING	5.00	148.15CR	L 79
05/17/2017	Receipt	5184	SBAA REVENUE	NATIONAL HONOR SOCIETY	15.00CR	163.15CR	L 79
				Ending balance		163.15CR	

Account: 20 L 001 80

Prom/Prom

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,015.10CR	
10/12/2016	Check	2481	ISD #361-- Student Activity	PROM FUNDRAISER START-UP CASH-BAKE SALE	50.00	1,965.10CR	L 80
10/14/2016	Receipt	4287	SBAA REVENUE	PROM FUNDRAISER - BAKE SALE	223.16CR	2,188.26CR	L 80
10/31/2016	Receipt	4315	SBAA REVENUE	PROM MOVIE AND BAKE SALE	793.31CR	2,981.57CR	L 80
10/31/2016	Receipt	4315	SBAA REVENUE	PROM MOVIE AND BAKE SALE	30.00CR	3,011.57CR	L 80
10/31/2016	Receipt	4316	SBAA REVENUE	PROM MOVIE AND BAKE SALE	49.62CR	3,061.19CR	L 80
10/31/2016	Receipt	4317	SBAA REVENUE	PROM BAKE SALE	349.19CR	3,410.38CR	L 80
10/31/2016	Receipt	4317	SBAA REVENUE	PROM BAKE SALE	30.00CR	3,440.38CR	L 80
11/03/2016	Receipt	4342	SBAA REVENUE	PROM DONATIONS	415.00CR	3,855.38CR	L 80
11/07/2016	Receipt	4346	SBAA REVENUE	Donations from Grocery Bagging	582.29CR	4,437.67CR	L 80
11/07/2016	Receipt	4346	SBAA REVENUE	Donations from Grocery Bagging	5.00CR	4,442.67CR	L 80
11/10/2016	JE	000004939		Correct Prom RCT overstated by \$1	1.00	4,441.67CR	L 80
11/18/2016	Receipt	4394	SBAA REVENUE	PROM DONATIONS	700.00CR	5,141.67CR	L 80
11/21/2016	Check	2490	THE JOURNAL	PROM ADVERTISEMENT	99.00	5,042.67CR	L 80
12/08/2016	Check	2500	ISD #361-- Student Activity	PROM PRIZES (SEE ATTACHED PRINT OUT)	1,038.03	4,004.64CR	L 80
12/09/2016	Check	2502	KMART	PROM GIFT CARDS	50.00	3,954.64CR	L 80
12/09/2016	Receipt	4514	SBAA REVENUE	PROM DONATIONS	50.00CR	4,004.64CR	L 80
12/09/2016	Receipt	4514	SBAA REVENUE	PROM DONATIONS	200.00CR	4,204.64CR	L 80
12/16/2016	Receipt	4539	SBAA REVENUE	Bake Sale (2 days) 12/14 & 12/15	108.00CR	4,312.64CR	L 80
12/16/2016	Receipt	4539	SBAA REVENUE	Bake Sale (2 days) 12/14 & 12/15	22.00CR	4,334.64CR	L 80
12/20/2016	Receipt	4553	SBAA REVENUE	PROM FUND RAISER (CHRISTMAS MOVIE WITH SANTA)	15.00CR	4,349.64CR	L 80
12/20/2016	Receipt	4553	SBAA REVENUE	PROM FUND RAISER (CHRISTMAS MOVIE WITH SANTA)	531.63CR	4,881.27CR	L 80
12/21/2016	Receipt	4560	SBAA REVENUE	PROM DONATION	50.00CR	4,931.27CR	L 80
01/06/2017	Receipt	4573	SBAA REVENUE	Donation to Elks for Workers	24.00CR	4,955.27CR	L 80
01/10/2017	Check	2510	ISD #361-- Student Activity	REIMBURSEMENT TO DISTRICT FROM PROM (PRIZES)	167.20	4,788.07CR	L 80
01/10/2017	Receipt	4580	SBAA REVENUE	PROM FUND RAISER	78.00CR	4,866.07CR	L 80
01/25/2017	Check	2515	11-71	Gift Certificate	25.00	4,841.07CR	L 80
01/25/2017	Check	2516	KMART	Visa Gift Card	27.00	4,814.07CR	L 80
01/26/2017	Receipt	4650	SBAA REVENUE	PROM FUNDRAISER	450.00CR	5,264.07CR	L 80
01/26/2017	Void Chk	2502	KMART	PROM GIFT CARDS	50.00CR	5,314.07CR	L 80
02/10/2017	Check	2518	THE JOURNAL	ADS FOR FUNDRAISERS	110.50	5,203.57CR	L 80
02/10/2017	Check	2519	ISD #361-- Student Activity	POST PROM ENTERTAINMENT (FUN JUMPS) 1/2	2,412.50	2,791.07CR	L 80
02/10/2017	Receipt	4677	SBAA REVENUE	PROM DONATION	25.00CR	2,816.07CR	L 80
02/22/2017	Receipt	4700	SBAA REVENUE	Rotary Donation	500.00CR	3,316.07CR	L 80
02/23/2017	Receipt	4701	SBAA REVENUE	VFW Donation	100.00CR	3,416.07CR	L 80
02/23/2017	Receipt	4701	SBAA REVENUE	5K Run Registration	15.00CR	3,431.07CR	L 80

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Account: 20 L 001 80

Prom/Prom

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail	Account
03/02/2017	Check	2520	ANDERSON'S	GOLIGHTLY BALLROOM ENTRANCE KIT	176.00	3,255.07CR	L 80	
03/02/2017	Check	2520	ANDERSON'S	BIG BAND MURAL	11.16	3,243.91CR	L 80	
03/02/2017	Check	2520	ANDERSON'S	PIANO MAN AND DRUMMER MURAL	30.42	3,213.49CR	L 80	
03/02/2017	Check	2520	ANDERSON'S	METALLIC GOLD FLOWER TISSUE BALL	59.70	3,153.79CR	L 80	
03/02/2017	Check	2520	ANDERSON'S	ROYAL COUPLE SET	56.99	3,096.80CR	L 80	
03/02/2017	Check	2520	ANDERSON'S	WALTZ WITH ME DANCERS KIT (SET OF 2)	59.99	3,036.81CR	L 80	
03/02/2017	Check	2520	ANDERSON'S	CHAIR SASHES (10 BLACK, 10 GOLD)	44.97	2,991.84CR	L 80	
03/02/2017	Check	2520	ANDERSON'S	SHIPPING/HANDLING	50.00	2,941.84CR	L 80	
03/10/2017	Receipt	4718	SBAA REVENUE	13 Prom Tickets Sold	325.00CR	3,266.84CR	L 80	
03/10/2017	Receipt	4718	SBAA REVENUE	2 Prom Tickets Sold	50.00CR	3,316.84CR	L 80	
03/14/2017	Check	2524	ISD #361-- Student Activity	POST PROM ENTERTAINMENT-HYPNOTIST (\$600 DEP)	600.00	2,716.84CR	L 80	
03/14/2017	Void Chk	2524	ISD #361-- Student Activity	POST PROM ENTERTAINMENT-HYPNOTIST (\$600 DEP)	600.00CR	3,316.84CR	L 80	
03/21/2017	Receipt	4770	SBAA REVENUE	PROM FUNDRAISER - LEPRECHAUN LEAP	105.00CR	3,421.84CR	L 80	
03/21/2017	Receipt	4770	SBAA REVENUE	PROM FUNDRAISER - LEPRECHAUN LEAP	115.00CR	3,536.84CR	L 80	
03/23/2017	Receipt	4791	SBAA REVENUE	PROM DONATION (KERRY PARK HOCKEY TOURNMENT)	1,000.00CR	4,536.84CR	L 80	
04/03/2017	Check	2526	ANDERSON'S	CHAIR SASHES (10 PER PACK) - GOLD	14.99	4,521.85CR	L 80	
04/03/2017	Check	2526	ANDERSON'S	CHAIR SASHES (10 PER PACK) - WHITE	14.99	4,506.86CR	L 80	
04/03/2017	Check	2526	ANDERSON'S	CHAIR SASHES (10 PER PACK) - BLACK	14.99	4,491.87CR	L 80	
04/03/2017	Check	2526	ANDERSON'S	RIBBON BEADED TWIST	29.95	4,461.92CR	L 80	
04/03/2017	Check	2526	ANDERSON'S	BLACK GOSSAMER 60" x 100 YARDS	219.98	4,241.94CR	L 80	
04/03/2017	Check	2526	ANDERSON'S	WHITE GOSSAMER 60" x 100 YARDS	86.49	4,155.45CR	L 80	
04/03/2017	Check	2526	ANDERSON'S	SHIPPING/HANDLING	59.99	4,095.46CR	L 80	
04/06/2017	Check	2527	ISD #361-- Student Activity	POST PROM ENTERTAINMENT (FUN JUMPS) 1/2	2,412.50	1,682.96CR	L 80	
04/06/2017	Receipt	4968	SBAA REVENUE	PROM DONATION (ROBERT AND KIMBERLY TUPPER)	75.00CR	1,757.96CR	L 80	
04/06/2017	Receipt	4974	SBAA REVENUE	PROM DONATIONS	200.00CR	1,957.96CR	L 80	
04/10/2017	Receipt	4984	SBAA REVENUE	PROM GRAND MARCH RECEIPTS	2,818.75CR	4,776.71CR	L 80	
04/10/2017	Receipt	4984	SBAA REVENUE	PROM GRAND MARCH RECEIPTS	72.00CR	4,848.71CR	L 80	
04/18/2017	Check	2530	Nault Mandy	Gift Cards to Tim Hortons	40.00	4,808.71CR	L 80	
04/18/2017	Check	2531	SUPER ONE	Refreshments for Leprechaun Race	35.91	4,772.80CR	L 80	
04/18/2017	Receipt	5003	SBAA REVENUE	PROM DONATION (NORTH STAR ELECTRIC)	75.00CR	4,847.80CR	L 80	
04/19/2017	Check	2532	ISD #361-- Student Activity	2017 PROM DJ	600.00	4,247.80CR	L 80	
05/08/2017	Check	2540	Fun Express, LLC	GOLD METALLIC 11" LATEX BALLOONS	16.99	4,230.81CR	L 80	
05/08/2017	Check	2540	Fun Express, LLC	GREEN METALLIC 11" LATEX BALLOONS	16.99	4,213.82CR	L 80	
05/08/2017	Check	2540	Fun Express, LLC	PLASTIC BLACK LARGE FRINGE DOOR CURTAIN	43.41	4,170.41CR	L 80	
05/08/2017	Check	2540	Fun Express, LLC	ST PATRICK'S DAY BEADED NECKLACE	28.99	4,141.42CR	L 80	

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Account: 20 L 001 80 Prom/Prom

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Re#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				ASSORTMENT			
05/08/2017	Check	2540	Fun Express, LLC	SHIPPING/HANDLING	19.95	4,121.47CR	L 80
05/11/2017	Check	2541	THE JOURNAL	PROM GRAND MARCH ADVERTISEMENT	88.40	4,033.07CR	L 80
05/30/2017	Check	2542	SUPER ONE	PROM/POST-PROM SUPPLIES	396.51	3,636.56CR	L 80
05/31/2017	Check	2543	ISD #361-- Student Activity	PROM SUPPLIES	64.84	3,571.72CR	L 80
06/06/2017	Receipt	5306	SBAA REVENUE	Return money booth money left over from post prom	159.00CR	3,730.72CR	L 80
				Ending balance		3,730.72CR	

Account: 20 L 001 82 Student Council/Student Council

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		8,930.71CR	
08/02/2016	Receipt	3954	SBAA REVENUE	STUDENT COUNCIL REGISTRATION FEES	245.00CR	9,175.71CR	L 82
08/03/2016	Check	2464	ESC SYSTEMS	2 PEAVEY PVX-15 SPEAKERS W/ 50 FT SPEAKERS	250.00	8,925.71CR	L 82
08/10/2016	Receipt	3960	SBAA REVENUE	STU CO CONFERENCE REGISTRATION FEES	72.00CR	8,997.71CR	L 82
08/10/2016	Receipt	3961	SBAA REVENUE	STU CO CONFERENCE REGISTRATION FEE	1.00CR	8,998.71CR	L 82
08/17/2016	Check	2465	ISD #361	C-LINE TWO-POCKET HEAVYWEIGHT PORTFOLIO	59.96	8,938.75CR	L 82
08/22/2016	Check	2467	TRIARCO ARTS & CRAFTS INC	PURPLE GLITTER	6.15	8,932.60CR	L 82
08/22/2016	Check	2467	TRIARCO ARTS & CRAFTS INC	SILVER GLITTER	6.15	8,926.45CR	L 82
08/22/2016	Check	2467	TRIARCO ARTS & CRAFTS INC	GOLD GLITTER	6.15	8,920.30CR	L 82
08/22/2016	Check	2467	TRIARCO ARTS & CRAFTS INC	FOAM BRUSHES	16.31	8,903.99CR	L 82
08/22/2016	Check	2467	TRIARCO ARTS & CRAFTS INC	KING SIZE SHARPIES	17.16	8,886.83CR	L 82
08/22/2016	Check	2467	TRIARCO ARTS & CRAFTS INC	POSTER BOARD	45.57	8,841.26CR	L 82
08/30/2016	Check	2470	MOONLIGHT ENGRAVING (DBA) Ji	STU CO ENGRAVING - 1 SHINY STAINLESS STEEL	5.50	8,835.76CR	L 82
09/07/2016	Receipt	4166	SBAA REVENUE	STUDENT COUNCIL FUND RAISER - LOCKERWORKS	320.00CR	9,155.76CR	L 82
09/07/2016	Receipt	4166	SBAA REVENUE	STUDENT COUNCIL FUND RAISER - LOCKERWORKS	220.00CR	9,375.76CR	L 82
09/12/2016	Receipt	4179	SBAA REVENUE	STU CO T-SHIRT ORDER	350.00CR	9,725.76CR	L 82
09/12/2016	Receipt	4179	SBAA REVENUE	STU DO T-SHIRT ORDER	565.00CR	10,290.76CR	L 82
09/13/2016	Receipt	4186	SBAA REVENUE	STUDENT COUNCIL LOCKERWORKS PURCHASES	145.00CR	10,435.76CR	L 82
09/13/2016	Receipt	4186	SBAA REVENUE	STUDENT COUNCIL LOCKERWORKS PURCHASES	40.00CR	10,475.76CR	L 82
09/15/2016	Check	2471	ISD #361-- Student Activity	STUDENT COUNCIL HOMECOMING DJ	400.00	10,075.76CR	L 82
09/15/2016	Check	2471	ISD #361-- Student Activity	STUDENT COUNCIL HOMECOMING DJ SET UP/TAKE DOW	100.00	9,975.76CR	L 82
09/15/2016	Check	2472	UNIQUE PHOTOWORKS	STUDENT COUNCIL HOMECOMING TICKETS	100.00	9,875.76CR	L 82
09/15/2016	Check	2472	UNIQUE PHOTOWORKS	STUDENT COUNCIL HOMECOMING TICKETS SET UP FEE	15.00	9,860.76CR	L 82
09/15/2016	Check	2473	Lockerworks	BLACK HANGING ORGANIZER	70.00	9,790.76CR	L 82
09/15/2016	Check	2473	Lockerworks	BLUE HANGING ORGANIZER	70.00	9,720.76CR	L 82
09/15/2016	Check	2473	Lockerworks	FUCHSIA HANGING ORGANIZER	70.00	9,650.76CR	L 82
09/15/2016	Check	2473	Lockerworks	PURPLE HANGING ORGANIZER	70.00	9,580.76CR	L 82
09/15/2016	Check	2473	Lockerworks	ORANGE HANGING ORGANIZER	70.00	9,510.76CR	L 82
09/15/2016	Check	2473	Lockerworks	GREEN HANGING ORGANIZER	70.00	9,440.76CR	L 82
09/15/2016	Check	2474	SUPER ONE	BLANKET PO FOR MISC SUPPLIES-HOMECOMING PANCAKE FEED AND PEPFEST SUPPLIES	113.81	9,326.95CR	L 82
09/22/2016	Check	2475	ANDERSON'S	MARINKA TIARA SET	59.99	9,266.96CR	L 82
09/22/2016	Check	2475	ANDERSON'S	HOLLYWOOD PROP KIT	29.99	9,236.97CR	L 82
09/22/2016	Check	2475	ANDERSON'S	PURPLE/GOLD BAND CROWN	33.99	9,202.98CR	L 82
09/22/2016	Check	2475	ANDERSON'S	GOLD/SILVER BAND CROWN	33.99	9,168.99CR	L 82

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Account: 20 L 001 82 Student Council/Student Council

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail	Account
09/22/2016	Check	2475	ANDERSON'S	BLACK/GOLD BAND CROWN	33.99	9,135.00CR	L	82
09/22/2016	Check	2475	ANDERSON'S	WHITE/GOLD BAND CROWN	33.99	9,101.01CR	L	82
09/22/2016	Check	2475	ANDERSON'S	SHIPPING/HANDLING	42.99	9,058.02CR	L	82
09/22/2016	Receipt	4233	SBAA REVENUE	STUCO FUNDRAISER (LOCKER ORGANIZERS)=\$40 CLOTHING SALES=\$25 DANCE TICKETS=\$740	690.00CR	9,748.02CR	L	82
09/22/2016	Receipt	4233	SBAA REVENUE	STUCO FUNDRAISER	115.00CR	9,863.02CR	L	82
09/23/2016	Receipt	4238	SBAA REVENUE	STU CO FUND RAISING - DANCE TICKETS/CLOTHING	151.00CR	10,014.02CR	L	82
09/23/2016	Receipt	4238	SBAA REVENUE	STU CO FUND RAISING - DANCE TICKETS/CLOTHING	20.00CR	10,034.02CR	L	82
09/26/2016	Receipt	4240	SBAA REVENUE	STUDENT COUNCIL FUND RAISER - DANCE TICKETS	45.00CR	10,079.02CR	L	82
09/26/2016	Receipt	4240	SBAA REVENUE	STUDENT COUNCIL FUND RAISER - DANCE TICKETS	110.00CR	10,189.02CR	L	82
09/27/2016	Receipt	4250	SBAA REVENUE	STUDENT COUNCIL FUNDRAISER (DANCE TICKETS)	180.00CR	10,369.02CR	L	82
09/27/2016	Receipt	4250	SBAA REVENUE	STUDENT COUNCIL LOCKER ORGANIZERS	80.00CR	10,449.02CR	L	82
09/28/2016	Check	2476	Fun Express, LLC	STUDENT COUNCIL BLANKET PO	95.94	10,353.08CR	L	82
09/28/2016	Check	2477	MENARDS	BLANKET PO FOR MISC SUPPLIES	166.99	10,186.09CR	L	82
09/28/2016	Receipt	4251	SBAA REVENUE	STUDENT COUNCIL FUNDRAISING: CLOTHING SALES=\$2 / DANCE TICKETS=275	237.00CR	10,423.09CR	L	82
09/28/2016	Receipt	4251	SBAA REVENUE	STUDENT COUNCIL FUNDRAISING	40.00CR	10,463.09CR	L	82
09/29/2016	Receipt	4253	SBAA REVENUE	STU CO FUNDRAISING: LOCKER ORG=\$20/DANCE TICKETS=\$326/CLOTHING SALES=\$25	241.00CR	10,704.09CR	L	82
09/29/2016	Receipt	4253	SBAA REVENUE	STU CO FUNDRAISING	130.00CR	10,834.09CR	L	82
09/30/2016	Receipt	4254	SBAA REVENUE	STU CO FUNDRAISER: CLOTHING SALES=\$20/DANCE TICKETS=\$277	20.00CR	10,854.09CR	L	82
09/30/2016	Receipt	4254	SBAA REVENUE	STU CO FUNDRAISER	277.00CR	11,131.09CR	L	82
10/04/2016	Receipt	4258	SBAA REVENUE	STU CO FUND RAISER	566.00CR	11,697.09CR	L	82
10/04/2016	Receipt	4258	SBAA REVENUE	STU CO FUND RAISER	20.00CR	11,717.09CR	L	82
10/06/2016	Check	2478	SUPER ONE	BLANKET PO FOR MISC SUPPLIES	8.45	11,708.64CR	L	82
10/06/2016	Check	2479	Lockerworks	STUDENT COUNCIL LOCKERWORKS-BLACK	42.00	11,666.64CR	L	82
10/06/2016	Check	2479	Lockerworks	STUDENT COUNCIL LOCKERWORKS-BLUE	14.00	11,652.64CR	L	82
10/06/2016	Check	2479	Lockerworks	STUDENT COUNCIL LOCKERWORKS-FUCHSIA	28.00	11,624.64CR	L	82
10/06/2016	Check	2479	Lockerworks	STUDENT COUNCIL LOCKERWORKS-PURPLE	112.00	11,512.64CR	L	82
10/06/2016	Check	2479	Lockerworks	STUDENT COUNCIL LOCKERWORKS-GREEN	14.00	11,498.64CR	L	82
10/07/2016	Check	2480	CRANDALLS SEPTIC PUMPING	PORT-O-POTTY'S FOR STU CO BON FIRE	190.00	11,308.64CR	L	82
10/17/2016	Check	2482	ANDERSON'S	CUSTOM BUSSONS 2-1/4 I'M A BRONCO SENIOR PURPLE W/ YELLOW/GOLD IMPRINT FONT: SAME	69.00	11,239.64CR	L	82

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Account: 20 L 001 82 Student Council/Student Council

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				AS ORDER #6003680			
10/17/2016	Check	2482	ANDERSON'S	SHIPPING/HANDLING	19.99	11,219.65CR	L 82
10/18/2016	Receipt	4291	SBAA REVENUE	DONATION TO STU CO FROM CITY OF I.FALLS	200.00CR	11,419.65CR	L 82
10/19/2016	Check	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-BLACK	42.00	11,377.65CR	L 82
10/19/2016	Check	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-BLUE	14.00	11,363.65CR	L 82
10/19/2016	Check	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-FUCHSIA	28.00	11,335.65CR	L 82
10/19/2016	Check	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-PURPLE	112.00	11,223.65CR	L 82
10/19/2016	Check	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-GREEN	14.00	11,209.65CR	L 82
10/24/2016	Check	2484	BIGWOOD EVENT CNTR/WESTERN	STU CO HOTEL/FOOD FALL LEADERSHIP FORUM MASC	539.20	10,670.45CR	L 82
10/24/2016	Check	2485	MASC/MAHS	STU CO FALL LEADERSHIP FORUM FOR MASC/MAHS	950.00	9,720.45CR	L 82
10/24/2016	Receipt	4295	SBAA REVENUE	STUDENT COUNCIL CLOTHING SALES/OTHER	90.00CR	9,810.45CR	L 82
10/24/2016	Receipt	4295	SBAA REVENUE	STUDENT COUNCIL CLOTHING SALES/OTHER	250.00CR	10,060.45CR	L 82
10/26/2016	Check	2486	SUPER ONE	BLANKET PO FOR MISC SUPPLIES	11.55	10,048.90CR	L 82
10/26/2016	Receipt	4302	SBAA REVENUE	STU CO FEES FOR CONFERENCE	150.00CR	10,198.90CR	L 82
10/28/2016	Receipt	4307	SBAA REVENUE	STU CO CONFERENCE FEE	50.00CR	10,248.90CR	L 82
11/03/2016	Receipt	4341	SBAA REVENUE	STU CO CLOTHING SALES/WKSHF FEES	152.00CR	10,400.90CR	L 82
11/03/2016	Receipt	4341	SBAA REVENUE	STU CO CLOTHING SALES/WKSHF FEES	30.00CR	10,430.90CR	L 82
11/17/2016	Receipt	4385	SBAA REVENUE	STUDENT COUNCIL PIE FUNDRAISER	2,847.00CR	13,277.90CR	L 82
11/21/2016	Check	2488	Village Inn	STUDENT COUNCIL PIE FUNDRAISER	2,106.00	11,171.90CR	L 82
11/21/2016	Check	2489	Epic Threads	STUDENT COUNCIL SHIRTS FOR 2016-2017	1,090.00	10,081.90CR	L 82
11/21/2016	Receipt	4401	SBAA REVENUE	STUDENT COUNCIL CONFERENCE FEES	73.56CR	10,155.46CR	L 82
11/21/2016	Receipt	4402	SBAA REVENUE	STUDENT COUNCIL FUNDRAISER/CLOTHING SALES/CONFERENCE FEES	72.00CR	10,227.46CR	L 82
11/21/2016	Receipt	4402	SBAA REVENUE	STUDENT COUNCIL FUNDRAISER/CLOTHING SALES/CONFERENCE FEES	50.00CR	10,277.46CR	L 82
11/21/2016	Receipt	4406	SBAA REVENUE	STUDENT COUNCIL FUNDRAISER: PIE SALES	104.00CR	10,381.46CR	L 82
11/23/2016	Receipt	4419	SBAA REVENUE	STUDENT COUNCIL PIE FUNDRAISER	104.00CR	10,485.46CR	L 82
11/29/2016	Check	2491	COCA COLA	STU CO BLANKET PO (CONCESSION STAND BEVERAGES)	1,048.50	9,436.96CR	L 82
11/29/2016	Check	2492	NED	STUDENT COUNCIL LUNCH @ NED MEETING	72.00	9,364.96CR	L 82
11/29/2016	Receipt	4433	SBAA REVENUE	STUDENT COUNCIL PIE FUND RAISER	13.00CR	9,377.96CR	L 82
11/30/2016	Check	2493	BATTALION DISTRIBUTING LLC	STU CO BLANKET PO (CONCESSION STAND FOOD)	342.95	9,035.01CR	L 82
12/01/2016	Check	2494	SUPER ONE	BLANKET PO FOR MISC SUPPLIES	34.56	9,000.45CR	L 82
12/07/2016	Check	2498	BATTALION DISTRIBUTING LLC	STU CO BLANKET PO (CONCESSION STAND FOOD)	140.70	8,859.75CR	L 82
12/08/2016	Check	2499	ISD #361-- Student Activity	PYLE PRO WIRELESS MICRO PHONE	249.99	8,609.76CR	L 82
12/08/2016	Check	2499	ISD #361-- Student Activity	SHIPPING/HANDLING	39.38	8,570.38CR	L 82
12/09/2016	Check	2501	NED	STUDENT COUNCIL NED DUES	50.00	8,520.38CR	L 82

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Account: 20 L 001 82 Student Council/Student Council

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
12/14/2016	Receipt	4526	SBAA REVENUE	STU CO BB CONCESSIONS	458.95CR	8,979.33CR	L 82
12/19/2016	Check	2503	SUPER ONE	BLANKET PO FOR MISC SUPPLIES	13.85	8,965.48CR	L 82
12/19/2016	Check	2504	BATTALION DISTRIBUTING LLC	STU CO BLANKET PO (CONCESSION STAND FOOD)	77.30	8,888.18CR	L 82
12/19/2016	Receipt	4542	SBAA REVENUE	STU CO FUND RAISER	20.00CR	8,908.18CR	L 82
12/19/2016	Receipt	4542	SBAA REVENUE	STU CO FUND RAISER	6.00CR	8,914.18CR	L 82
12/20/2016	Check	2508	Epic Threads	STU CO T-SHIRTS FOR FUNDRAISER (S/M/L/XL)	1,012.50	7,901.68CR	L 82
12/20/2016	Check	2508	Epic Threads	STU CO T-SHIRTS FOR FUNDRAISER (2XL)	47.50	7,854.18CR	L 82
12/20/2016	Receipt	4554	SBAA REVENUE	STU COUNCIL BB CONCESSION SALES	538.95CR	8,393.13CR	L 82
12/20/2016	Receipt	4555	SBAA REVENUE	STUDENT COUNCIL BB CONCESSION SALES	527.35CR	8,920.48CR	L 82
12/20/2016	Receipt	4556	SBAA REVENUE	STU CO BORROWED \$50 TO PROM START-UP BOX	50.00CR	8,970.48CR	L 82
12/20/2016	Receipt	4557	SBAA REVENUE	STU CO BB CONCESSION SALES	520.80CR	9,491.28CR	L 82
01/09/2017	Receipt	4577	SBAA REVENUE	STUDENT COUNCIL BASKETBALL CONCESSIONS	476.40CR	9,967.68CR	L 82
01/09/2017	Receipt	4578	SBAA REVENUE	HOCKEY CHEER FUNDRAISER	56.00CR	10,023.68CR	L 82
01/10/2017	Check	2510	ISD #361-- Student Activity	REIMBURSE DISTRICT STU CO (POPCORN/LIGHTS)	316.70	9,706.98CR	L 82
01/10/2017	Receipt	4579	SBAA REVENUE	STUDENT COUNCIL BB CONCESSIONS	414.00CR	10,120.98CR	L 82
01/19/2017	Receipt	4600	SBAA REVENUE	STU CO BB CONCESSIONS	362.75CR	10,483.73CR	L 82
01/19/2017	Receipt	4602	SBAA REVENUE	STU CO BB CONCESSIONS	344.15CR	10,827.88CR	L 82
01/19/2017	Receipt	4602	SBAA REVENUE	STU CO BB CONCESSIONS	10.00CR	10,837.88CR	L 82
01/24/2017	Check	2511	BATTALION DISTRIBUTING LLC	STU CO BLANKET PO (CONCESSION STAND FOOD)	191.00	10,646.88CR	L 82
01/24/2017	Check	2512	COCA COLA	STU CO BLANKET PO	60.00	10,586.88CR	L 82
01/24/2017	Check	2513	SUPER ONE	BLANKET PO FOR MISC SUPPLIES	7.47	10,579.41CR	L 82
01/24/2017	Check	2514	BATTALION DISTRIBUTING LLC	STU CO BLANKET PO (CONCESSION STAND FOOD)	85.85	10,493.56CR	L 82
01/24/2017	Receipt	4639	SBAA REVENUE	STU CO FUNDRAISER	30.00CR	10,523.56CR	L 82
01/24/2017	Receipt	4639	SBAA REVENUE	STU CO FUNDRAISER	10.00CR	10,533.56CR	L 82
01/24/2017	Receipt	4640	SBAA REVENUE	STU CO BB CONCESSIONS	437.50CR	10,971.06CR	L 82
01/24/2017	Receipt	4641	SBAA REVENUE	STU CO BB CONCESSIONS	439.35CR	11,410.41CR	L 82
01/30/2017	Check	2517	DOMINO'S PIZZA	STUDENT COUNCIL BB CONCESSIONS	427.39	10,983.02CR	L 82
01/30/2017	Receipt	4659	SBAA REVENUE	STUDENT COUNCIL BB CONCESSIONS/CLOTHING	457.50CR	11,440.52CR	L 82
02/03/2017	Receipt	4664	SBAA REVENUE	PROM FUND RAISER (ROSES)	50.00CR	11,490.52CR	L 82
02/13/2017	Receipt	4681	SBAA REVENUE	STUDENT COUNCIL FUNDRAISER (ROSES)	45.00CR	11,535.52CR	L 82
02/13/2017	Receipt	4681	SBAA REVENUE	STUDENT COUNCIL FUNDRAISER (ROSES)	10.00CR	11,545.52CR	L 82
02/13/2017	Receipt	4682	SBAA REVENUE	STUDENT COUNCIL DANCE	361.00CR	11,906.52CR	L 82
02/13/2017	Receipt	4682	SBAA REVENUE	STUDENT COUNCIL DANCE	10.00CR	11,916.52CR	L 82
02/13/2017	Receipt	4683	SBAA REVENUE	STUDENT COUNCIL FUNDRAISER (ROSES)	159.00CR	12,075.52CR	L 82
02/13/2017	Receipt	4683	SBAA REVENUE	STUDENT COUNCIL FUNDRAISER (ROSES)	40.00CR	12,115.52CR	L 82
03/03/2017	Void Chk	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-BLACK	42.00CR	12,157.52CR	L 82
03/03/2017	Void Chk	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-BLUE	14.00CR	12,171.52CR	L 82
03/03/2017	Void Chk	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-FUCHSIA	28.00CR	12,199.52CR	L 82

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Account: 20 L 001 82 Student Council/Student Council

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
03/03/2017	Void Chk	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-PURPLE	112.00CR	12,311.52CR	L 82
03/03/2017	Void Chk	2483	Lockerworks	STUDENT COUNCIL LOCKERWORKS-GREEN	14.00CR	12,325.52CR	L 82
03/07/2017	Check	2521	MASC/MAHS	REGISTRATION FEE FOR MASC STATE CONVENTION	845.00	11,480.52CR	L 82
03/07/2017	Check	2522	Make A Wish Foundation Masc	STU CO DONATION FOR STATE PROJECT	1,500.00	9,980.52CR	L 82
03/07/2017	Check	2523	NED	NED MEETING - LUNCH FOR 9 STUDENTS	72.00	9,908.52CR	L 82
03/07/2017	Receipt	4710	SBAA REVENUE	MASC CONVENTION	40.00CR	9,948.52CR	L 82
03/07/2017	Receipt	4710	SBAA REVENUE	MASC CONVENTION	240.00CR	10,188.52CR	L 82
03/07/2017	Receipt	4711	SBAA REVENUE	MASC CONVENTION	70.00CR	10,258.52CR	L 82
03/07/2017	Receipt	4712	SBAA REVENUE	STU CO LEPRECHAUN LEAP	50.00CR	10,308.52CR	L 82
03/07/2017	Receipt	4712	SBAA REVENUE	STU CO LEPRECHAUN LEAP	80.00CR	10,388.52CR	L 82
03/13/2017	Receipt	4736	SBAA REVENUE	STUDENT COUNCIL CLOTHING SALES	34.00CR	10,422.52CR	L 82
03/14/2017	Check	2525	ISD #361-- Student Activity	STU CO PEP FEST ENTERTAINMENT (HYPNOTIST)	600.00	9,822.52CR	L 82
03/20/2017	Receipt	4750	SBAA REVENUE	STU CO ICE CREAM FUND RAISER	160.45CR	9,982.97CR	L 82
04/07/2017	Check	2528	SUPER ONE	BLANKET PO FOR MISC SUPPLIES	56.30	9,926.67CR	L 82
04/19/2017	Check	2533	VOYAGEUR CHARTER COACH	STUDENT COUNCIL BUS TO MASC CONVENTION	508.00	9,418.67CR	L 82
04/21/2017	Check	2534	NED	STUDENT COUNCIL T-SHIRTS FOR STATE	135.00	9,283.67CR	L 82
04/21/2017	Receipt	5014	SBAA REVENUE	STUDENT COUNCIL DONATION	13.00CR	9,296.67CR	L 82
04/25/2017	Check	2535	Fun Express, LLC	GLOW NECKLACES	95.94	9,200.73CR	L 82
04/25/2017	Check	2535	Fun Express, LLC	SHIPPING/HANDLING	9.95	9,190.78CR	L 82
04/25/2017	Check	2536	ISD #361-- Student Activity	HYPNOTIST FOR PEP FEST - BALANCE DUE	600.00	8,590.78CR	L 82
05/01/2017	Check	2537	SUPER ONE	STU CO "EARTH DAY" SUPPLIES	94.15	8,496.63CR	L 82
05/01/2017	Check	2538	Amdahl Rachel J	STUDENT COUNCIL MEALS FOR STATE CONVENTION	16.40	8,480.23CR	L 82
05/01/2017	Check	2539	ISD #361	STU CO HOTEL FOR MASC CONVENTION	204.48	8,275.75CR	L 82
05/11/2017	Receipt	5161	SBAA REVENUE	STU CO CLOTHING SALES/OTHER	135.00CR	8,410.75CR	L 82
05/11/2017	Receipt	5161	SBAA REVENUE	STU CO CLOTHING SALES/OTHER	112.99CR	8,523.74CR	L 82
06/07/2017	Check	2544	SUPER ONE	STUDENT COUNCIL EVENT SUPPLIES	112.57	8,411.17CR	L 82
				Ending balance		8,411.17CR	

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Account: 20 L 001 85 Interest/Interest

<u>Post Date</u>	<u>Type</u>	<u>Ck/JE/Rc#</u>	<u>Vendor/Payor</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>	<u>Detail Account</u>
				Beginning balance		3,135.16CR	
08/17/2016	Check	2466	Nelco	Blank Check Stock - Multipurpose Bottom Check - Green; Start Number 2500	134.05	3,001.11CR	L 85
08/17/2016	Check	2466	Nelco	Shipping & Handling	23.10	2,978.01CR	L 85
				Ending balance		2,978.01CR	

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

Description: SBAA Acct. Receipt/Disbursement Summary Rpt - Receipts/Disbursements

Account	Description	Jul. 1, 2016 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jul. 31, 2017 Ending Balance
20 L 001 74	Football/Cheerleaders Football	-4,900.87	0.00	1,748.75	-3,152.12
20 L 001 76	Cheerleader FTB/Cheerleaders	0.00	-500.00	0.00	-500.00
20 L 001 77	Cheerleader HCK/Cheerleaders Hockey	-2,342.39	-1,853.00	1,010.18	-3,185.21
20 L 001 78	Cheerleader BSK/Cheerleaders Basketball	-2,034.62	-660.00	1,660.26	-1,034.36
20 L 001 79	NHS/NHS	-206.15	-299.00	342.00	-163.15
20 L 001 80	Prom/Prom	-2,015.10	-10,340.95	8,625.33	-3,730.72
20 L 001 82	Student Council/Student Council	-8,930.71	-15,835.70	16,515.24	-8,251.17
20 L 001 85	Interest/Interest	-3,135.16	0.00	157.15	-2,978.01
Total Liability Accounts:		-23,565.00	-29,488.65	30,058.91	-22,994.74
Total Liability Accounts:		-23,565.00	-29,488.65	30,058.91	-22,994.74
Grand Total:		-23,565.00	-29,488.65	30,058.91	-22,994.74

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

"POST-SECONDARY EDUCATION OPTION" PROGRAM

Agreement Between Rainy River Community College

And Independent School District 361

Contract A – Covers All On Campus Credits

The intent of this agreement is to formalize policies and procedures regarding post-secondary course enrollment by eligible school district students. The ISD 361 school board and the governing body of Rainy River Community College hereafter referred to as "college," have elected to enter directly into a contract to provide courses and reimbursement thereby by-passing the Post-Secondary Enrollment Option (PSEO) program as allowed in the Omnibus Education Funding Bill, Laws 1992, Chapter 499, Article 9, Sections 2-11, 14 and 15.

1. The school district authorizes enrollment for eligible high school students in college courses located on campus.
2. Eligible students are the same students defined as eligible for the Post-Secondary Enrollment Options program in the following three authorities: (a) Minnesota Statutes 124D.09, (b) Rainy River Community College policy, and (c) Minnesota State Colleges and Universities policy.
3. For each student participating in this program, the school district will provide the appropriate authorization forms to be certified by the college's Office of Admissions. The form must contain a minimum of parental consent to attend courses, school district verification of eligibility and college confirmation of enrollment.
4. ISD 361 will be billed at the standard 2017-2018 rate **\$202.86 per credit hour**, as the State would pay the post-secondary institution. This rate is inclusive of all tuition, fees, texts and course fees as listed in the class schedule. A copy of each completed registration form will be returned to the school district with the invoice requesting payment. ISD 361 will follow the MDE coding policies for PSEO students on contract with the college.
5. Credit for refunds due to individual courses or complete college withdrawal will be issued according to the same refund schedule accorded other college students. Rates charged and refund schedules are set by the Minnesota State Colleges and Universities Board and subject to change without notice.
- 6. Payment is due thirty (30) days after the bill is issued.**
7. RRCC Records and Admissions office will provide an authorized stamped/approved copy of the PSEO student's registration that lists classes by name and course number to the student. The PSEO student will take the registration to RRCC Bookstore to get required books and materials. The student will sign a receipt of the required books and materials listed at no cost to them. The payment to the bookstore is the responsibility of the college. The books and materials are the property of the college and it will be the PSEO student's responsibility to return the books to the college after each semester.
8. Room and board costs, if applicable, are the responsibility of the student.

The agreement is for the **Fall Semester 2017 (term 20183) and Spring Semester 2018 (term 20185)** and may be renewed on an annual basis by the written agreement of both parties to extend. The official contact person and mailing address for each institution must be approved at the time both parties sign the agreement.

Independent School District 361:

Rainy River Community College:

Kevin Grover, Superintendent 218.283.2571 x112

Emily Ahrens, Business Manager 218.285.2203

School District Contact Person & Title

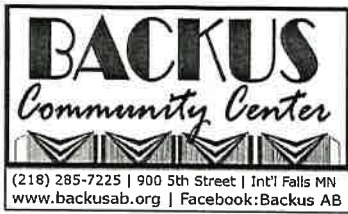
College Contact Person & Title

School District Authorized Signature & Title Date

Kevin Grover, Superintendent
ISD 361
International Falls High School
Int'l Falls, MN 56649

College Authorized Signature & Title Date

Provost
Rainy River Community College
1501 Hwy. 71
Int'l Falls, MN 56649



LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Lease"), is made and entered into as of this 1st day of August 2017 by and between **Citizens for Backus/AB, Inc.** a Minnesota nonprofit corporation, whose address is 900 5th Street, International Falls, Minnesota, 56649 (the "Landlord") and **Independent School District 361**, whose address is 1515 - 11th Street, International Fall, MN 56649, (the "Tenant").

ARTICLE I - GRANT and TERM

- 1.1 LEASED SPACE. In consideration of the rents, covenants and agreements. Herein reserved and contained on the part of Tenant to be performed, Landlord does hereby lease to Tenant approximately 638 square feet located in the Backus Community Center (the "Community Center") owned by Landlord, located at 900 5th Street, International Falls, Minnesota (the "Leased Space"). The lease space is noted as "Room 210", in the Northeast corner of the second floor.
- 1.2 TERM. The term of this Lease and Tenant's obligation to pay rent hereunder shall commence on August 1, 2017 (the "Commencement Date"). The provisions of this Lease shall expire on July 31, 2018 twelve (12) months after the Commencement Date (the "Term").
- 1.3 Section Deleted
- 1.4 USE OF COMMON AREAS. Tenant shall have the non-exclusive right to use the entry ways, elevators, stairs, hallways, and restrooms of the Community Center. Landlord shall provide general parking for Backus Community center at no additional cost. Use of the public areas of the Community Center shall be subject to such rules and regulations for use of such areas as may be established from time to time by the Landlord. The parking areas, entry ways, elevators, stairs, hallways and other common area spaces may be used by Tenant, its employees and invitees only during the time reasonably required to pass to and from the Leased Space. Tenants, its employees and invitees shall not loiter or wait in such common area spaces or in the restrooms.
- 1.5 ACCESS TO COMMUNITY CENTER. Tenant, its employees and invitees shall have access to Community Center during all business hours established by Landlord for the facility.
- 1.6 CONDITIONS TO DELIVERY. Delivery, the landlord will make no improvements to the space, it is delivered "As Is"
- 1.7 TENANT IMPROVEMENTS. All Tenant improvements shall be approved prior to commencement of such improvements and shall be completed at the Tenant's expense.

ARTICLE II - RENT

- 2.1 RENT DURING FIRST YEAR. For the first year of the Term Tenant agrees to pay to Landlord at the address provided for in Section 10.6 hereof, rent in the amount of **\$7,176.60** payable in the first 12 equal installments of **\$598.05** on the first of each month, without deduction or set-off, commencing on the first day of the first full month after the Commencement Date (the "First Rental Payment Date"). Rent is calculated as follows:

	<u>Year</u>	<u>Month</u>
Rent for previous 12-month period	\$5,531.46	
2% Rent adjustment	<u>110.62</u>	
Total rent for current period	\$5,642.08	
Monthly rent (\$5,642.08/12 months (excluding utilities, inspections/maint. & snow removal)		\$470.17
Current Utility charge (\$2.27 x 638 sq. ft.)	\$1,448.26	
Monthly Utility charge (\$1,448.26/12)		\$120.68
Maintenance/Inspections (2016 cost of \$3,064 x 0.0209)	\$64.03	
Monthly Maintenance/Inspections (\$64.03/12)		\$5.33
Snow Removal (2016 cost \$1,076 x 0.0209)	\$22.48	
Monthly Snow Removal (\$22.48/12)		\$1.87
Total Monthly Rent (rent, utilities, inspect/maint, & snow removal)		
Rent	\$470.17	
Utilities	120.68	
Maintenance/Inspections	5.33	
Snow Removal	<u>1.87</u>	
Total Monthly rent for August 1, 2017 to July 31, 2018	\$598.05	

- 2.2 RENT DURING ADDITIONAL YEARS. Rent payable by Tenant after the first year of the Term (including any and all Option years) shall increase by an amount as mutually agreed to by the parties hereto, but not less than two percent (2%) for each additional year during the Term and not more than the most recent Consumer Price Index average for the previous year of the Term, as determined by Landlord. If the most recent Consumer Price Index average for the previous year of the Term is less than two percent (2%), as determined by Landlord, the rent for that year of the Term shall increase by two percent (2%). The exact increase in rent provided for in this Section shall be mutually agreed to by the parties hereto not later than (i) for the second year of the Term, the date which is 12 months after the First Rental Payment Date (the "Successive Rental Payment Date"), and (ii) for each additional year during the Term (including all Option years), the date which is 12 months after each Successive Rental Payment Date.
- 2.3 ADDITIONAL RENT. Any other charges to be paid by Tenant pursuant to the provisions of any other sections of this Lease shall be designated as "additional rent". Failure of Tenant to pay "additional rent" shall give Landlord the right to declare an event of default under this Lease.
- 2.4 RENT DELINQUENCIES. Should the Tenant, for any reason whatsoever, fail to pay, when the same is due and payable, any rent payment, Tenant shall pay a late penalty of \$50. An additional charge equal to the interest expense of that portion of the debt obligation will take place for every 30 days the rental payment is late after the first of the month.

ARTICLE III - USE OF PREMISES

- 3.1 TENANT'S USE. During the Term, the Leased Space shall be used solely for the Tenant's business purposes and for no other purpose without the prior written consent of Landlord.

- 3.2 **COMPLIANCE WITH LAWS AND REGULATIONS.** Tenant covenants and agrees that at all times during the Term it will maintain and conduct its business insofar as the same relates to the occupancy of the Leased Space in such a manner and under such regulations as to be in strict compliance with any and all applicable governmental laws, rules, regulations and orders, as well as any and all applicable provisions of insurance of the Leased Space or of the Community Center.
- 3.3 **AFFIRMATIVE COVENANTS OF TENANT.** Without in any way limiting or restricting other covenants of Tenant elsewhere in this Lease, the Tenant affirmatively covenants and agrees as follows:
- a) Tenant shall neither permit, suffer nor conduct activities creating noise, odor or other nuisance in, on or about the Leased Space to annoy or disturb any person occupying adjacent premises or common areas;
 - b) Tenant shall keep the Leased Space, including all service and/or loading areas for the Leased Space, free from all litter, dirt and obstructions;
 - c) Tenant shall arrange for and accept deliveries only at such times, in the areas, and through entrances designated for such purpose by Landlord;
 - d) Tenant shall keep the Leased Space clean and in the sanitary condition required by ordinance and regulations of any governmental unit having jurisdiction; and
 - e) Tenant shall neither permit nor suffer the Leased Space, or the walls, ceilings or floors thereof, to be endangered by overloading.

ARTICLE IV - MAINTENANCE AND REPAIRS

- 4.1 **RESPONSIBILITY FOR MAINTENANCE AND REPAIRS.** The parties hereto agree that, from and after the date that possession of the Leased Space is delivered to Tenant, and until the end of the Term, Landlord will be responsible for all repairs, maintenance and replacements to the Leased Space including, but not limited to, structural repairs and replacements, the interior and exterior portions of all doors, windows, plate glass, locks, frames, hardware and showcases surrounding and incorporated into the Leased Space; the mechanical plumbing, heating, air conditioning and/or cooling, ventilating and electrical equipment and systems; partitions, and all other fixtures, appliances and facilities furnished by Landlord. Tenant shall not be responsible for repair or damage caused by the negligence of Landlord, its employees or agents but shall be responsible for any repair or damage caused by the negligence of the Tenant, its employees, guests, invitees or agents. Tenant shall be required to pay for any structural repairs, alterations, or unscheduled improvements that are required by governmental rules, orders or regulations as a result of Tenant's use and or occupancy of the Leased Space. Landlord may inspect the Leased Space to insure Tenant's compliance with the above and foregoing requirements. When there is scheduled maintenance or inspections, Landlord will provide 24 hour notice to the Tenant. In the event of emergency maintenance, landlord will provide notice by phone call to the tenant. Tenant accepts the Leased Space as being in good and sanitary order, condition and repair.
- 4.2 **SURRENDER OF PREMISES.** At the expiration or termination of this Lease, Tenant shall surrender the Leased Space in the same condition as existed on the Commencement Date, ordinary wear and tear excepted. All fixtures, structural alterations or improvements that have become

attached to the Leased Space, except trade fixtures, shall become a part of the Leased Space and shall become the property of Landlord. Further, within ninety (90) days prior to the expiration of the Term, Landlord shall during reasonable business hours have the right to show the Leased Space to third parties for the purpose of again leasing the same.

ARTICLE V – UTILITY CHARGES

- 5.1 **CHARGES.** Tenant shall pay for its allocable share of charges, based on the square footage of the Leased Space in proportion to the square footage of the Community Center, of the following utilities: electricity, heat, air conditioning and common area charges (i.e. sewer, water, gas, refuse, custodial services) (collectively, the “Utility Charges”). It is estimated that the annual utility expense for this space will be \$1,448.26 (based on a rate of \$2.35/sq. ft. x 638 sq. ft).
- 5.2 **SNOW REMOVAL.** Tenant shall pay its share of charges incurred for snow removal as a part of the Utility Charges. The parties hereto acknowledge that the cost for snow removal is currently shared by Landlord and two local churches. Tenant shall be charged for snow removal based on the annual cost to Landlord (after deducting snow removal expenses carried by the two local churches) multiplied by 2.09%, which is the pro rata share of the Leased Space to the total square footage of the Community Center. (638 sq. ft. / 30,443 sq. ft. = 0.0209) Landlord shall determine its annual costs for snow removal for the previous year under the Term and notify Tenant of the same no later than (i) the first Successive Rental Payment Date (for the first payment of snow removal costs) and (ii) each subsequent Successive Rental Payment Date (for subsequent years under the Term, including all Option years).
- 5.3 **SUPPLY OF UTILITIES.** Landlord shall not accept responsibility for repairing any failure or defect in the supply or character of the utilities comprising the Utility Charges by reason of any change, requirement, act, neglect or omission of the public utility serving the Leased Space or for any reason not attributed to Landlord.
- 5.4 **INTERRUPTION OR DISCONTINUANCE OF LANDLORD’S SERVICE.** Tenant agrees that Landlord shall not be liable for failure to supply any service when Landlord uses reasonable diligence to supply the same, it being understood that Landlord reserves the right to temporarily discontinue such services, or any of them, at such times as may be necessary by reason of accident, unavailability of employees, failure of supply, repairs, alterations or improvements, or by reason of fire, strikes, flood, lockouts, riots, acts of God or any other happening beyond the reasonable control of the Landlord. When Landlord causes services to be rendered by independent third parties, Landlord shall have no liability for the performance thereof or liability therefore.
- 5.5 **TELEPHONE SERVICE AND INTERNET ACCESS.** The Leased Space will have phone conduit and cable provided, the tenant is responsible to provide its own telephone and internet service, provided it does not result in any structural alterations to the Leased Space or other area within the Community Center, or cause any unreasonable disruption of telephone, computer, or electronic services provided to other tenants or occupants of the Community Center.
- 5.6 **INSPECTION FEES.** The Tenant shall pay 2.09% (638 sq. ft. / 30,443 sq. ft. = 0.0209) of the total cost to the Landlord of building system inspections including, but not limited to, fire alarm/smoke alarm system inspection, fire extinguisher inspection, elevator inspection, sprinkler system inspection, building alarm inspection, and boiler inspection.

ARTICLE VI - ALTERATIONS AND TENANT IMPROVEMENTS

- 6.1 **ALTERATIONS.** Tenant may, from time to time during the Term, make, at its own cost and expense, alterations or changes in the interior of the Leased Space in good and workmanlike manner in compliance with all applicable requirements of law, provided Tenant follows the notice procedure and obtains Landlord's prior written consent, all in accordance with this Article. Upon completion of such alterations, Tenant shall present Landlord a copy of the endorsement to Tenant's fire and extended coverage insurance policy which endorsement shall incorporate said alterations into the policy. All costs of any such work shall be paid promptly by Tenant so as to prevent the assertion of any liens for labor or materials. Tenant shall allow no work on the Leased Space that could result in attachment to the Leased Space or to the Community Center of mechanics' or materialmen's liens without first securing payment and performance bonds for such work in a form satisfactory to Landlord.
- 6.2 Section Deleted
- 6.3 **LEASED IMPROVEMENTS.** All fixtures, furnishing, and finishing shall be the responsibility of Tenant, at Tenant's expense, and subject to the provisions of Sections 6.1 and 6.2 hereof.
- 6.4 **SIGNS.** No signs, advertisements, placards, or notices shall be placed or painted on any part of the Leased Space or the Community Center without the prior written authorization of Landlord. Landlord may install or require installation of signage to direct employees and invitees of Tenant to the Leased Space. Such signage shall be installed at the expense of Tenant and, if installed by Landlord, will be charged to Tenant as Additional Rent.
- 6.5 **NOISE MITIGATION.** If Tenant's operations, programs, invitees, clients or patrons cause noise that is annoying, disruptive or distracting to other tenants or employees, invitees or patrons of the Community Center, Landlord shall notify Tenant of such noise. Landlord and Tenant shall meet and confer about changes in Tenant's operation, procedures, hours of operation, programs or other changes that could result in elimination of such noise. Tenant and Landlord will communicate regarding any noise disturbance, and will work to mitigate and noise conflict with any other tenant. Tenant's operations continue to create noise that is annoying, distracting or disruptive, Landlord may declare an event of default under Section 9.1 and exercise its remedies under Section 9.2 hereof.

ARTICLE VII - PUBLIC LIABILITY

- 7.1 **TENANT LIABILITY INSURANCE.** Tenant shall during the entire term of this Lease keep in full force and effect insurance for public liability and property damage insurance with respect to the Leased Space, and the business operated by Tenant. The limits of liability shall not be less than: \$1,000,000 general aggregate; \$1,000,000 products and completed operations aggregate; \$1,000,000 personal and advertising injury; \$1,000,000 each occurrence; \$50,000 fire damage (any one fire); and \$5,000 medical expense (any one person). The policy shall name the Landlord as an additional insured and shall contain clauses that losses shall be payable notwithstanding any act or negligence of the insured that might otherwise result in forfeiture of said insurance, and that the insurer will not cancel or change the insurance without first giving the Landlord thirty (30) days prior written notice. The insurance shall be with an insurance company approved to do business in the State of Minnesota and reasonably acceptable to the Landlord. Tenant shall deliver a copy of the Certificate of Insurance, showing Landlord as an additional insured, to Landlord prior to taking possession of the Leased Space, and a renewal certificate at least thirty (30) days prior to the expiration date of any policy term.

ARTICLE VIII - DESTRUCTION AND RESTORATION

- 8.1 **DAMAGE.** If a significant portion of the Leased Space shall be damaged or destroyed by any uninsured casualty, Landlord shall have the option to rebuild the same or to terminate this Lease. If the Leased Space cannot be repaired and restored within ninety (90) days from the date of the damage, then the Landlord has the right to terminate this Lease from the date of such damage or destruction by giving a notice to the Tenant.
- 8.2 **PROTECTION FROM SUBROGATION.** Anything in this Lease to the contrary notwithstanding, neither Landlord nor Tenant shall be liable to the other for any business interruption or any loss or damage to property or injury to or death of persons occurring on the Leased Space or the adjoining properties, mall areas, sidewalks, streets or alleys, or in any manner growing out of or connected with Tenant use and occupation of the Leased Space, or the condition thereof or of mall areas, sidewalks, streets or alleys adjoining caused by the negligence or other fault of Landlord or Tenant or of their respective agents, employees, subtenants, licensees or assignees to the extent that such business interruption or loss or damage to property or injury to or death of a person is covered by or indemnified by proceeds received from insurance covered by the other party; and Landlord and Tenant each hereby respectively waive all rights of recovery against the other, its agents, employees, subtenants, licensees and assignees, for any such loss or damage to property or injury to or death of persons to the extent the same is covered by proceeds received from insurance provided by the other party, or for which reimbursement is otherwise received. Landlord's and Tenant's respective policies of insurance shall each contain a waiver of subrogation provision incorporating the above covenant and providing that the insurance shall not be invalidated by the insured's written waiver prior to a loss of any or all right of recovery against any party for any insured loss. It is expressly understood that Landlord shall not be liable to Tenant for any damages incurred by the latter as a result of the above and foregoing events; save and except as to any such damages caused by the willful negligence of the Landlord, its agents or employees, provided such damages are not recoverable by Tenant pursuant to the insurance policies required to be provided by Tenant under this Lease or otherwise.

ARTICLE IX – TENANT'S DEFAULT

- 9.1 **EVENTS OF DEFAULT.** The following events shall be deemed to be events of default by Tenant under this Lease:
- (a) Tenant shall fail to pay when due any installment of rent, or other charges provided herein, or any portion thereof and the same shall remain unpaid after the first of the next succeeding month; or
 - (b) Tenant shall for reasons other than those specifically permitted in this Lease, cease to conduct its normal business operations in the Leased Space or shall vacate or abandon the Leased Space. Tenant will be deemed to have vacated, closed or abandoned the Leased Space if it fails to conduct its business on the Leased Space during regular working hours for a period of more than ten (10) consecutive business days; or
 - (c) Tenant shall do or permit to be done anything that creates a lien upon the Leased Space; and does not cause said lien as to Landlord's interest in the property to be released within ten (10) days after written notice from Landlord; or
 - (d) Any representation or warranty made in writing to Landlord in this Lease or in connection with the making of this Lease by Tenant shall prove at any time to have been incorrect in any

material respect when made or becomes incorrect; or

- (e) Tenant shall have failed to comply with any other provisions of this Lease and shall not cure any failure within thirty (30) days, or such longer period of time as may be reasonably required to cure such default, after Landlord, by written notice, has informed Tenant of such noncompliance; or

9.2 LANDLORD'S REMEDIES. Upon the occurrence of any of the above listed events of default, Landlord may elect to either: (1) terminate this Lease; or (2) terminate Tenant's right to possession only without terminating this Lease, hereinafter referred to as "re-entry"; or (3) pursue any other remedy available at law or in equity. Landlord shall have all remedies provided in the Lease and under governing law. All of the remedies given to Landlord in this Lease or by law shall be cumulative, and the exercise of one right or remedy by Landlord shall not impair its right to exercise any other right or remedy.

In the event of election under (2) above to terminate Tenant's right to possession only, Landlord may, at Landlord's option, proceed to demand possession by notice and proceeding under the Unlawful Detainer Law of Minnesota and take and hold possession thereof without such proceeding or entry into possession terminating this Lease or releasing Tenant in whole or in part from Tenant's obligation to pay the rent hereunder for the full term. Upon re-entry Landlord may remove all personal property from the Leased Space and such property may be removed and stored in a public warehouse or elsewhere at the cost of and for the account of Tenant, all without service of notice or resort to legal process and without being deemed guilty of trespass, or becoming liable for any loss or damage that may be occasioned thereby. Upon and after entry into possession without termination of this Lease, Landlord shall use reasonable efforts to relet the premises, or any part thereof for the account of Tenant, to any other person, firm or corporation, for such rent and other charges for such time and upon such terms as Landlord, in Landlord's sole discretion shall determine, but Landlord shall not be required to accept any potential tenant offered by Tenant or to observe any instruction given by Tenant about such reletting. Landlord may make repairs or redecorate the premises to the extent deemed by the Landlord necessary or commercially reasonable. Notwithstanding any action of possession or re-entry into the Leased Premises by the Landlord as permitted in this Article, or termination of this Lease as permitted under this Article, it is stipulated and agreed that Tenant shall remain liable to Landlord for damages for breach of this Lease and of Tenant's covenants hereunder in an amount equal to the total of the following:

- (a) All fixed minimum rent, Additional Rent, late charges, Utility Charges, and any and all charges payable by Tenant hereunder or under other agreements with the Landlord due for the period prior to the date of termination of this Lease or re-entry but unpaid, together with additional late charges from the due date until paid; plus
- (b) All costs and expenses incurred by Landlord in connection with re-entry and repossession of the Leased Space, the repair, renovation, remodeling, or redecoration thereof to the state required by this Lease upon termination, or as may be necessary for reletting, and any brokers' commissions, attorneys' fees, and other charges incurred in connection therewith or in connection with reletting the Leased Space, including attorneys' fees, expended in the collection of rents; plus
- (c) A sum equal to the present value of all rents that would have been payable hereunder after the date of re-entry for the balance of the Term had there not been re-entry, together with interest thereon at the rate of two percent (2%) per annum in excess of the prime rate as quoted by U.S. Bank National Association to its best customers, provided that, in the event the Leased Space

is relet (which reletting shall in no event relieve or release Tenant of or from liability for damages hereunder) for all or any part of the balance of the Term hereof then, for each month during such reletting for which Landlord receives net charges derived from such reletting, Tenant shall be entitled to a credit against its liability to Landlord for such month in an amount equal to such net charges, and provided further that, in lieu of damages set forth in the foregoing provisions of this Section, Landlord may waive such foregoing provisions and elect, by written notice to Tenant within ninety (90) days after re-entry, to receive forthwith as liquidated damages for such breach, in addition to the amounts specified above, a sum equal to fifteen percent (15%) of the rents that would have been due and payable for the portion of the balance of the Term from the date of re-entry through the end of the Term.

- 9.3 **COSTS, EXPENSES AND ATTORNEYS FEES.** If one party is required to seek legal counsel for collection or to commence litigation or arbitration in order to enforce the covenants and agreements of this Lease, the party prevailing in such collection, litigation or arbitration shall have the right to reimbursement from the other party of all reasonable costs, expenses and attorney's fees.

ARTICLE X - MISCELLANEOUS PROVISIONS

- 10.1 **HOLDING OVER.** If either party terminates this Lease and in the event that Tenant continues to occupy the Leased Space after the expiration of the Term without entering into a new Lease hereof said tenancy shall be construed to be a "tenancy from month to month" upon all of the other terms and conditions herein contained, except where the same are not applicable, and except that the rental during such holdover period shall be the then current "minimum rent" plus fifty percent (50%) thereof and all Additional Rent shall continue to be paid as provided herein.
- 10.2 **ENTIRE AGREEMENT.** This Lease is executed in identical counterparts, each of which, when bearing original initials of the parties on each page and at each change in the text hereof as well as original signatures at the end of the document, shall constitute an original for all purposes. All previous agreements, whether oral or written, are superseded by and merged with this Lease. Subsequent changes shall not be binding unless reduced to writing and signed by the parties hereto.
- 10.3 **INVALIDATION OF PARTICULAR PROVISIONS.** If any clause, term or provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law. It is the intention of the parties hereto that in lieu of each clause, term or provision of this Lease that is illegal, invalid or unenforceable, there be added as part of this Lease a clause, term or provision similar to such illegal, invalid or unenforceable clause, term or provision as may be possible and would be legal, valid and enforceable.
- 10.4 **PROVISIONS BINDING, ETC.** Except as herein otherwise expressly provided, the terms hereof shall be binding upon and shall inure to the benefit of the heirs, successors, assigns and legally appointed representatives, respectively, of the Landlord and the Tenant. Each term and each provision of this Lease to be performed by Tenant shall be construed to be both a covenant and a condition.
- 10.5 **GOVERNING LAW.** The laws of the State of Minnesota shall govern the interpretation, validity, performance and enforcement of this Lease.

10.6 NOTICES. Any notice that is required under this Lease shall be deemed "given" upon hand delivery or three (3) days after prepaid posting in the U.S. Mail which shall first occur. Notice shall be addressed to:

Landlord: Citizens for Backus/AB, Inc.
Attn: Executive Director
900 Fifth Street
International Falls, Minnesota 56649

Tenant: Independent School District 361
Attn: Kevin Grover, Superintendent
1515 - 11th Street
International Falls, Minnesota 56649
Phone: 218-283-2571
Ext 112

10.7 HEADINGS. The headings, section numbers and article numbers appearing in this Lease are not intended in any manner to define, limit or describe the scope of any such section or article and are solely inserted for reference purposes.

10.8 ASSIGNMENT and SUBLETTING. Tenant will not assign this Lease and will not sublet any part of said premises without the consent in writing of the Landlord. Tenant hereby agrees that if the Tenant shall be declared bankrupt, shall have a receiver appointed of its property, shall make an assignment for benefit of its creditors, or its rights hereunder shall be taken under execution, it shall be construed as an assignment of this lease within the meaning hereof.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures the day and year first above written.

LANDLORD: CITIZENS FOR BACKUS/AB, INC.

BY: Ward K. Merrill
Ward Merrill
Title: Executive Director

Date: 6/23/2017

TENANT: ISD 361

BY: _____

Date: _____

Title: _____



Falls Elementary School

Principal: Melissa Tate

Student Handbook

2017-2018

PK-5

Dear Students, Parents, and Guardians:

Thank you for choosing Independent School District 361! We are proud of our outstanding staff and high academic standards and we look forward to working with you to provide your child with an exceptional educational experience.

Falls Elementary School is committed to empowering and supporting students by meeting their individual needs to encourage and support their full academic and social-emotional potential. The staff at Falls Elementary School are dedicated to high student achievement, creating positive school culture, and active community engagement in order to enhance the educational experience for your child.

We are committed to be partners in your child’s education; we have high expectations and strive to educate all students to meet challenging academic objectives. As a collaborative learning team, we work in partnership to support and enable students to reach their full learning potential.

Falls Elementary School works hard to ensure that ALL students are successful by promoting “Bronco Pride” among the elementary school community. We ask students to show their “Bronco Pride” by:

Being Respectful, Being Responsible and Being Safe

Our shared educational purpose, including common knowledge, common language, and common expectations, are the keys to our academic success. In order to teach students expected behavior, the staff of Falls Elementary School created a matrix that outlines what behavior should look like in all settings of Falls Elementary School: classrooms, hallways, bus, cafeteria, restrooms and playgrounds. We have added the matrix for you to review with your child.

We look forward to working closely with you in the future and encourage you to become an active part of Falls Elementary School. If you have questions any time regarding your child’s education, please don’t hesitate to contact the school.

Sincerely,

Falls Elementary School Staff



International Falls School District

Mission Statement:

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



Vision:

The vision of the International Falls Schools is to be a model of excellence in academics, student activities, technology, and efficient school district operations.

Independent School District 361
School/Home Compact
Falls Elementary

Dear Parent/Guardian:

We believe that learning is a team approach and value your role in working to help your child achieve high academic standards. Together we can improve teaching and learning. We are asking all parents and teachers to review this compact with their child(ren).

STUDENT AGREEMENT: As a student I pledge to:

- Attend school regularly and on time.
- Have a positive attitude toward myself, others, school and learning.
- Know and obey all school and class rules.
- Be respectful to my schoolmates and the adults that help me learn.
- Ask questions and for help when I don't understand.
- Work as hard as I can and complete all assignments on time.
- Come prepared for class each day.
- Limit my TV viewing and do quiet activities such as reading instead.
- Share what I am learning at school with my parents.

PARENT/GUARDIAN AGREEMENT: As a parent/guardian I pledge to:

- See that my child attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Be aware of how my child is progressing through communication and attendance at conferences.
- Provide 15-20 minutes a day reading to/with my child.
- Monitor television watching and encourage positive use of your child's extracurricular time.

TEACHER AGREEMENT: As a teacher I pledge to:

- Respect, love, and encourage children, their ideas and their growth.
- Provide high quality curriculum.
- Find and vary techniques and materials that work best for each student.
- Be available to answer questions about the school program.
- Provide necessary assistance to parents so their children can become successful learners.
- Communicate regularly with parents and students regarding progress in learning and behavior.

PRINCIPAL AGGEMENT: As a principal I pledge to:

- Create a welcoming environment for students and parents.
- Maintain a positive learning environment.
- Reinforce the partnership between parent, students, and staff members.
- Provide appropriate in-service and training for staff members and parents.
- Maintain and foster high standards of academic achievement and behavior.

Bronco Pride

August, 2017

Dear Parents, Guardians and Students,

This year we are excited to be in our fourth year of implementation of the nationally recognized PBIS program. PBIS is an acronym that stands for Positive Behavioral Interventions and Supports, a program that promotes a school wide positive learning approach to discipline. The objective of PBIS is to improve school climate, teach students to be responsible members of our school community, and to reduce challenging student behaviors in a proactive, positive, and consistent manner. This research based program will improve student academic achievement and social competence.

The Parent/Student handbook was created to inform families of our school-wide procedures and expectations for student behavior at Falls Elementary School. Our goal is to continue to utilize the PBIS program to recognize positive behaviors. This year we will continue to focus on teaching behavioral expectations, recognizing positive student behaviors and addressing negative behaviors in a consistent, clear manner.

Research has shown that when students feel safe and supported at school they will demonstrate increased student achievement. Our ultimate goal continues to be to create a safe and welcoming school environment by promoting **"BRONCO PRIDE"**. This matrix was created to teach students expected behavior in ALL settings of Falls Elementary School. Please take time to review this with your child. Elementary Staff will refer to this matrix throughout the school year as we teach desired expectations for all students.

We welcome your questions and comments. The Falls Elementary staff is enthusiastic about the PBIS program and the positive impact it has and will continue to have on our school community.

Sincerely,

Falls Elementary Staff



Bronco Pride Matrix

	Arrival/Dismissal	Bus	Playground	Cafeteria	Hallways	Bathroom	Classroom
Be Respectful	Greet People Use appropriate language/volume Keep personal space Follow adult directions Gather belongings quickly and quietly	Be on time Be ready Use inside voices Use kind words	Take turns Invite others to play Use kind words Be a good sport Respect personal space Enter the building quietly	Use an inside voice Use manners Keep hands/feet to self	Inside voices Quietly greet others with a smile Hats off Follow directions	Allow privacy Leave no trace Inside voices	Inside voices Accept/include others Be positive/engaged Take turns Listening ears
Be Responsible	Be on time Report to designated area quickly Enter building at appropriate time Remain in class line Leave through designated exit Follow after school plans	Clean up space Follow adult direct. Know after school plans Follow bus rules	Bring in what you take out Dress appropriate Use equipment Appropriate	Clean up space Eat what you take Eat only food on your tray Use time wisely	Walk in a straight line Walk on the right side of the hallway Stay with your class	Throw garbage In trash can Don't dawdle Return to class quickly Use bathroom materials Responsibly	Be prepared and on time Give best effort Complete work Participate
Be Safe	Keep hands/feet and objects to self Walk on sidewalk Wait in designated area for pickup Walk around buses not between	Remain Seated Keep hands /feet to self Stay out of danger zone Keep aisles clear	Follow adult directions Line up quickly /quietly Keep hands/ Feet to self	Follow Adult Directions Wash hands Walk Remain Seated	Keep hands/feet to self Keep shoes tied Walk Keep hallway clear	Wash hands with soap Keep hands/feet to self	Follow adult directions Use materials properly Walk safely Keep hands/feet and objects to self

FALLS ELEMENTARY INFORMATION AND POLICIES:

HOMEWORK:

Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The important factor is that the students take responsibility for their assignments, seeing that they are completed and handed in to the teacher. If it appears that your child has an excessive amount of homework to do, please contact his/her classroom teacher to express your concerns. Late assignments that have not been pre-approved may result in a lower grade.

ACCIDENTS:

Every accident in the school building, on the school grounds, at practice sessions, or at an activity sponsored by the school must be reported immediately to the person in charge and to the principal.

ARRIVAL:

If your child does not ride the bus, please time his or her arrival for **8:00 A.M. or after.**

Supervision is provided from **7:45 – 8:30.** Classes **begin** at 8:30 please drop your child off to allow for enough time for hanging up clothes and settling in.

VISITOR-CHECK-IN-POLICY:

As part of our district's Crisis Management Plan, to help ensure the safety of our students, when entering our Schools, please remember to:

- **Sign in at the office.**
- **Get a "Visitor Badge".**
- **Sign out when leaving and return "Visitors Badge".**
- **Enter and Exit using only the main office doors.**

Doors will be locked from 8:30 – 3:00, visitors will need to use the buzzer system and report directly to the office.

NOTE: When picking up or dropping off students we ask that you wait in the main office and your child will be called down.

RELEASE OF STUDENT:

Early dismissal from school is discouraged.

Please try to make all appointments for your children after school hours. However, if your child needs to be released from class during the school day, the following procedure should be used.

- Indicate the time of dismissal in a note to the teacher. A student cannot be released from school without a parent/guardian (or designated adult) present to pick them up.

- Sign your child out from school in the office.
- Pick your child up at the office.
- Your child must sign back in at the office upon returning to school that day.

AFTER SCHOOL PICK-UP: Falls Elementary School

Please finalize your after school plans **before** your child comes to school. If you are going to pick up your child, please send the classroom teacher a dated note indicating that your child will be picked up. When picking up your child after school, please report to the elementary gym where your child/ren will be waiting. Please exit the school using the main office doors once you have your child. We ask that you do not go to your son/daughters classroom to pick them up or to wait for them.

AFTER SCHOOL ACTIVITIES:

There are many activities that take place after school during the year. Students should only be in the building to wait for an activity when there is a coach or adult supervisor present. Students should arrive at the building no more than five minutes prior to an activity starting. Students should be picked up at the designated door before the coach departs. Siblings need to be supervised by a parent or guardian if they are staying to watch an after school activity.

ATTENDANCE POLICY:

Schools are responsible for teaching your child but we can't do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. **You can help by making school a top priority.** Build the habit of good daily attendance and you will help your child see that school is important. **If your child will be absent or late from school, please call the office (283-2571 ext 230 before 10:00a.m. explaining the reason for their absence.**

On occasion, you may have to take your child out of class before the end of the school day. **According to school policy, you must come to the office and sign your child out. No child will be released to parents directly from the classroom.** Students will be called to the office for pick up. If someone other than the child's parent will be picking up a student, the parent must contact the school to give permission.

Reporting an Absence

If your child will be absent or late from school, please call the office (283-2571 ext 230) before 10:00 a.m. explaining the reason for the absence. You may clear your child's absence by calling the elementary office before 10:00 a.m. on the morning of (or within 72 hours of the absence) or by sending a note with your child when they return to school. **All absences must be cleared within 72 hours; those not cleared within 72 hours will become truant and will count towards your child's total number of unexcused absences.**

Excused Absences/Tardies

Parents must call the school on the morning their child is going to be absent. The following are examples of excused absences:

- Absence where the parent has notified the school prior to 10:00a.m. on the day of the absence or the student brings in a note to the office signed by a parent or guardians upon return to school. **Absences not cleared within 72 hours will remain as truant.**
- Serious illness that results in the student to remain home or to be sent home by the school nurse.
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical, dental or orthodontic treatment, or counseling appointment
- Court appearances occasioned by family or personal action
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies
- Active duty in any military branch of the United States
- Vacations with family with prior approval from the office

Unexcused Absences/Tardies

Students who arrive to school after 8:30 are considered tardy. Students who arrive after 9:00 will be considered absent. **Three (3) unexcused tardies equal one unexcused absence.** The following are examples of absences/tardies that will not be excused:

- Absences/tardies that are unreported will be considered unexcused
- Personal transportation problems
- Missing the school bus
- Shopping
- Oversleeping or overtired
- Skipping school or class
- Caring for siblings, family, or friends
- Truancy. An absence by a student which was not approved by the parent and /or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures. **Parents have up to 72 hours from the date of absence to report the reason for absence. The absence will remain unexcused without notice after 72 hours.**
- Work at home or a business, except under a school-sponsored work release program
- Any other absence not included under the attendance procedures set out in this policy

After seven (7) unexcused absences from school, a student is deemed habitually truant and the school will take appropriate action and will notify the County Attorney's Office and or Koochiching County Social Services. However, in an effort to be proactive in improving attendance, the school has the following procedures in place to support student attendance:

- 1) After three (3) unexcused absences, administration may request a meeting with the family, students, school representative, school social worker, and possibly county or tribal social services in order to

identify barriers to good attendance and develop a plan to improve attendance.

- 2) After a student accumulates **six (6) illnesses** in a quarter, the student and family may be required to submit medical documentation for future absences in order to be excused. If no medical documentation is provided, the student may be referred to the Koochiching County Truancy Team.

Exempt Absences:

In school suspension, out of school suspension, school activities, court appearances, etc. are considered exempt absences and do not count towards overall total absence.

BREAKFAST AND LUNCH:

Breakfast is available to students from 7:45-8:25. An informational letter is sent home at the beginning of the year with the current prices of breakfast and lunch. Applications for free and reduced-price breakfasts and lunches are available at Falls Elementary School office. **We encourage all families to complete and turn in a free and reduced-priced lunch form.**

Federal Education Dollars are directly tied to the number of children who qualify for free or reduced lunch.

Monies go towards:

- Compensatory Dollars
- Title I funds

By filling out a LUNCH APPLICATION form, your family could help qualify schools for more Federal Education dollars

By filling out this form:

- **Your child DOES NOT have to eat hot lunch at school**
- **Your child DOES NOT have to receive Title I services.**

This is the only way schools can qualify for Federal Funds for students who need extra help and support.

BUS SERVICE:

Riding the bus is a privilege. Students are expected to be at the bus stop 5 minutes prior to the pick-up time. Any student in preschool or kindergarten must have an adult present at the bus drop off. **The bus driver will not release a preschool or kindergarten student without seeing an adult present.** If there is no adult present, the bus driver may contact law enforcement (i.e. school or county social worker) for assistance. Students are expected to cooperate and follow bus-safety guidelines. Parents will be notified of bus misconduct when parental support is needed.

Our goal is to get your child safely to and from school each day so they are ready to learn. Unsafe behaviors will not be tolerated.

Bus Rules:

1. Immediately follow the directions of the driver.
2. Sit in your assigned seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.

6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

Consequences for Bus Violations:

- **1st Offense:** Warning by the bus driver and call to parents
- **2nd Offense:** 1 day suspension from the bus
- **3rd Offense:** 3 days suspension from the bus
- **4th Offense:** 5 days suspension from the bus
- Any further consequences will be delivered from the school, in conjunction with the Transportation Director, and/or the Principal. This may result in permanent removal from bus transportation.

*In-school consequences may also be a part of any disciplinary action.

Any Questions regarding transportation should be directed to Tom Holt, the Transportation Director.

Bus Garage: 283-2050

COMMUNICATION:

Open communication between home and school is critical to your child's success. Conferences, open house, report cards, school bulletins, and newsletters are some of the formal ways we use to keep you informed about your child's school experiences. Please keep us informed. A dated, signed note is required in the following circumstances.

- You want your child to stay in during recess, or to miss physical education class, which requires a doctor's excuse.
- Your child will leave school early, or will leave and return during the day.
- Please note: With 500+ students and only one full time secretary, it is difficult to disseminate information. **Please notify the school office of any changes in pickup/drop off before 1:00p.m., after 1:00p.m. we can't guarantee your child will receive the message.**

If you need to pick up your child from school it is important to have that conversation with your child prior to their school day and send a note with your child regarding this change. Do not call the school office asking to speak with your child unless it is a family emergency.

CONNECTING WITH YOUR CLASSROOM TEACHER:

When you would like to talk to your child's teacher during the school day, please send a note to school with a choice of preferred times for the teacher to call you. All staff has voice mail and parents or guardians can leave a message at any time. A prep-time would be the only time we would interrupt a classroom during the day, except for an emergency. You may also e-mail the teacher.

FIELD TRIPS:

On occasion students will attend educational field trips with his/her classroom. All field trips will be properly supervised and the classroom teacher will notify parents/guardians prior to any field trips that students will attend.

DATA PRIVACY:

Due to data privacy laws, class lists or student phone numbers and addresses cannot be shared for any reason.

CONFERENCES AND REPORT CARDS:

Parent-teacher conferences are scheduled in the fall and spring. They provide a valuable opportunity for the parent/guardian and teacher to share information about the child. In addition, parents or teachers may request special conferences at any time of the year, if desired.

Report cards are issued four times a year at the end of each quarter.

RETENTION AND PROMOTION POLICY:

The promotion and retention of students must rely heavily on the professional judgment of the certified staff; however input is both encouraged and expected. Accordingly, promotion and retention of students shall be evaluated according to documentation of the classroom teacher and other certified staff working with the student, i.e. grade level outcomes, classroom gradebook, state performance standards, standardized test scores, social observations, strategies used to aid the student and the results, work samples.

Recommendations for retention will be based on the following criteria:

- **A student who is not sufficiently mature socially, emotionally, mentally, or physically, which interferes with school success.**
- **A student who has not reached a standard of achievement and/or proficiency in the three core areas (reading, mathematics and written language) which would allow him/her to progress satisfactorily at the next grade level.**
- **A student who has not been in attendance for at least 155 days of the school year or has not met minimum standards as stated above.**

EXEMPTIONS:

- **A student will be retained only one time in any grade level.**
- **A student will be retained no more than two total times in grades K-5.**
- **Students identified as eligible for special education shall be provided with appropriate programs to meet their needs. Promotion or retention of these students shall be on an individual basis with said results to be determined and approved by the Individual Educational Program Staffing Team.**

DISCIPLINE:

We believe that all students can behave appropriately at school. In order to create an environment where learning can best take place, students are expected to conduct themselves in a safe and non-violent manner, respecting the rights of others. Behavior that disrupts the environment, infringes upon others, or creates unsafe conditions by a student while under school jurisdiction is not acceptable. The staff at our schools has the goal of establishing an atmosphere in which students feel safe and secure, maximizing their opportunities to learn. Falls Elementary School works hard to ensure that ALL students are successful by promoting “BRONCO PRIDE”:

- **Being Respectful**
- **Being Responsible**
- **Being Safe**

Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action, which may include suspension from school.

GENERAL SCHOOL RULES:

- Respect yourself and others.
- Keep yourself and others safe.
- Listen to and follow directions.
- Be Responsible.

LUNCHROOM GUIDELINES:

- Use proper table manners at all times.
- Keep lunchroom neat and clean.
- Use QUIET voices.
- Always walk.

PLAYGROUND RULES:

- When the bell rings, line up properly and enter the school quietly.
- Keep hands and feet to yourself.
- Tell an adult about:
Any injuries.

Unsafe playground conditions.

Unsafe behavior of other students.

All Playgrounds:

- Students will come down slides feet first.
- No electronics on the school playground.
- Students will not climb up the slides.
- Students will not stand on or sit on top of the monkey bars.
- Students will not jump off any equipment.
- Students will not slide down the supporting poles.
- Students will not climb on outside of any equipment.
- Staff may choose to keep students off the equipment when it is wet or icy.
- Wall ball is only permitted on the North Wall
- Only tennis balls or soft pucks are permitted for hockey

Boundaries:

Do not go past the bike rack

Do not go past the spiderweb playground boundaries

Do not go past the edge of the building (basketball court)

Spiderweb:

- Students are not permitted to jump off the spiderweb.
- No pushing at any time.

Zipline/Monkey Bars:

- No sitting/climbing on top of the zipline or monkey bars.

Back Playground:

- No Sliding on Ice
- **Boundaries:**
- Do not go past the tree line.
- **Spinners:**
- Hands and feet stay on spinners at all times.

- **Monkey Bars/Climbing Wall:**
- No sitting on top of the monkey bars or climbing wall.
- **Preschool/Kindergarten Playground:**
- **Boundaries:**
- Stay out of the woods
- Stay back of the tree line
- **General Rules:**
- Sliding down hills only, do not play on the back of the snow hills.
- No sliding on the ice at any time.
- Sand toys need to stay in the sandbox.
- No throwing wood chips.
- No sitting on top of the monkey bars.
- No standing on top of the bus or ambulance bars.

Miscellaneous:

- **Tackle football is not permitted.** Flag football is permitted unless it gets too rough.
- Students will not jump on other children’s backs, spit, or swear.
- Students who are placed at the wall must remain there until they are dismissed by an adult.
- Under no circumstances are skateboards, snowboards or roller blades to be used at school.
- Students need to remain at their designated playground.
- No suckers or pop allowed on the playground.
- No electronics of any kind at any time.

SNOW:

- Students are not allowed to throw snowballs.
- Students will not put snow in other children’s faces, down their backs, etc.
- **Students will not play “King of the Hill.”**
- Students MUST have boots and snow pants to slide down the hill.

PLEDGE OF ALLEGIANCE:

Minnesota Statutes 121A.11 “Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students must respect another person’s right to make that choice.

BULLYING:

It is critical for all students to know bullying is not acceptable behavior anytime, anywhere! We need all students to report bullying behaviors. All students need to know that bullying will not be tolerated and disciplinary action will be taken.

BULLYING DEFINITION:

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

Recognizing the Difference

NORMAL PEER CONFLICT	BULLYING
Equal power of friends	Imbalance of power: not friends
Happens occasionally	Repeated negative action
Accidental	Purposeful
Not Serious	Serious with threats of physical or emotional harms
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking attention or power	Seeking power, control or material things
Not trying to get something	Attempt to gain material things or power
Remorse-will take responsibility	No remorse-blames victim
Effort to solve the problem	No effort to solve the problem

The complete bullying policy (514) is available from the building principal or on the District 361 web page at:

<http://www.isd361.k12.mn.us/>

ASSAULT: DANGEROUS THREATS:

Threats to normal school operations or school activities, such as reporting of dangerous or hazardous situations that do not exist, are against school rules and state statute.

PHYSICAL ASSAULT (FIGHTING):

Physical assault is an act which intentionally inflicts, or attempts to inflict, bodily harm upon another.

Physical assault by students against staff members or students is considered to be Bottom Line behavior and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members may be required to use reasonable physical force to prevent or minimize injury to students or staff.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT OR VIOLENCE:

It is the policy of Independent School District #361 to maintain learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy school personnel includes; school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

RACIAL HARASSMENT DEFINITION:

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. Otherwise adversely affects an individual's employment or academic opportunities.

RACIAL VIOLENCE DEFINITION:

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

RELIGIOUS HARASSMENT DEFINITION:

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. Otherwise adversely affects an individual's employment or academic opportunities.

RELIGIOUS VIOLENCE DEFINITION:

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

SEXUAL HARASSMENT DEFINITION:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than Necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or word, including demands for sexual favors, accompanied by implied or overt promised or preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

SEXUAL VIOLENCE DEFINITION:

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined

Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, of breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or of the opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

International Falls Public Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, receipt or public assistance, marital status or age.

VERBAL ASSAULT:

Abusive, threatening, profane, or obscene language either oral or gestures by a student towards a staff member or another student are forbidden.

DANGEROUS WEAPONS AND ARTICLES:

It is unlawful for any person to bring to school or have in their possession any weapons: guns, knives, explosive devices (fake or real) fire crackers, stink bombs, or anything construed by the school to be dangerous or cause alarm or fear in any person in the school or on school property.

Some chains may also be considered dangerous weapons. A notification will be given and documented. Further wear will result in suspension and/or expulsion proceedings.

Violation of said article will result in immediate suspension until a hearing can be arranged with school, parents, and law enforcement personnel.

A student who brings a weapon to school shall be expelled for a period of (1) year. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty. The student may also have charges filed against him/her by a law enforcement agency.

DRESS/CLOTHING:

Students will be expected to go outside after lunch so they need to dress appropriately for the weather.

We ask you, as parents and guardians, to guide your children in dressing appropriately for the weather conditions and for the learning environment. Boots, hats and mittens are necessary during the cold winter months. Students should have snow pants. Please label your child's clothing and boots for easy identification in case they become lost or misplaced. If you are missing something, remember to stop by and check the "Lost and Found" items.

Children are not allowed to wear, **short shorts, jeans with holes above the knees or open midriff tops.** It is necessary for students to dress so as to not draw excessive attention to themselves or distract others from being able to focus on learning. Good judgment is an important skill they will use for a lifetime! Parents should guide their children in selecting clothing/jewelry. Please be sure attire is not hazardous in various school activities such as gym or recess.

Students are not allowed to wear hats in the school building, except for special occasions.

PERSONAL LISTENING DEVICES AND CELL PHONES:

Cell phones, iPods, MP3 players, etc., are prohibited in classrooms, except where a student has special permission under special circumstances. Students may access and use these devices during free periods such as lunch/recess only. Students in violation of this policy will fall under the elementary discipline process.

WEATHER POLICY:

Children will go outside for recess and physical education and after lunch unless the temperature falls below -18 degrees, with or without the wind-chill.

VOLUNTEERS:

Volunteers are truly a gift to our schools! Volunteers are invaluable members of the school-home-community-team dedicated to enriching public education. Please check with your child's teacher to see how you can help in your child's classroom. If you come to volunteer, please sign in at the office. The office has a "Volunteer Badge" for you to wear while you are in Falls Elementary. Please return it to the school office when you sign out.

CONFIDENTIALITY:

Our schools promote the rights of all children with regard to confidentiality. If you are volunteering at school, information regarding student progress, actions, behavior and skills are confidential. The classroom teacher is the person who communicates with a parent about how their child is doing. It is mandatory to keep student information within the classroom. Students have the right to know that visiting adults will not be talking about them after they have been helping out in their classroom. If you have issues you are concerned about, please talk to the classroom teacher or principal.

You may also volunteer in the schools by joining and getting involved in the Partners in Education (PIE) group. PIE has done many wonderful things to support students and teachers throughout the past school years. We are very appreciative of all their time, energy and effort and would encourage parents to see how they can become involved.

MANDATED REPORTING:

District 361 school personnel are mandated by law to report all incidences of abuse or suspected abuse or neglect of children. This includes physical, sexual or emotional abuse.

MEDICATION POLICY:

If your child takes a medication at school, a signed doctor's order, parent signature and the original prescription bottle or container for this medication are all necessary. Medicine in envelopes or baggies will not be accepted. Aspirin or other over the counter drugs cannot be given to a child without written permission from a doctor. A Medication Authorization Form is included in this booklet. If you need additional forms, please contact your school office.

IMMUNIZATION:

Minnesota Statutes, Section **121A.15** requires that all children, prior to enrolling in a Minnesota school, must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella, Hepatitis B, Varicella (chickenpox) and (Hib for all preschoolers) or meet one of the allowable alternatives. The law allows for these exemptions:

A signed statement from a doctor exempting the person from the required vaccine because of medical reasons.

A notarized statement that immunization goes against personal beliefs.

ILLNESS AT SCHOOL:

A student who becomes ill while at school may go to the nurse's office. If the student needs to go home the nurse will call the parents. If parents cannot be reached, the person designated by parents on the emergency information sheet will be notified.

If your child has a fever above 100 degrees while at school he/she will be sent home.

SPECIAL EDUCATION:

Special education is intended to meet the needs of identified students with disabilities whose needs are not met by regular education. Specifically, the learning of these students is significantly impacted by their disability. Federal and State laws specifically direct the eligibility and implementation of the services and programs. Special Education students are served in regular classrooms, special settings, or both, depending on team decisions based on student needs. If you have questions regarding special education programs, please contact the school principal.

STUDENT REGISTRATION:

Each spring our school conducts a kindergarten registration drive for the next year's kindergarten classes. Your child may enroll in kindergarten if he/she is five years old as of September 1 of the current school year. You will need to provide a birth certificate and an updated immunization record at the time of registration. Pre-school screening is also required.

EMERGENCY PHONE NUMBER:

We must have on file the name; address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, such as sports or volunteer work, please let us know your schedule and the phone numbers where you can be reached.

It is essential that this record be kept current. Please notify the office if there are changes or additions during the year.

LOST AND FOUND:

Parents should give the following suggestions careful consideration to help eliminate lost items:

- Clearly label your child's coats, jackets, sweaters, caps, and boots with his/her name and grade.
- When an article is lost, don't let time elapse before trying to locate it.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

PERSONAL PROPERTY:

Children should not bring expensive jewelry, valuable toys, money, etc. to school. The use of CD players, cell phones, and hand-held games are not permitted during class hours. These items must be kept in the student's backpack or school bag.

If it is necessary to send money to school, please put it in a sealed envelope with the child's name, date, and purpose of the money written on the envelope. Lunch payments should be brought to the office before classes begin each morning. Checks for lunch money should be made out to **ISD #361**. It would be helpful if you would include the family's lunch account number on the check.

Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees:

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

Please review the full policy (**Policy 505: Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees**) located on the District website under policies.

Independent School District No. 361

International Falls Public Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, receipt of public assistance, marital status or age.

Section 504 Officer (Gr. K-5)

Melissa Tate

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 232

Section 504 Officer (Gr. 7-12)

Marc Glowack, Dean of Students

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 110

Alternative: Marc Glowack,

Dean of Students Gr. 6-12

Alternative: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)

Kevin Grover Superintendent of Schools

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 112

Title IX Officer (Alternate)

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 104

Human Rights Officer

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 104

Human Rights Officer (Alternate)

Melissa Tate, FES Principal

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 232

2016-2017 Donation Summary

PCA I Falls Mill

Athletics	\$ 4,000.00
Robotics	\$ 5,000.00
FHS PBIS	\$ 2,500.00
Bronco Hall Of Fame	\$ 1,000.00
FES End of the Year Carnival	\$ 5,000.00
FES PBIS	\$ 1,250.00
ISD # 361 School Calendar	\$ 1,000.00
General Education	\$ 1,500.00
Playground Enhancements	\$ 3,000.00
Total	\$ 24,250.00

FHS PBIS

Rainy Lake Medical Center	\$ 500.00
Cedulie's	\$ 20.00
City Drug	\$ 40.00
The Sports Shop	\$ 50.00
Rainy River Vet	\$ 250.00
Family Chiropractic Center	\$ 50.00
Ballan Furniture	\$ 25.00
Waschke's	\$ 50.00
PBIS T-shirt Sales	\$ 15.00
Bremer Bank	\$ 150.00
Up North Builders	\$ 300.00
Northland Foundation Grant	\$ 3,000.00
MN Deer Hunters Assc	\$ 150.00
Lucachick Dental	\$ 25.00
ISD #361 Staff Development	\$ 5,000.00
VFW	\$ 1,000.00
Ifalls Ambulance	\$ 50.00
Ifalls Fire Department	\$ 50.00
Total	\$ 10,725.00

Local Businesses Donations

Border State Bank	\$ 50.00	Choir
Wells Fargo Community Grant	\$ 2,000.00	
Arbor Day Foundation	\$ 2,500.00	
Kerry Park Hockey Tourney	\$ 7,983.00	
Intl Falls Coca-Cola Bottling	\$ 250.00	Hall Of Fame
Northern Reliable Insurance	\$ 500.00	Hall Of Fame
Stewart's Super One	\$ 500.00	Hall Of Fame
Mc Donalds Mc Teacher Night	\$ 550.00	FES
Partners in Education	\$ 2,966.65	FES
Tru Star Credit Union	\$ 250.00	School Calendar
Cine 5	\$ 250.00	School Calendar
Stewart's Super One	\$ 500.00	School Calendar
Domino's	\$ 250.00	School Calendar
Bremer Bank	\$ 250.00	School Calendar
Education of MN	\$ 250.00	School Calendar
Intl Falls Coca-Cola Bottling	\$ 500.00	School Calendar
North Star Publishing	\$ 250.00	School Calendar
County Market	\$ 250.00	School Calendar
Elks Lodge #1599	\$ 500.00	Community Ed
FHS All Class Reunion	\$ 31,441.06	
Partners in Education	\$ 1,121.00	Basketball Hoop
Total	\$ 53,111.71	

Scholarships

Rainy Lake Sport Fishing Club	\$ 4,000.00
Tony Lynch Memorial	\$ 2,532.00
Susan Boyle Memorial	\$ 25,000.00
Paul Bunyan Scholarship	\$ 300.00
North Star Electric	\$ 800.00
Total	\$ 32,632.00

2016-2017 Donation Summary

Class Trip/Program Fundraising			Booster Club Donations	
	Raised	Spent	Football Boosters	\$ 3,250.00
FHS Choir	\$ 5,429.85	\$ 3,416.91	Boys Swim Boosters	\$ 2,000.00
FHS PBIS	\$ 19,061.04	\$ 11,597.17	Girls Swim Boosters	\$ 1,249.94
FHS Science (Valleyfair)	\$ 8,556.80	\$ 8,459.35	Track Boosters	\$ 5,094.25
FES PBIS	\$ 12,478.53	\$ 7,680.32	Hockey Boosters	\$ 1,350.00
Falls Education to FES	\$ 5,812.03	\$ 5,259.82	Basketball Boosters	\$ 700.00
Falls Education to FHS	\$ 11,798.48	\$ 9,776.96	Total	\$ 13,644.19
6th Grade Trip	\$ 32,695.56	\$ 30,344.82		
5th Grade Trip	\$ 5,071.53	\$ 4,939.80		
Purple Pride	\$ 7,963.00	\$ 6,604.67		
FHS Box Tops	\$ 439.10	\$ 687.00		
FES Box Tops	\$ 1,173.80	\$ 1,173.80		
Total	\$ 110,479.72	\$ 89,940.62		

Donations Total
\$244,842.62

*FALLS HIGH SCHOOL
STUDENT HANDBOOK
2017-2018*



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WELCOME TO FALLS HIGH SCHOOL

The staff at Falls High School is looking forward to making this a successful school year for all of our students. With parents and staff working together, we can assure a quality educational experience.

Part of our mission statement at FHS says that the school has the responsibility to provide broad educational opportunities for all students, and the student has the responsibility to take advantage of these opportunities, and demonstrate this responsibility by taking ownership of his/her own education. Let's work together to make our school the best it can be. Have a great school year!

Superintendent

Kevin Grover

Falls High School Principal

Tim Everson

Dean of Students

Marc Glowack

Counselor

Thane Grewatz

Athletic Director

Bill Mason

Police Liaison

Dane Olson



PREFACE

The purpose of this handbook is to present information needed by the student and his/her parent or legal guardians. By working with school staff, the student will be provided with opportunities he/she needs to do well in high school and therefore be more ready for life and future educational opportunities.

This handbook should be kept available for students and parent(s)/guardian(s) to use and for referral when you have questions about rules, regulations, and procedures at Falls High School.

An overall rule and operational procedure is to be in the right place, at the right time, doing the best you can of what is expected. When you are uncertain or do not understand a rule/procedure, politely ask questions.

If you have questions regarding Falls High School procedures and practices, please feel free to contact an administrator by calling 283-2571.

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA
2017-18 SCHOOL CALENDAR

TUESDAY	AUGUST 29	ALL EMPLOYEE MEETING-TEACHER WORK DAY
WEDNESDAY	AUGUST 30	TEACHER INSERVICE DAY
MONDAY	SEPTEMBER 4	NO CLASSES – LABOR DAY
TUESDAY	SEPTEMBER 5	FIRST DAY OF CLASSES
THURSDAY	OCTOBER 19	EDUCATION MINNESOTA BREAK – NO CLASSES
FRIDAY	OCTOBER 20	EDUCATION MINNESOTA BREAK – NO CLASSES
FRIDAY	NOVEMBER 3	END OF FIRST QUARTER
MONDAY	NOVEMBER 6	NO CLASSES – EXCHANGE DAY FOR PARENT TEACHER
FRIDAY	NOVEMBER 10	CONFERENCES AND EVENING OPEN HOUSE
TEACHER		NO CLASSES – EXCHANGE DAY FOR PARENT
THURSDAY	NOVEMBER 23	CONFERENCES
FRIDAY	NOVEMBER 24	THANKSGIVING RECESS – NO CLASSES
		THANKSGIVING RECESS – NO CLASSES
THURSDAY	DECEMBER 21	LAST DAY FOR CLASSES BEFORE WINTER BREAK
TUESDAY	JANUARY 2	SCHOOL REOPENS
MONDAY	JANUARY 22	TEACHER INSERVICE–NO CLASSES END OF SECOND QUARTER/FIRST SEMESTER
MONDAY	FEBRUARY 19	PRESIDENT’S DAY – NO CLASSES
FRIDAY	MARCH 9	TEACHER INSERVICE–NO CLASSES
TUESDAY	MARCH 27	END OF THIRD QUARTER
FRIDAY	MARCH 30	SPRING BREAK – NO CLASSES
MONDAY	APRIL 2	SPRING BREAK – NO CLASSES
MONDAY	MAY 28	MEMORIAL DAY – NO CLASSES
THURSDAY	MAY 31	LAST DAY OF CLASSES
FRIDAY	JUNE 1	TEACHER WORK DAY
SUNDAY	JUNE 3	GRADUATION – 3:00 PM

WEDNESDAY EARLY DISMISSAL SCHEDULE

Falls Elementary & West End Elementary Schools

Falls High School

School Day	8:30 AM - 3:10 PM	M, T, Th, F	School Day	8:30 AM - 3:20 PM	M, T, Th, F
School Day	8:30 AM - 2:30 PM	Wednesday	School Day	8:30 AM - 2:40 PM	Wednesday

Locate your child's regular drop off time in the first column and follow across to determine Wednesday adjusted time.

Normal Drop-Off Time M, T, TH, F	"Early Out" Drop-Off Time Wednesdays
3:20 PM	2:40 PM
3:22 PM	2:42 PM
3:24 PM	2:44 PM
3:26 PM	2:46 PM
3:28 PM	2:48 PM
3:30 PM	2:50 PM
3:32 PM	2:52 PM
3:34 PM	2:54 PM
3:36 PM	2:56 PM
3:38 PM	2:58 PM
3:40 PM	3:00 PM
3:42 PM	3:02 PM
3:44 PM	3:04 PM
3:46 PM	3:06 PM
3:48 PM	3:08 PM
3:50 PM	3:10 PM
3:52 PM	3:12 PM
3:54 PM	3:14 PM
3:56 PM	3:16 PM
3:58 PM	3:18 PM
4:00 PM	3:20 PM
4:02 PM	3:22 PM
4:04 PM	3:24 PM
4:06 PM	3:26 PM
4:08 PM	3:28 PM
4:10 PM	3:30 PM
4:12 PM	3:32 PM
4:14 PM	3:34 PM
4:16 PM	3:36 PM
4:18 PM	3:38 PM
4:20 PM	3:40 PM
4:22 PM	3:42 PM
4:24 PM	3:44 PM
4:26 PM	3:46 PM
4:28 PM	3:48 PM
4:30 PM	3:50 PM
4:32 PM	3:52 PM
4:34 PM	3:54 PM
4:36 PM	3:56 PM
4:38 PM	3:58 PM
4:40 PM	4:00 PM
4:42 PM	4:02 PM
4:44 PM	4:04 PM
4:46 PM	4:06 PM

DATA PRIVACY ACT Copies of the school district's full data privacy policy may be obtained from the superintendent's office.

ATTENDANCE

Parents are notified by recorded phone message of all absences not reported to the school on a nightly basis. Parents are notified in writing by mail of all truants. Please clear absences, immediately, by calling 283-2571 ext. 100 absences after 3 days all absences not cleared will turn into a truant. Please leave a detailed message anytime with the following information. Day of absence, Student's First and Last name, Grade, Reason for absence, and Parent/Guardian's First and Last name.

1. **Six (6) absences per semester in each class.** (Truancies are counted as absences.)
Students are allowed 6 nonexempt absences in each class per semester. The 7th and all subsequent absences not considered exempt in a given period during the semester will be counted as truants. Student will face disciplinary actions from the district for each truant. Continued truancy may result in loss of credit. Students are allowed one (1) appeal per class per semester.
2. **Four (4) unexcused tardies per semester in each class.**
Students may be removed from class when they reach 5 or more tardies (teacher's discretion). Students denied credit may appeal the decision to the principal or his designee. Students are allowed one (1) appeal per class per semester. Students that are removed from class will be assigned to ISS. While in ISS, students may be required to participate in remediation in order to pass the state required MCA test and achieve the school academic goal.
3. **Three (3) truancies per school year.**
Truancy from one or more class periods on three different school days will result in a letter being mailed home outlining repercussions of continued truancy. Truancy from one or more class periods on seven different school days will result in child being referred to the Koochiching County Truancy Program.

Students will **NOT** be dropped from courses because of excess absences or truancies unless it is an action resulting from the county truancy program. In the event a student is removed from class and placed in ISS, they may be given work to ready themselves for MCA testing and achievement of the school academic goal. **Students may not receive credit for work during truant periods.**

Exceptions to the above rules may be made on an individual basis for extenuating circumstances over which the student has no control, such as the extended illness of the student or a death in the family.

The principal or his/her designee should be contacted by the parent or guardian if **special attendance problems** arise so that an agreement can be made to deal with the problem. A statement by the physician will be required in a case where a chronic or extended medical problem causes excessive absences. An attendance committee comprised of teachers, administrators, and staff will review chronic attendance problems and refer to the proper resource.

Attendance-Extracurricular Activities

Students participating in any extracurricular activity must be in attendance 1/2 day to participate or practice that day, unless prior approval has been obtained through the principal's office. This policy also applies to pre-excused absence.

Students will not be allowed to "sleep in" for a couple of hours the morning after an out-of-town game. Student athletes who fail to comply with this regulation will be rendered **ineligible** for the **next game/contest**. Exceptions will be made for extenuating circumstances.

Any student who is invited or selected to participate in any post season tournament/all-star team must use their allotted absence days (6). Absence exemption will not be granted for participation in sports or other co-curricular activities not sponsored by the school district.

Absences

Students who arrive after 8:30 a.m. must first report to the office. Failure to report to the office could result in detention. Students that may need to leave campus during the school day must receive a pass and check back in when they return. Failure to do so will result in detention/ISS.

Although parents have the right to keep their children home from school, **the school determines if an absence will count towards the allotted 6 per semester.** Students and their parents are requested to make arrangements in advance if a personal absence is needed.

Exempt Absences (not counting towards allotted six (6) per semester are): illness of the student, field trip, OSS, serious illness or death in the family, observance of a religious holiday, required presence in court, and medical or dental treatment. In addition, local district policy includes participation in school activities. Two (2) campus visits are allowed for Junior's and Senior's per year. Written verification from schools attended is required.

Pre-Excused Absences: Students needing personal absence of three or more consecutive days are requested to fill out a pre-excused

absence form available in the office. The form must be signed by a parent/guardian, filled in and signed by the student's teachers, and approved by the principal or his designee. Sixty percent (60%) will count against the six (6) allotted absence days per semester; forty percent (40%) will be exempt from the allotted absence days. Due dates for school work while absent should be worked out with the individual teachers.

The pre-excused absence form must be turned into the office at least 2 school days in advance of the requested absence. Students, who have failing grades, incompletes, or detention, will not be approved. Pre-excused absence counts towards the maximum absence rule (6 per semester). Examples of pre-excused absences that may be approved are family vacations (including hunting and fishing), participation in civic and religious events, and personal family business.

PBIS-Positive Behavioral Intervention Supports

PBIS is an architecture for addressing behavior through the prevention-oriented structuring of research-based interventions and supports in a hierarchical and progressive manner for the purpose of improved behavioral and academic outcomes. When a student is noticed for doing something good for the school community the student is issued a Bronco Pride card which than can be redeemed for a prize. The PBIS system uses minor and major offenses for recording behavior. Some examples of minor offenses are: Minor Defiance, Minor Disruption, and Minor Dress Code. Some examples of major offenses are: Defiance, Fighting, and Lying/Cheating. When a student reaches four minor offenses the four minor offenses change to one major which equals one detention.

Tardy Regulations

A student who arrives at school after 8:30 a.m. must immediately report to the Office and get a tardy slip. Report to **class** if you are tardy period's 2-7. If you are more than ten (10) minutes late you become truant. One hour detention will be issued for students reaching tardy #3 and each tardy thereafter per semester.

Suspension

Out-of-school suspension may be assigned when deemed necessary. Examples of behaviors that result in suspension are insubordination, failure to serve detention, fighting, bullying, harassment, **substance** violations, vandalism, assault, and causing a false alarm. In many cases, a referral is made to the juvenile officer.

Students serving ISS will receive 2 bathroom breaks, are required to eat lunch in the ISS room, and will abide by the ISS classroom rules. ISS will be assigned 2 days after the incident has occurred or the office becomes aware of it. The ISS date to serve will be assigned by the ISS Monitor or Administration. Students serving ISS may be assigned work to help them pass their MCA tests and achieve the school academic goal.

Students assigned ISS or OSS will **not be eligible to participate or attend any co-curricular or extra-curricular activities on the day(s) of the suspension.** **Students who habitually do not serve detention may be put on room restriction and lose hall passes until detention is served.**

Detention

After-school detention is a disciplinary measure which is frequently used as a deterrent to several school rule infractions. When a student is assigned to detention, he/she is expected to have the time served on or before the date specified by the principal, or teacher. Students will follow all school rules while serving detention which includes no hats, electronic devices, and sleeping. Students are required to bring school work, and following directions of the detention supervisor. ***If a student doesn't complete the specified hours of detention by the date due, he/she will be assigned a day of Lunch Detention. Detention may be served from 7:40-8:20 am (1hr) or 7:50-8:20 am (30 min) in the FHS office. Detention may be served from 3:30-4:20 pm in the FHS Library.***

Lunch Detention

Lunch detention may be used for individuals that typically do not serve their assigned detention. This option may only be determined by the assistant principal, principal, school monitor, teacher or superintendent. In the ISS room all detention rules apply which includes no hats, electronic devices, and sleeping. Students are required to bring school work, and following directions of the detention supervisor.

Removal from Class

Removal from class is the short term exclusion of the student from class during which time the school retains custody of the student.

The following is the procedure for the removal from class:

- a. The initial right and responsibility for the removal of a student from class is that of the classroom teacher. After the initial removal from the class, the student will be sent to the office or ISS room for the remainder of the hour.
- b. If a second removal from a class occurs, an informational administrative conference will be held between the teacher and the principal or the principal's designee. At this conference a decision will be reached as to the length of the

- time that the student will be removed from class.
- c. The student shall be returned to the class upon completion of the terms of re-admittance established at the informational administrative conference including, but not limited to, completion of any makeup work and/or a behavior contract.
 - d. Per direction of the classroom teacher, the student is to report directly to the office or **ISS room**, when sent out of class. Failure to do so could result in further disciplinary action. Students sent to ISS may be assigned classroom work by the teacher or work to help them pass their MCA tests and achieve the school academic goal.

Disciplinary Guidelines

(Rules Apply to Full Time and Post-Secondary Students)

- I. **Disorderly Conduct:** insubordination, loud profanity, fighting, creating a disturbance or any inappropriate behavior.
 - A. 1-10 day suspension OSS/ISS.
 - B. 2 game/2 week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - C. Complaint filed with the juvenile officer.
 - D. Hearing with the juvenile officer, administrator, student, parent/guardian or any combination thereof.

- II. **Obscenity:** a student using obscene gestures, language, signs, pictures and/or publications.
 - A. Assigned detention or ISS
 - B. Possible suspension.
 - C. Parent conference.
 - D. Possible referral to juvenile officer.

- III. **Assault:** attack another person without being provoked.

First Offense:

 - A. 3-10 day suspension OSS/ISS.
 - B. 2 game/2week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - C. Defender must file charges with county attorney.
 - D. Hearing with juvenile officer, administrator, student, parent/guardian or any combination thereof
 - E. Disciplinary action against defender will be determined based on circumstances.

Second Offense:

 - A. Assaulter will be excluded from high school for the remainder of the school year.
 - B. Assaulter will be referred to an alternative learning source.
 - C. Defender must file charge with the county attorney.
 - D. Additional suspension or expulsion will be administered when any school employee is assaulted or injured by a student.

- IV. **Bullying and Harassment:** This includes the fear and victimization of a student inhibiting their learning experience and learning environment, relating but not limited to: religious, racial, verbal, cyber, sexual or physical harassment and/or bullying behaviors. NOTE: In harassment cases, the victim has an obligation to report the incident.

First Offense:

 - A. Administrator and/or juvenile officer resolve.
 - B. Detention or ISS (to be determined by administration)
 - C. 2 game/2week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - D. Suspension (ISS/OSS)

Second Offense:

 - A. Suspension (ISS/OSS)
 - B. Hearing involving administrator, juvenile officer, students, parents/guardian or any combination thereof.

Third Offense:

 - A. Perpetrator(s) excluded from high school for the remainder of the school year.
 - B. Petition filed by juvenile officer against perpetrator(s).
 - C. Referral to alternative learning source.

- V. **Truancy:**

First Offense:

 - A. One hour of detention per hour skipped, up to three (3) hours.
 - B. One day of ISS per four (4) to six (6) hours of truancy.
 - C. Referral to Juvenile Officer/School Social Worker.
 - D. Parent/guardian notification

Second Offense:

 - A. One hour of detention per hour skipped, up to three (3) hours.

- B. One day of ISS per four (4) to six (6) hours of truancy.
- C. Parent/guardian notification

Third and Subsequent Offenses:

- A. One hour of detention per hour skipped, up to three (3) hours.
- B. One day of ISS per four (4) to six (6) hours of truancy.
- C. Informational letter sent home regarding Koochiching County Truancy Program.
- D. Parent/guardian notification.

NOTE: If parent/students fail to clear a pending absence within three (3) school days, they will be recorded as truant. Please clear absences, immediately, by calling 283-2571 ext. 100. (Absent on Monday – must be cleared by the end of the day on Wednesday). Please leave a detailed message anytime with the following information. Day of absence, Student’s First and Last name, Grade, reason for absence, and Parent/Guardian’s First and Last name.

VI. Vandalism and Theft:

- A. Suspension (ISS/OSS)
- B. Parent/guardian conference.
- C. Restitution.
- D. Referral to the juvenile officer or city attorney (adult).

VII. Tobacco Violations: *(Use or possession of any tobacco products (including e-cigarettes) on school property.)* Smoking or use of any other tobacco products by students (regardless of age) on school premises or at school events or activities is prohibited. Possession of tobacco products on school premises is also prohibited. **Falls High School is Tobacco-Free.**

First Offense:

- A. One day of ISS
- B. Referral to the juvenile officer
- C. 2 game/2 week suspension from extracurricular events (whichever is longer) whether participating or a spectator when offense occurs outside the school day at a district function

Second Offense:

- A. Two days of ISS
- B. Referral to the juvenile officer
- C. Parent conference
- D. 4 game/4 week suspension from extracurricular events (whichever is longer) whether participating or a spectator when offense occurs outside the school day at a district function

Third and Subsequent Offenses:

- A. Three days of ISS
- B. Referral to the juvenile officer
- C. Parent conference
- D. 6 game/6 week suspension from extracurricular events (whichever is longer) whether participating or a spectator when offense occurs outside the school day at a district function

Tobacco offenses accumulate for school career

VIII. Alcoholic Beverages and Drugs:

- A. Use or possession of alcoholic beverages shall not be permitted on school property or at school activities. Any student using or possessing alcoholic beverages during the school day shall be charged with the violation and receive Out of School Suspension (OSS) and/or In School Suspension (ISS). Any student using or possessing alcoholic beverages outside the school day at a district function will be charged and receive a 2 game/2 week suspension from extracurricular events (whichever is longer) whether participating or a spectator. Any student caught violating this rule a second time will again be charged and will be suspended from school for up to ten (10) days.
- B. Illegal use or possession of drugs or drug paraphernalia shall not be permitted on school property or at any school event or activity. Any student using or possessing an illegal drug or drug paraphernalia will be charged with the violation and will be suspended from school for up to ten (10) days or expelled from school for one (1) year. Violations will result in 2 game/2 week suspension from extracurricular events (whichever is greater) whether participating or a spectator. Any student caught violating this rule a second time will again be charged and expelled from school for one (1) year.
- C. Any student caught in possession of drugs on school property and caught selling drugs will be expelled from school for one calendar year.
- D. Regulations pertaining to the use or possession of drugs and/or alcoholic beverages apply to all students enrolled in school regardless of age.

IX. Weapons and Articles:

- A. **It is unlawful for any person to bring to school or have in their possession any weapons:** guns, knives, cigarette

lighters, explosive devices (fake or real, makes no difference), fire crackers, stink bombs, stun gun, pepper spray, or anything construed by the school to be dangerous or cause alarm or fear in any person in the school or on school property.

- B. Some chains may also be considered dangerous weapons. A notification will be given and documented. Further wear will result in suspension and/or expulsion proceedings.
- C. Violation of said article will result in immediate suspension until a hearing can be arranged with school, parents, and law enforcement personnel.
- D. A student who brings a weapon to school shall be expelled for a period of one (1) year. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty. The student may also have charges filed against him/her by a law enforcement agency.
- E. School Board Policy 501, School Weapons Policy: IV. EXCEPTIONS A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

X. Possession and/or misuse of other devices or other potentially dangerous devices, including but limited to, laser pointers, drones, taser, mace, or pepper spray.

First Offense: Written warning and device confiscated for the day, and parent/guardian must come in to the school to pick up the device.

Second & Third Offense: 1 hour detention, device confiscated *and* parent/guardian must come in to the school to pick up the device.

Fourth & Fifth Offense: One day of ISS, parent/guardian must come in to the school to pick up the device.

Sixth and Subsequent Offenses: The electronic device will be kept for one (1) week and two (2) days of ISS, parent/guardian must come to the school to pick up the device.

XI. Terrorist Threat: A terrorist threat is defined as a threat, including but not limited to, verbal and physical threats made either directly or indirectly with the purpose to terrorize another or others. Charges may be filed with law enforcement.

- A. Inappropriate Comment: General comment not directed at individual or group.
 - 1. Mandatory counselor appointment (Anger Management)
 - 2. Parent meeting with administrator, student, and juvenile officer
 - 3. Detention/ISS
 - 4. Locker search
- B. Threatening statement directed at person or small group.
 - 1. Parent meeting, juvenile officer
 - 2. Mandatory counseling and follow-up
 - 3. ISS/OSS/Expulsion
 - 4. Possible charges
- C. Pre-meditated [thought out] plan or comment of terroristic activity directed at individual or group.
 - 1. Parent meeting and juvenile officer
 - 2. Mandatory counseling and follow-up
 - 3. ISS/OSS/Expulsion
 - 4. Possible charges

XII. Electronic Devices:

CELL PHONES, IPod, gaming/music devices, laptop, IPad, etc. can be disruptive to the educational process and may not be used during the school day (8:30 am - 3:20 pm) with the exception of assigned lunch period and "passing time" between classes. These types of devices must be shut off and are suggested to be kept in the school locker during the periods that they are not to be used. Students caught using electronic devices during the school day (not counting assigned lunch and passing time) will have device confiscated by the classroom teacher till the end of the school day. If a student refuses or is argumentative, 1 day of ISS/OSS will automatically be assigned and the device will be confiscated. The school will **not** be responsible for lost or stolen items.

First Offense: Written warning and taken away for the day.

Second & Third Offense: 1 hour detention, device taken away for the day.

Fourth & Fifth Offense: One day of ISS, parent/guardian must come to the school to pick up the device.

Sixth and Subsequent Offenses: The electronic device will be kept for one (1) week **OR** two (2) days of ISS, parent/guardian must come to the school to pick up the device.

*** Recording events/taking pictures at school is not allowed without administrator approval and will result in disciplinary action. Posting video or pictures to computer sites that were taken at the school without proper approval is not allowed and will result in disciplinary action regardless of when the posting occurred.**

***Cell phones, cameras, PDA's, with camera capability and similar devices are not permitted to be used in the locker rooms or bathrooms of ISD 361 at any time. Use of such items in the locker room or bathroom will result in disciplinary action.**

***Sexting – the act of sending sexually explicit messages or photographs, primarily between mobile phones. Students involved in such activities will be referred to law enforcement and may face school sanctions if it is determined that any part of the event took place during school hours.**

XII. Dress Code:

Students in the classrooms including the pool area are expected to keep themselves well-groomed, neat, and appropriately dressed at all times. FHS has a **NO HAT** rule which does not allow head covering including hats, scarves, and hoods during school hours, 8:00 am – 3:20 pm. Any form of dress which is considered contrary to good hygiene or which is distracting, disruptive, or which is not considered appropriate in appearance (halter tops, tube tops, short shorts, short skirts, two piece swim suits, chains, spikes, sun glasses, long trench coats, or clothing that is profane, supports toilet papering, or advertises guns, alcohol or tobacco products) and detrimental to the purpose or conduct of the school will not be permitted. **Bandanas and headbands that look like bandanas may not be displayed in any manner. You must cover the four (4) B's: back, bottom, bosom (cleavage), and belly. Shoes and long pants are required in certain classes for health and safety reasons.** Shorts, Skirts, and dresses should be mid-thigh. Students who violate may be sent home and charged with an absence.

First Offense: Written/verbal warning and student will correct violation for remainder of the day (ex: turn shirt inside out, change clothing, etc.).

Second Offense: 1 hour detention and student will correct violation for remainder of the day (ex: turn shirt inside out, change clothing, etc.).

Third and Subsequent offenses: Parent/guardian contacted, detention/ISS, and student will correct violation for remainder of the day (ex: turn shirt inside out, change clothing, etc.).

XIII. Intimacy:

Intimacy is a private matter. No kissing, hugging, or other forms of body contact will be allowed in school. Violations will be dealt with in the following manner:

First Offense:

- A. Referral to an administrator
- B. Verbal warning

Second Offense:

- A. Referral to an administrator
- B. Parent contact/conference
- C. Detention

Third and Subsequent Offenses: Detention/Suspension (ISS/OSS).

Keep intimacy a private matter and show respect for each other in public.

NOTICE: No written policy can adequately address each and every specific situation regarding pupil conduct. In general, a student may be subject to disciplinary action for willful violation of school rules; **willful conduct which materially and substantially disrupts the rights of other pupils or the property of the school.**

Disciplinary Actions

DEPENDING UPON THE SEVERITY OF THE INCIDENT, ADMINISTRATION MAY IMMEDIATELY INITIATE A HIGHER LEVEL OF DISCIPLINE.

LEVEL 1

A teacher may select, but is not limited to, one of the following punishments when a violation occurs:

- A. Detention before or after school. Work supervised by assigning teacher.
- B. Parent-teacher-student conference.
- C. Phone call to parents or note (referral) to the administrator.
- D. Removal from class. This step will require a conference before student is re-admitted.

- E. Parent requested to sit in class (s).
- F. ISS

Failure to comply, subjects the student to Level 2.

LEVEL 2

Meeting of the teacher, student, parent/guardian, administrator or any combination thereof to determine disciplinary action.

Failure to comply, subjects the student to Level 3.

LEVEL 3

- A. Involvement of additional authority, law enforcement, juvenile officer (court), superintendent.
- B. Up to ten (10) days of suspension may be assigned, or other disciplinary action deemed appropriate.
- C. For serious or repetitive offenses a teacher may omit Level 1 and refer the student to Level 2 or Level 3 after conferring with an administrator.

Failure to comply, subjects the student to Level 3.

LEVEL 4

The student will be subjected to the expulsion procedures of School District #361 in accord with MN Statutes.

Canine Detection Services

The International Falls School District has entered into an agreement with Interquest Detection Canines, Inc. to provide trained detection canines to conduct random, unannounced inspections of all campus locations within the district. This does include school and district events taking place off campus. These canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. This includes the school safety zone extending beyond the school property line which is 300 feet or one block whichever is greater. If prohibited items are detected and found, the district will initiate the appropriate disciplinary action. These canines are non-aggressive retrieving breeds such as Golden and Labrador retrievers. They are trained to discriminate specific scents of contraband items and indicate the area where the scent is detected. Interquest provides service to over 1,200 public school districts across the nation.

With the recent publicity concerning the dramatic increase in teenage drug use and school violence, the International Falls School District is taking every reasonable precaution to insure a safe and healthy learning environment for all concerned.

Honor Policy

Any student guilty of any form of cheating, including plagiarism and assisting another student to cheat, will receive no credit for the work involved. **Such conduct will require the notification of an administrator and the student's parent/guardian.** Repeated violation may result in loss of credit for the class.

"What is plagiarism? Plagiarism is the act of taking someone else's ideas, thoughts, or writings and claiming them for one's own. This may occur either through ignorance, carelessness, or laziness. Most typically, the student will copy from a source (book, magazine, pamphlet, encyclopedia, or Internet) word for word and neglect to give any source credit for the materials. Whether this happens accidentally or deliberately, it is an illegal and unacceptable practice."

Open Study Hall

Open Study Hall is a privilege that allows juniors and seniors the option of leaving school or reporting to designated areas during their open hour. A student who has been approved for open study hall and receives ISS or OSS will lose their open study hall privilege for that semester. If a student exhibits poor or unsafe behavior (s) during open study hall or is failing a class (es), administration reserves the right to revoke the open study hall privilege until deemed appropriate to reinstitute. Applications may be picked up in the high school office the week of September 5th. When completed and notarized return to the FHS office. The student must meet with Mr. Glowack to go over the form before Open study hall is granted.

Dropping Classes (Electives)

1. A student may not change classes they have registered for unless there are extenuating circumstances. In the event of extenuating circumstances a student shall have five (5) school days from the beginning of any course/semester to drop/add a class with no penalty. Students may drop/add after the five (5) day period only with the permission of the instructor or extenuating circumstances. Dropping without teacher approval after five (5) days will result in an "F". PSEO and Online learner withdrawal after five (5) days will result in an "F" on your high school transcript and coinciding mark on postsecondary transcript. The permission of the parent/guardian is needed before a student is allowed to drop a class. A form will be given to the student to take home for his/her parent's/guardian's signature.
2. It is the student's responsibility to contact the counselor concerning the dropping of a course, taking the form home to be signed by the parent/guardian, and returning the signed form to the counselor before the deadline date for each semester.
3. Concurrent Enrollment Students may transition into high school classes to maintain high school credit if the course work becomes too difficult
4. Parents/guardians are urged to contact the Principal's Office or the Counselor's Office if they have questions regarding the

process for dropping classes or the athletic eligibility of their students by calling 283-2571.

Behavior Contract

A behavior contract is a **disciplinary** agreement between a student and a teacher. The agreement specifies the conditions that must be met to remain in class or participate in a school field trip. **Failure to follow the conditions will result in removal from the class and/or trip and the grade will be recorded as "NC", No Credit.** Students removed from class or a trip will be assigned to ISS and may be provided classroom assignments or work to strengthen their ability on the MCA tests and school academic goal.

Fire and Tornado Drills

Fire and tornado drills are held each year and monitored by local officials. It is the teachers' responsibility to instruct students in proper evacuation procedures. It is the students' responsibility to know the specific directions for leaving each of the rooms in which he/she has classes. An exit plan is posted in each room. False alarms shall not be given, signaled or transmitted or caused or permitted to be given, signaled or transmitted in any manner. Charges could be filed by the fire or police department. Students who do not follow fire and/or tornado drill procedures and rules will be subject to a meeting with administration and detention will be assigned.

Lock Down Drills

Lockdown Drills are held each year to practice emergency procedures and are required by law. It is the teacher's responsibility to instruct students in proper procedures in their classroom. It is the students' responsibility to know what they need to do in each of their classes in the event of a lockdown. In the event a student is outside of their assigned class when a lockdown occurs, enter the closest room immediately. In the event you are in the bathroom or lobby area, go to the office immediately. Students who do not follow the lock down drill procedures and rules will be subject to a meeting with administration and detention will be assigned.

Lockers

School lockers are the property of School District #361. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Students *must* remain in their assigned locker and *must report any malfunctions to the office immediately.* If the locker/lock is ruled unfixable, a new lock will be assigned. Jamming your lock is not allowed. For safety reasons, backpacks, purses and jackets are to be left in lockers. At no time is a student to share his/her combination with another student. Students are responsible for the contents of their lockers. Lockers will be emptied by custodians the day after school releases for the summer. Remaining items in lockers will be disposed of that day.

Searches

We are always concerned about providing a safe educational environment for our students. The site administrator or his/her designee has the authority to conduct a search. The scope of the search may include a student's person and areas over which he/she has control, including but not limited to cell phones, computer files, purses, backpacks, any locker assigned the student by the school, and the student's vehicle. The administrator must have reasonable suspicion to believe that under the circumstances, the student may have concealed evidence of misconduct in areas under his/her control. This includes measures taken to keep the school free of chemicals/drugs and/or weapons. Therefore, at times designated by the administration, searches will be conducted to determine the presence of any chemicals/drugs or related paraphernalia and/or weapons. These searches may be conducted on all school property and may utilize law enforcement resources including K-9's.

Out of Town Trips

All pertinent school rules are in effect during school sponsored out-of-town trips. On such events students are representing Falls High School and the community as a whole so they are expected to exhibit the "Bronco Power" PBIS initiative (Proud ~ Optimistic ~ Welcoming ~ Engaged ~ Respectful) and "PUT THEIR BEST FOOT FORWARD" at all times. Students who are participating in out-of-town events must be transported in a school vehicle.

If parents wish to have their **own** child ride home with them, parents/guardians must send a note to school in advance. Only the principal/designee(s) or activities director for MSHSL activities may grant permission.

Parking Regulations

Students are to park **ONLY** in the school lot east of the swimming pool, being careful to avoid parking too close to the swimming pool doors. **Blocking the emergency lane may result in vehicles being towed away at the owner's expense. Students are *NOT* to park in the lot to the south of the building or on 11th Street in front of the school.** Cars parked in the student lot must have parking stickers attached to a window. Parking stickers may be obtained in the office at no cost to the student. Failure to display parking stickers may result in detention, suspension, or towing of the vehicle at owner's expense. Students must park their vehicles

appropriately aligned to make room for students and guests. Student vehicles parked inappropriately blocking in vehicles, making it difficult to enter/exit, causing safety concerns or taking up space will be subject to disciplinary action and/or law enforcement referral.

Snowmobiles, ATV's, Motorcycles are to be parked in the east parking lot of Bronco Arena; failure to do so may result in detention. Snowmobiles are not to be run on district facility grounds. Disciplinary action will be enforced for the safety and upkeep of district property.

The parking lot is school district property, therefore, student vehicles in the lot may be subject to search by administration if circumstances warrant.

Assemblies

Assemblies (Grades 6-12) for speakers, pep fests, and special events (PBIS, homecoming, winter sports week) will be conducted as long as student behavior is not disruptive. An indication of the cultural level of the school is the conduct of its student body at an assembly. Unacceptable behavior may result in the removal, disciplinary action and/or suspending of assemblies for the remainder of the school year.

Closed Noon Hour/Leaving School Grounds

FHS has a closed campus for all age levels, excluding FHS juniors and seniors who have authorized permission. Students are to eat their noon lunches in the cafeteria. Those who do not wish to purchase a school lunch that is served daily may bring lunches from home to be eaten in the cafeteria. Students who leave the building without permission may be regarded as truant or skipping and will be disciplined. Habitual violators will be suspended. Parents requesting their child to eat lunch out of the building with them are required to check into the office when picking them up. Students are to remain in the cafeteria, lobby, front entrance, or library during lunch period. Roaming the halls or in the parking lot is not allowed and may result in disciplinary action.

Cafeteria

A meal account "pin" number will be issued to each student upon deposit of funds in a meal account or approval of the "Application for Educational Benefits" (free/reduced meal form). **Keep this number confidential; do not lend it out.** A positive balance must be maintained in the meal account; **NO CHARGING WILL BE ALLOWED.** Deposits will be accepted in the FHS office Monday – Friday during the school day or online in your child's skyward account. Checks or credit cards will be accepted for meal payments, but may not be cashed. **NO BORROWING OR SHARING OF PIN NUMBERS WILL BE ALLOWED.** The person making the purchase must be the same as the person whose name the account is in. Anyone attempting to use an account number not their own will be subject to disciplinary measures. If you suspect your account privacy has been jeopardized, please contact the office to obtain a new number.

Food will be served in the cafeteria before 8:25 a.m. and at designated lunch hours only.

Behavior and appearance in the cafeteria are a reflection of the cultural level of our student body. Please abide by these guidelines:

- A. No pushing, shoving or getting ahead in line.
 - B. Keep the condiment cart clean and dispose of wrappers.
 - C. Students are responsible for keeping the area where they sit clean and for removing all lunch items from the table.
 - D. Do not throw trays in the garbage. It costs the school district money to replace them which leads to increases in lunch prices.
 - E. No throwing of food is allowed.
 - F. Food is to be eaten in the cafeteria.
 - G. Students must remain in the cafeteria, lobby, front entrance, or library during lunch.
 - H. Students are allowed to purchase food and drinks from the cafeteria between classes. All wrappers and bottles must be disposed of properly. If wrappers, bottles, and other garbage are left in the hallways, students will not be allowed to purchase food items between classes.
 - I. Ala carte purchases will be permitted for "free lunch" students upon deposit of funds in their meal account.
 - J. Students are not allowed to order food to be delivered to the school for lunch.
- **Violations of the above guidelines may result in cleaning duty, detention, and/or suspension.**

Emergency Contacts (listed in Skyward)

In the event the school is unable to contact the Parents/Guardians listed we will then try the Emergency contacts that you have provided the school with. When listing an Emergency Contact(s) for your child(ren) please be aware that, this is giving the school permission to contact them in case your child(ren) becomes ill or injured during school hours and may need to be picked up from school. The school will only release students to guardians or emergency contacts listed in skyward. Therefore it is very imperative you keep the school up to date with the emergency contact information. The emergency contact listed will also receive Emergency outreach calls. For example if the school closes due to inclement weather conditions an automatic phone message will go to all numbers listed in skyward including all guardian and emergency numbers listed.

Parent-Teacher Conferences

Parent-Teacher conferences are held periodically at designated times. Parents are encouraged to make additional appointments with teachers or other school personnel if they feel the need to do so. The school phone number is 283-2571.

Visitors

Anyone other than students or school employees who enter the building during the school day must report to the Main High School Office Door #1 for a Visitor's Pass before going anywhere in the building. Violators may be subject to trespassing charges. Student visitors who wish to attend classes for a day must give two days' notice and have written permission from teachers and administration. **No visitors will be allowed during the first two or last two weeks of school.** Exceptions may be made on an individual basis.

Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

"Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

FHS Announcement

Daily announcements will be electronically available to each teacher to read and post in their classrooms, and one will be posted in the office. The bulletin contains information pertinent to students and staff. Notices intended for the bulletin should be written, approved by Principal Everson, and given to Vicki Heiss the day before the announcement.

Hall Passes

Once classes start, students may not be in the halls unless they have a pass. Students can be expected to be asked for passes by Teachers, Principals, and Dean of Students. Misuse of a pass will result in the loss of the pass privilege, possible room restriction, or detention.

2017-2018 Class Schedule

(The warning bell at 8:25 a.m. is a signal for students to go to their first hour class)

Class Schedule (Mon./Tues./Thurs./Fri.)

PERIOD	START TIME	END TIME	MINUTES
1	8:30	9:20	50
2	9:25	10:15	50
3	10:20	11:10	50
4	11:15	12:05	50
5	12:10	1:29	
<i>1st Lunch</i>	<i>12:10</i>	<i>12:39</i>	<i>29</i>
<i>2nd Lunch</i>	<i>12:35</i>	<i>1:04</i>	<i>29</i>
<i>3rd Lunch</i>	<i>1:00</i>	<i>1:29</i>	<i>29</i>
6	1:35	2:25	50
7	2:30	3:20	50

Class Schedule (Wednesday only)

PERIOD	START TIME	END TIME	MINUTES
1	8:30	9:14	44
2	9:19	10:03	44
3	10:08	10:52	44
4	10:57	11:41	44
5	11:46	1:00	
<i>1st Lunch</i>	<i>11:46</i>	<i>12:15</i>	<i>29</i>
<i>2nd Lunch</i>	<i>12:08</i>	<i>12:37</i>	<i>29</i>
<i>3rd Lunch</i>	<i>12:31</i>	<i>1:00</i>	<i>29</i>
6	1:05	1:50	45
7	1:55	2:40	45

Dances

All dances will be held at the high school with the exception of Harvest Ball, Snowball, and Prom. Dances are limited to grades 7-9 or 9-12 current Falls High School students. Exception: out of town students in grades 11-12 may apply in advance to attend dances.

Student Council

Falls High Student Council is composed of students elected from the student body. Council members represent their class and their school, and are encouraged to work toward open communication between teachers, administration, and the community. Student Council is involved in school projects, activities, community service, and school issues. Elections are held in the spring of each year.

2017--2018 STUDENT COUNCIL MEMBERS

Advisor: RACHEL AMDAHL

EXECUTIVE BOARD MEMBER:

President: TORI HELL
 Vice President: TENNEYSON AMDAHL
 Secretary: GRACE GILBERT

Treasurer: CHRISTIAN NELSON
 Historian: GRACE BRAGG
 PUBLIC RELATIONS: ANNA LEVENE

<i>~2017-18 Falls High Student Council Members~</i>					
<i>7TH GRADE</i>	<i>8TH GRADE</i>	<i>9TH GRADE Freshmen</i>	<i>10TH GRADE Sophomores</i>	<i>11TH GRADE Juniors</i>	<i>12TH GRADE Seniors</i>
<i>BAILEY HERBERG</i>	<i>GRACIE BOWLES</i>	<i>ELLA BAHR</i>	<i>TENNEYSON AMDAHL</i>	<i>ROSE ARNOLD</i>	<i>ANNA LEVENE</i>
<i>ELLEN WINDELS</i>	<i>ADRIAN MANNAUSAU</i>	<i>ANNA WINDELS</i>	<i>GRACIE BAHR</i>	<i>GRACE BRAGG</i>	<i>GINA AURAN</i>
<i>EMMA SAXTON</i>	<i>MEGAN MCBRIDE</i>	<i>BRYANT KOENIG</i>	<i>CHRISTIAN NELSON</i>	<i>GRACE GILBERT</i>	<i>MEGAN NEMEC</i>
<i>HARPER AMDAHL</i>	<i>KADEN VOHLER</i>	<i>OLIVIA MCBRIDE</i>	<i>WESTON PIEKARSKI</i>	<i>MORGAN HEDLUND</i>	<i>JENA SULLIVAN</i>
<i>ISABELLE HEMSTAD</i>	<i>NATHAN JOHNSON</i>	<i>CHLOE SULLIVAN</i>	<i>SHAWN CHRISTOPHERSON</i>	<i>LIBBY MIGGINS</i>	<i>ERIC EARLEY</i>
<i>SHAY MANNAUSAU</i>	<i>ALLISON HUTCHINSON</i>	<i>GWENETH SHINNERS</i>	<i>ANNA COWMAN</i>	<i>WHITNEY GOVIN</i>	<i>TORI HELL</i>
					<i>ARIANA VACURA</i>

Student on the School Board

School District #361 offers a unique opportunity for a Falls High student to be represented on the School Board. One student from grades 10-12 will be chosen by the Student Council to represent the student body on the School Board. The position is for one year and is non-voting.

Fund Raising Activities

No fund raising activities will be allowed on school property without permission of the school principal or designee. A general guideline is that fund raising must be done by an organized school group and pertain to school sponsored activities. Fundraising events must be submitted to the **Principal's office for prior approval.**

Background Check/Criminal History

In accord with Minnesota Law 123B.03 BACKGROUND CHECK, all district employees and volunteers specifically assigned to duties of direct student supervision will have a criminal history background check on file with ISD#361.

Technology Use

The intent of our acceptable use policy is to establish and administer guidelines for the use of ISD #361 technology resources by staff, students, and any other users. Technology resources include all voice, video, and data systems such as telephones, televisions, computers, networks, and supplies. The use of technology and the Internet is a privilege, not a right, and inappropriate or unauthorized use will result in disciplinary action, including the termination of those privileges. The complete version of our acceptable use policy can be found with the ISD #361 Attendance Policies or on the Internet at www.isd361.k12.mn.us via the District Wide button.

ISD#361 has completed installation of a wireless network at Falls High School. Some ISD 361 computer devices use the wireless network while other devices are using our wired network. All ISD #361 devices are filtered. This means all activity is audited and can be monitored. **If you connect your personal device to the ISD #361 guest network, keep in mind that it, too, will run through the filter and all activity is audited and can be monitored.**

Distribution of Literature/Posters

There will be no distribution of non-school printed materials on school property without permission of the school principal or his/her designee. All posters must be cleared by an administrator. Posters are to be displayed only in the stairwells and lobby areas. The complete version of this policy 505 Distribution of Non-school sponsored materials on school premises by students and employees is posted on the website.

Books and Fines

Students who lose or damage textbooks or other school property must compensate the school for the loss or damage. Willful acts of vandalism to school property will result in charges being filed with law enforcement officials. Conflicts regarding fines and fees will be settled in conciliation court. Non-payment of a fine or fee will result in referral to the credit bureau.

The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students.

Fees

Fees are charged in certain classes to cover costs that are above and beyond the allowed costs of materials for student projects. Classroom projects will not be allowed to leave the classroom until all fees have been paid. A fee is charged for each extra-curricular activity a student participates in. A maximum out-of-pocket expense for each family is intended to reduce the financial burden on any

one family. Students should not be discouraged from participating in school activities because of cost, as the school district can help students and parents/guardians find alternate sources to help pay fees. Contact the Activities Director at 283-2571 ext.110 for information on activity fees.

Physical Education Class

A student may, when it is necessary, be excused from Physical Education classes. A student shall not be excused from physical education unless he/she presents a written excuse from one of the following:

Doctor.....this excuse must include the length of time for non-participation.

Nurse.....the school nurse evaluate the student's illness or injury

Parent.....this is valid for one class meeting in a case where the student cannot immediately obtain a doctor's excuse or where the student had just returned to school after a sustained illness. If a student is excused from participation in physical education he/she shall remain in the physical education area if the excuse is for two weeks or less. He/she may be programmed into a study hall if the excuse is longer.

Media Center

The Falls High School Media Center is located in Room #218 (2nd floor) and is open from 8:00 a.m. to 4:30 p.m. on school days. During the school day, students must have a signed pass by his/her teacher. During lunch, students must sign in as they enter the LMC, **leaving the library via the emergency exit during a non-emergency will result in detention/suspension.** Students not using the library for the purpose of studying, reading, or using the computers will be asked to leave the library.

The purpose of the Media Center is to support the school's curriculum and educational programs, and to provide educational and recreational reading opportunities.

PRINT MATERIALS include magazines, books and newspapers.

12 NETWORKED COMPUTERS with internet access allow easy access to a variety of networked resources and databases.

BOOKS may be checked out for 21 days. REFERENCE MATERIALS can be checked out for 3 days while, MAGAZINES AND NEWSPAPERS are to be used in the library only.

While in the Library/Media Center, students should be quiet, respectful of others, and constructively occupied.

Medication

Medication is given to students at school, or they are allowed to self-administer it per policy, only when their health or learning would be jeopardized without it. Written consent from parents and a health care provider are always required for staff to give medication to students at school. Parents need to contact the school nurse before any medication can be given at school. It must be checked out by the nurse first. All medication must be supplied in a properly labeled bottle. Please contact the nurse (283-2571 ext. 131) if you feel you student requires medicine at school or stop in the school.

School personnel are not allowed to dispense over-the-counter medication to students. The school nurse will assist students who must take prescribed medication regularly during school hours. A consent form signed by a health care provider and parent is needed.

Health Service

The school nurse is available on certain days each week and upon request. Services available include health counseling, vision screening, and medication arrangements.

Homebound Instruction

Upon the recommendation of a doctor and with the approval of the principal or designee(s), home and hospital instruction is provided for students who are ill or seriously injured, causing them to miss school for an extended time. Homebound is arranged through the Principal's office (283-2571).

THE MINNESOTA GRADUATION RULE and how it affects YOU

The 2003 Minnesota State Legislature repealed the Profile of Learning. Students may request to graduate under the Profile option by contacting the Guidance Office. Twenty-three (23) standards will have to be completed.

Under the new Graduation Rule, each student will have to:

1. Pass the graduation component of the Minnesota Comprehensive Assessment III in MATH with a score of 600 or above. (This test is first administered in **Grade 11**).
2. Pass the graduation component of the Minnesota Comprehensive Assessment III in READING with a score of 600 or above. (This test is first administered in **Grade 10**).
3. Take the ACT Plus Writing. (ACT is administered in **Grade 11**).

*In the event that state graduation requirements change, ISD 361 will follow the most current requirements and students/parents will be notified of any changes at that time.

**Graduation Requirement
24 Credits**

Students begin earning credits in ninth grade. Included in these credits must be four (4) English, four (4) social studies, three (3) sciences, and three (3) math. In addition, one (1) Music/Art, and one (1) Technology/FACS credits are required. Health/PE is required in ninth grade and a .5 PE credit is required in grades 10-12. An additional one credit is needed to meet academic rigor and graduation requirements. A course description and registration booklet is given to students. Students must have earned the required number of credits to receive a diploma and participate in the graduation ceremony. Extenuating circumstances may be appealed to the Principal.

Honor Roll

Graduating with honors requires a cumulative GPA of 3.85 or higher through semester 1 of the senior year. There are three honor rolls established by the principal's office.

Principal's List	4.000	GPA
"A" Honor Roll	3.700 - 3.999	
"B" Honor Roll	3.000 - 3.699	

An honor roll is issued following each marking period.

- Quarter 1
- Semester 1
- Quarter 3
- Semester 2

Grading System

7th through 12th grade students are assigned letter grades each quarter. A quarter and cumulative GPA is listed on each report card as follows:

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.6
B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0

Bonus GPA Grading System

Students completing a weighted course with a grade of C or higher will earn the following GPA points for that course:

A = 4.5	B = 3.5	C = 2.5	D = 1.0
B- = 4.2	B- = 3.2	C- = 1.7	D- = 0.6
B+ = 3.8	C+ = 2.8	D+ = 1.3	F = 0

Weighted Grades

Weighted grades are set forth for grades 9 through 12. The school district policy encourages students to enroll in the district's most challenging academic courses to maximize rigor and student potential. A weighted grade course is defined by the district as a Falls High School course designated by the School Board as having grades weighted. To qualify for additional weighted points a student must complete the board approved applied course with a semester grade of "C" or higher. For additional information on the ISD 361's weighted grading policy, see School Board Policy 613.5, Series 600.

Academic Excellence Award

All 9th – 10th graders with a cumulative GPA of 3.7 or higher, 11th graders with a cumulative GPA of 3.8 or higher, or a 12th grader with a cumulative GPA of 3.85 or higher may apply. Information with sample criteria and an application are mailed to eligible students in the spring. Those students meeting the guidelines of 300 points or higher are recognized during the spring pep fest with an "Award of Excellence" certificate, which enables them to purchase a Greek award to be applied to a letterman's jacket. The "Academic Excellence" designation is also added to their transcript for each year they qualify.

Activities

In addition to the regular curriculum, School District #361 attempts to provide students with opportunities for a well-rounded educational experience. Eligibility papers must be signed before you are allowed to practice your given sport. All fees must be paid before the first official game.

I. Athletics

Boys' Sports:

Fall
Football

Winter
Basketball

Spring
Track

Cross-Country	Hockey	Baseball
Trap	Swimming	Golf
	Wrestling	Trap

Girls' Sports:	Fall	Winter	Spring
	Volleyball	Basketball	Track
	Cross-Country	Hockey	Softball
	Swimming	Wrestling	Golf
	Trap		Trap

II. Cheerleading

There is a cheerleading squad for each of the following sports: football, boys' basketball, and hockey. Try-outs are held in the spring. Falls High eligibility and MSHL rules apply.

III. Junior-Senior Prom

The planning of the prom and post prom is done by the Prom Committee (students in junior and senior class) and its advisor(s). All aspects including but not limited to: planning, fundraising, decorating, selling of tickets, and collecting of the Grand March admittance fee are the responsibilities of the Prom committee, the advisor(s), and volunteers.

Prom attendees must be an active FHS junior or senior student **by credit** at the end of the first semester and in good standing at the time of the event. Out of town students may apply in advance to attend prom with a FHS student. Guests attending cannot be exceed the age of 19 as of the prom date. Guests must be in good academic and community standing at the time of the event.

IV. Music

Falls High School has a very fine music department, providing students who have an interest in music opportunities to develop their talents. Music activities include band, chorus, swing choir, and pop choir. Performing at games, concerts, competitions, and special events are part of participating in a music group. Elective credit is also earned, and students may qualify for the school letter.

V. Speech

As a member of the speech team, students have the opportunity to build self-confidence in a full schedule of interscholastic competition sponsored by the MSHS League.

VI. Annual Staff

This group works closely with an advisor in planning and producing the annual. The staff consists of an editor-in-chief, class editors, layout people, computer operators, and photographers. The annual is a student production which reflects the interests and activities of student life. The annual is produced in the graphic production class, a one credit elective. Mr. Anderson is the advisor.

VII. Minnesota Honor Society

The National Honor Society is an organization formed to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service.

Minnesota State High School League

Falls High School is a member of the Minnesota State High School League, an association of secondary schools formed to govern interscholastic contests in athletics, debate, speech, drama, and music. All players and contestants are subject to the rules and regulations of the League. FHS is a member of Region 7 and various other conferences which brings our school into competition with many area schools. Students and players are reminded that at all contests and festivals promote sportsmanship and school pride and are the basis for good competition and behavior.

School Colors

Purple and Gold

School Mascot

Bronco

School Song

Come On Falls High, Come on Falls High,
 Fight, Fight, Fight, Fight, Fight!
 Score those points and keep a goin'
 Show them who's got might, Rah, Rah, Rah!
 Keep a footin', Keep a rootin'
 Plow through their whole team!
 And when you're in that goal sight,
 Fight, Fight, Fight!

Yeah team, fight team fight
Yeah team, fight team fight
Team, Team, Team!
(Repeat first part)

Sportsmanship

Come on let's raise our voices loud and strong.
Let's give a cheer to boost our team along.
We'll teach our boys to fight with all their might;
We'll win a victory in sportsmanship tonight.
And be it win or lose, we'll never fuss,
We'll make our Alma Mater proud of us.
With a loud and lusty hip hooray, our friendly foes we'll play.
(Repeat entire verse)

Religious, Racial and Sexual Harassment

Everyone at District 361 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

1. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - A. name calling, jokes or rumors
 - B. pulling on clothing
 - C. graffiti
 - D. notes or cartoons
 - E. unwelcome touching of a person or clothing
 - F. offensive or graphic posters or book covers
 - G. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
 - H. digital harassment in any of the above forms
2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
3. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
4. Your right to privacy will be respected as much as possible.
5. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported an incident.
7. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's office upon request or online on the district website.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

INDEPENDENT SCHOOL DISTRICT #361

International Falls Public Schools does not discriminate on the basis of race, color, creed, nation-al origin, sex, sexual orientation, religion, and disability, receipt of public assistance, marital status or age.

Section 504 Officer (Gr. K-5)
Melissa Tate, Elementary Principal
1414 11th Avenue, International Falls, MN 56649
218-283-2571 ext. 232
Alternate: Marc Glowack, Dean of Students Gr. 6-12

Section 504 Officer (Gr. 6-12)
Marc Glowack, Dean of Students 6-12
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 110
Alternate: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)
Kevin Grover Superintendent of Schools

Title IX Officer (Alternate)
Tim Everson, FHS Principal

1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 112

1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 104

Human Rights Officer
Tim Everson, FHS Principal
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 104

Human Rights Officer (Alternate)
Missy Tate, FES Principal
1414 11th Avenue, International Falls, MN 56649
218-283-2571 ext. 232

Directory Information

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality. The school district may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

- Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
1. the types of personally identifiable information that the school district has designated as directory information;
 2. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student as directory information.

Bus Policy District 361 Transportation Department Bus Garage: 283-2050

In the interest of the safety and comfort of bus students, ISD #361 has a student management and bus suspension policy that is fair to all students. The bus driver has the authority to assign seats on the bus as he/she feels is necessary. When a student breaks a ridership rule the transportation coordinator will enter the infraction on the student management system. It will then be determined if the infraction deserves a warning, (minor offense) or if needs more of a discipline action, a (major offense) will be given to the student. The transportation coordinator may consult the transportation director and building principal on the severity of the infraction, but the transportation director, building principal and the transportation coordinator will have final say on the allocation of disciplinary actions.

The student management system uses minor and major offenses for recording behavior. Some examples of Minor offenses are: Minor Defiance and Minor Disruption. Some examples of Major offenses are: Defiance, Fighting, Lying/Cheating, and Vandalism. When a student reaches four minor offenses the four minor offenses change to one major which equals one detention.

(This schedule and discipline policy may be adjusted to accommodate students with disabilities.)

First Offense:

- A. Transportation Director and Coordinator resolve.
- B. Detention or ISS (to be determined by Director and Coordinator)
- C. Suspension (ISS/OSS)

Second Offense:

- A. Detention or Suspension (ISS/OSS)
- B. Hearing involving transportation director and coordinator and an building administrator, juvenile officer, students, parents/guardian, student or any combination thereof.
- C. Loss of bus riding privileges', time decided by transportation director and coordinator.

Third Offense:

- A. Suspension (ISS/OSS)
- B. Petition filed by juvenile officer against perpetrator(s).
- C. Loss of bus privileges', time to be decided by transportation director and coordinator.

For flagrant violations or incidents that endanger other students, an immediate suspension will occur. The suspension is from all school buses. The suspension is for bus riding only. Attendance at school is still required.

The 1994 legislature established that riding a school bus is a privilege, not a right. Bus riding privileges may be revoked for failing to demonstrate knowledge of school bus safety principles.

Student safety at the bus stops and on the bus is our number one concern. Students that make the bus ride unsafe will be dealt with immediately and disciplined accordingly.

**Weather Policy
Closing Schools Due to Inclement Weather**

Closing schools due to bad weather is a difficult decision under the best of circumstances. There are school districts which use hard and fast criteria such as temperature and wind chill, and other school districts will use a combination of factors. In most school districts, the governing policy is to direct the superintendent to execute a decision based upon the best interest of the students and their families.

ISD 361 administration employs a three-part system to determine school closings due to weather: (1) road surface conditions, (2) visibility, and (3) actual air temperature. Common sense dictates that if the roads are iced over and with little opportunity to gravel and salt on the bus routes, school closes regardless of temperature and visibility. By the same token, if the roads are clear and dry, but visibility is under a quarter of mile in a sustained manner, we would close school regardless of temperature.

Closing schools based solely on temperature is the most difficult criterion to use. Factors such as length of bus routes, availability of spare buses on an immediate basis, and temperatures moderating through the day are all part of the decision to close school. It is also important to determine where and when temperatures would be taken. ISD 361 utilizes the automatic weather service at Falls International Airport. This system gives constant updates on visibility, wind, and temperature. Our history in ISD 361 is not to establish by school district policy a predetermined temperature for school closing. Administratively the "close school" decision would be triggered by a -40 F ambient temperature if there were little chance of moderation during the day. This decision would be made by 5:30 A.M.

Parent cooperation is essential for any inclement weather condition. Children need to be dressed for the conditions. It is not uncommon to see students come to school with short skirts, bare legs, sweat shirts or light jackets, no hats, no gloves, or boots. Some districts have very stringent policies covering student winter dress before the student is allowed on a district school bus. ISD 361 has not considered this policy due primarily to difficulty of enforcement.

No school closing decision will be universally accepted. Issues of family schedules, day care, and a host of other problems are always created when a school closes with little notice to parents. Issues of student safety are paramount and this essentially lies in the parent's decision making. A parent always reserves the right to keep their child home and this would be treated as an excused absence. Excessive absences will be handled with the school attendance policy.

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY	413
SERIES:	400
SUBJECT:	HARASSMENT AND VIOLENCE
ADOPTED:	By reference
REVISED: 1999, Revised 2010	Page 1 of 7

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I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- a. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- b. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, a school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- c. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- d. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

a. "Assault" is:

- 1. an act done with intent to cause fear in another of immediate bodily harm or death;
- 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
- 3. the threat to do bodily harm to another with present ability to carry out the threat.

b. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

c. "Immediately" means as soon as possible but in no event longer than 24 hours.

d. Protected Classifications; Definitions

- 1. "Age" means the person is over the age of 25 years.
- 2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
- 3. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or

- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
4. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 5. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- e. Sexual Harassment: Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.
- F. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- G. Violence: Definition
- Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, and familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

- E. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- F. Use of formal reporting forms is not mandatory.
- G. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Puller v. Indep. Sch. Dist. No. 701, 528 N.W.2d 273 (Minn. Ct. App. 1998)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 MSBA/MASA Model Policy 525 (Violence Prevention)
 MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital)

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

BOARD POLICY	514 _____
SERIES: 500	Students
SUBJECT: <u>Bullying Prohibition Policy</u>	
ADOPTED: <u>By reference</u>	
REVISED: <u>June 2012, Feb. 2014, June 2014</u>	Page 1 of 9

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or a teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property an/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policy (see MSDBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For the purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer or a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property or at school related functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also

may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to one of the following individuals:
 - 1. **Building Principals:**
Tim Everson, Head Principal: Falls High School; 218-283-2571 ext. 104
Marc Glowack, Dean of Students: Falls High School; 218-283-2571 ext. 110
Melissa Tate; Falls Elementary School; 218-283-2571 ext. 232
 - 2. **6 Title IX Officer/Human Rights Officer:**
Kevin Grover, Superintendent of Schools ISD #361 District Office
1515 11th Street; International Falls, MN 56649 218-283-2571 ext. 112

If the complaint involves the building report taker, the complaint shall be made or filed directly with the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct, or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy

shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. §122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct. .
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The school district is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- 1. Engage all students in creating a safe and supportive school environment;
 - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 - 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 - 5. Teach students to advocate for themselves and others;
 - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References:
MASA/MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MASA/MSBA Model Policy 413 (Harassment and Violence)
MASA/MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MASA/MSBA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MASA/MSBA Model Policy 423 (Employee-Student Relationships)
MASA/MSBA Model Policy 501 (School Weapons Policy)
MASA/MSBA Model Policy 505 (Distribution of Non-school-Sponsored Materials)
MASA/MSBA Model Policy 506 (Student Discipline)
MASA/MSBA Model Policy 507 (Corporal Punishment)
MASA/MSBA Model Policy 515 (Protection and Privacy of Pupil Records)
MASA/MSBA Model Policy 521 (Student Disability Nondiscrimination)
MASA/MSBA Model Policy 522 (Student Sex Nondiscrimination)
MASA/MSBA Model Policy 525 (Violence Prevention)
MASA/MSBA Model Policy 526 (Hazing Prohibition)
MASA/MSBA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MASA/MSBA Model Policy 709 (Student Transportation Safety Policy)
MASA/MSBA Model Policy 711 (Videotaping on School Buses)
MASA/MSBA Model Policy 712 (Video Surveillance Other Than on Buses)

All students and parents can access the exact ISD 361 School Board policies on our district website at http://www.isd361.k12.mn.us/districtwide/sb_policies.shtml

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

The City of International Falls, Minnesota

Independent School District No. 361, Minnesota

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

SECTION ONE – ESTABLISHMENT AND COMPOSITION OF RECREATION

BOARD:

The Recreation Commission shall consist of nine (9) members composed as follows: Three (3) members of the City Council of the City of International Falls, appointed by the council; Two (2) members of the School Board of Independent School District 361 appointed by the School Board; and four (4) lay members whom are voted in by the remaining Recreation Commission Board members. Lay members shall be appointed for a two (2) year term. Lay members shall hold no elected office with the City or School District. A vacancy shall be filled from the unexpired portion of the term by the appropriate appointing body. Members of the Recreation Commission shall serve without compensation and shall not be personally interested in any contracts of the Recreation Commission.

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

SECTION TWO - GENERAL POLICIES:

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

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

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

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

SECTION THREE – SPECIFIC POWERS:

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

Employees:

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

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

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

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

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

SECTION FOUR – PREPARATION OF PROGRAM:

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

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

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

SECTION FIVE- FINANCES:

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

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

SECTION SIX: FINANCES OF THE COMMISSION:

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

City of International Falls:

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

The City of International Falls will provide accounts payable, accounts receivable and payroll services for the Recreation Commission activities.

Independent School District #361:

The School District will provide office space within their facility for the Recreation Director’s

office. The School District will provide all office overhead, including computer, software, internet, and utilities for use by the Recreation Director.

Activity Levy Revenue:

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

The total activity levy revenue is determined by taking the AMCPU of the School District times the \$70/AMCPU levy allowance. (Adjusted Pupil Unit)

The total activity levy revenue will be split between the School District and the Recreation Commission based on historic average percentage developed in 2015. The total levy revenue due each organization cannot exceed the activity levy revenue available in a fiscal year. To determine the revenue due each organization, the Recreation Commission will receive 72% of the total youth activity levy revenue. The School District 361, will receive 28% of the total youth activity levy revenue. This equals the value of the activity levy revenue due each organization.

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

The total activity levy revenue available for the fiscal year 2017-18 is:
\$99,156.93 based on adjusted pupil unit.

2017-18 Recreation Department	FY 2017-2018: \$71,392.99 (72%)
2017-18 ISD 361	FY 2017-2018: \$27,763.94 (28%)

SECTION SEVEN- INSURANCE:

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

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

SECTION EIGHT- RULES OF CONDUCT:

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

SECTION NINE- PLAYER MOVEMENT POLICY:

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

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

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

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

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

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

SECTION TEN-DISPOSAL OF PROPERTY:

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

SECTION ELEVEN-OUT CLAUSE:

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

SECTION TWELVE- EFFECTIVE DATE:

This agreement shall be in effect from July 1, 2017 to June 30, 2018.

Passed by the International Falls Recreation Commission on (date):_June 28, 2017

Signed by: _____
Recreation Commission Chairperson

Passed by the City Council of International Falls on (date):_____

Signed by: _____
City Council Chairperson

Signed by: _____
City Administrator

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

Signed by: _____
School Board Chairperson

Signed by: _____
Superintendent

1705 15th Avenue
International Falls, MN 56649
July 7, 2017

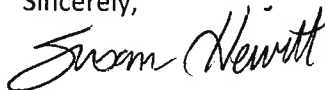
Mr. Mike Holden, Chairperson
School Board of ISD 361
1515 11th Street
Int'l Falls, MN 56649

Dear Chair Holden:

Please accept this letter of resignation due to retirement and in accord with the letter requesting early retirement incentive approved at the regular meeting of the board on February 17, 2016. My last day of employment with the district will be September 30, 2017 with the intent to take vacation for the months of August and September. I also request to be paid for any unused vacation accrued as of September 30th and to receive any salary or benefit increases as given to Policy 426 At Will employees for the period of 7/1/17 – 9/30/17.

I would sincerely like to thank the district for all the opportunities given to me throughout my thirty-eight years of employment. It has been a wonderful place to work and I have enjoyed working with the various Superintendents (ten of them), School Boards, and staff. I would especially like to note the hard-working individuals in the foodservice department. They were always very supportive and enabled me to successfully wear the many "hats" of my position.

Sincerely,



Susan Karsnia Hewitt

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT NO. 361

AND

EDUCATION MINNESOTA EDUCATIONAL SUPPORT PARAPROFESSIONALS



JULY 1, 2017 TO JUNE 30, 2019

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ARTICLE I: PURPOSE

SECTION 1. PARTIES: This Agreement, entered into between the School Board of Independent School District No. 361, International Falls, Minnesota, hereinafter referred to as the School Board, and the International Falls Federation of Educational Support Professionals, Local 4798 AFT/MFT/AFL-CIO, hereinafter referred to as the Union, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A. to provide the terms and conditions of employment for educational support professionals during the duration of this Agreement. An Educational Support Professional shall be referred to in this document as an ESP.

ARTICLE II: RECOGNITION OF EXCLUSIVE REPRESENTATIVE

SECTION 1. RECOGNITION: In accordance with P.E.L.R.A., the School Board recognizes the Union as the exclusive representative of educational support professionals employed by the School Board of Independent School District No. 361, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A., and as described in the provisions of this Agreement.

ARTICLE III: DEFINITIONS

SECTION 1. TERMS AND CONDITIONS OF EMPLOYMENT: The term “terms and conditions of employment” means the hours of employment, the compensation thereof including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage for retired Educational Support Professionals or severance pay, and the employer’s personnel policies affecting the working conditions of the Educational Support Professionals. In the case of Educational Support Professional employees the term does not mean educational policies of the School District. The terms in both cases are subject to the provisions of Section 179A.03, Subd. 19, regarding the rights of public employers and the scope of negotiations.

SECTION 2. EDUCATIONAL SUPPORT PROFESSIONAL: An Educational Support Professional is a person hired by the School Board to assist teachers and administrators to implement educational programs and services and to perform other duties as may be assigned. The description of the appropriate unit shall be: All Educational Support Professional employees (including: teacher aides, Indian education aides, playground supervisors, and monitors) of Independent School District No. 361, International Falls, Minnesota who are public employees, excluding confidential, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employees’ bargaining unit, employees who hold positions of a

temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

SECTION 3. YEAR OF SERVICE: “Year of Service” shall be defined as continuous employment for an entire school year.

SECTION 4. SENIORITY DATE: “Seniority Date” is the first day of continuous service in a union position.

SECTION 5. GENDER: Whenever any words are used in this agreement in the masculine gender, they shall also be construed to include the feminine or neuter gender in all situations where they would so apply; whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and where any words are used in the plural they shall also be construed to include the singular.

SECTION 6. OTHER TERMS: Terms not specifically defined in this Agreement shall have those meanings as defined by the P.E.L.R.A. of 1971, as amended.

SECTION 7. FULL TIME EMPLOYEE: Any Educational Support Professional who regularly works seven (7) or more hours per day for an entire school year.

SECTION 8. PART TIME EMPLOYEE: Any Educational Support Professional who regularly works less than seven (7) hours per day for an entire school year.

SECTION 9. SCHOOL YEAR: The students’ regularly scheduled school year.

SECTION 10. POSITION: The posted job inclusive of all hours and assignments.

ARTICLE IV: SCHOOL BOARD RIGHTS AND OBLIGATIONS

SECTION 1. INHERENT MANAGERIAL RIGHTS: The Union recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and assignment and number of personnel.

SECTION 2. MANAGEMENT RESPONSIBILITIES: The Union recognizes that the School Board has the right and obligation to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS: The Union recognizes that all educational support professionals covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The Union also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The Union also recognizes that the School Board and all educational support professionals covered by this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

SECTION 4. RESERVATION OF MANAGERIAL RIGHTS: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in the Agreement are reserved to the School Board.

SECTION 5. HEALTH AND SAFETY: The School Board shall abide by all state and federal health and safety regulations applicable to School Districts.

SECTION 6. FAIR PRACTICES: In accordance with School Board policy, no person or persons, department or division responsible to the School Board shall discriminate against any employee on the basis of race, creed, color, national origin, sex, or marital status.

SECTION 7. USE OF VOLUNTEERS: Nothing in this contract shall prevent the School Board from using volunteers.

ARTICLE V: EDUCATIONAL SUPPORT PROFESSIONAL RIGHTS

SECTION 1. RIGHT TO VIEWS: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any public employee or the employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Union.

SECTION 2. RIGHT TO JOIN: Pursuant to P.E.L.R.A. employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

SECTION 3. REQUEST FOR DUES CHECK OFF: Educational Support Professionals shall have the right to request and be allowed dues check off for the International Falls Federation of Educational Support Professionals. Upon receipt of a properly executed authorization of the ESP involved, the School District will deduct from the ESP's paycheck the monthly dues. Such authorization shall continue in effect from year to year unless revoked in writing prior to October 1st to the business office by the participant. The Union shall advise the business office of any change in the dues rate each year.

SECTION 4. FAIR SHARE FEE: Any Educational Support Professional included in the appropriate unit who is not a member of the Union may be required by the Union to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any ESP shall be deducted from employee earnings and remitted in accordance with P.E.L.R.A. The Union hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability liquidated or unliquidated, which any educational support professional may have to claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the Union as provided herein.

ARTICLE VI: BASIC SCHEDULES AND RATES OF PAY

SECTION 1. RATES OF PAY:

Subd. 1. Salary Schedules. The wages and salaries reflected in **Schedule A for 2017-18, Schedule B for 2018-19** attached hereto, shall be a part of this Agreement.

Subd. 2. During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an Educational Support Professional shall be compensated according to this agreement until a successor Agreement is entered into. Pay shall be retroactive from the date of salary settlement.

Subd. 3. Subbing. An ESP II subbing for an ESP I shall receive the rate of pay for the ESP I for the time of the subbing. An employee on lay off, when offered temporary employment within the same classification, shall receive their regular rate of pay.

Subd. 4. Field Trips. Paraprofessionals assigned to accompany their students on field trips shall receive hourly pay for field trips that occur outside their regularly scheduled duty day in accord with the following:

- All day field trips for hours beyond normal assigned time: ESP's current rate of pay.
- Overnight field trips: ESP's current rate of pay for all hours per scheduled field trip day (i.e. start of student's day until student's scheduled bed time)

When two or more Paraprofessionals assigned to a single student desire to fill the field trip assignment, seniority shall be used to determine the assignment.

SECTION 2. CLASSIFICATION DESCRIPTIONS:

Educational Support Professional I (Monitor): Educational Support Professional whose position is not defined to provide direct instructional support, or to provide direct student support as required by an IEP and who performs the majority of their service without direct supervision of a teacher. Educational Support Professionals assigned to drive a van and/or ride in a bus or van shall receive this pay classification for the period of time assigned to this duty.

Educational Support Professionals II (Paraprofessional): Education Support Professional providing instructional support for students under direct supervision of a teacher for the majority of their assignment.

Educational Support Professional III: Indian Education Support Professionals (Current Indian Education employee's brought into the bargaining unit for the 2009 – 2010 school year) will have initial placement on the salary schedule reflective of the number of years they have worked for the district at the current capacity. Seniority within this classification will be based on years of service for the district in current or like position, but overall union seniority will be based on actual years in the union.

SECTION 3. SALARY SCHEDULE PLACEMENT:

Subd. 1. The School Board shall determine the placement of all new ESPs on the salary schedule and may allow a maximum of two years for experience outside the School District.

Subd. 2. Placement on the salary schedule shall be done on the basis of years of service. Any new employee hired prior to December 1 will be given credit for one year of service.

Subd. 3. Advancement on the salary schedule shall take place once a year on July 1.

SECTION 4. HIGHLY QUALIFIED REQUIREMENT: Paraprofessionals are required to pass the ParaPro Assessment or provide the district with verification of at minimum an Associate of Arts degree or 60+ credits, so that they meet the state's requirements of being highly qualified. Paraprofessionals who need to take the ParaPro Assessment will be responsible to schedule his/her initial test within four (4) weeks of employment. It is agreed that members would be allowed two (2) testing opportunities to achieve a passing score. Tests would be scheduled a minimum of six (6) weeks apart and a maximum of twelve (12) weeks with the union member responsible for the purchase price of the examination. **District will reimburse the employee the cost of the initial examination within 30 days of the last day of school in the school year in which the test was taken. A reimbursement voucher must be submitted by the last day of school.**—Failure for a Paraprofessional to demonstrate proficiency will be grounds for dismissal.

ARTICLE VII: POST EMPLOYMENT COMPENSATION

SECTION 1. 403(B) MATCH PROGRAM: An Educational Support Professional will receive an annual monetary contribution to a 403(b) deferred compensation fund from the School District according to the

schedule below provided the ESP contributes a like amount of money. An ESP is eligible to receive the School District's contribution beyond twenty-five (25) years provided they do not exceed the School District's maximum. Upon receiving the maximum \$14,000 the School District's contributions shall cease.

Effective July 1, 2004, the School District's contribution will be according to the following schedule:

<u>YEARS OF SERVICE TO THE DISTRICT</u>	<u>DISTRICT CONTRIBUTION</u>
0-3 Years:	\$0 (must qualify)
4-10 Years:	\$450
11-20 Years:	\$600
21-25 Years:	\$850

SECTION 2: HEALTH CARE SAVINGS PLAN:

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

~~A. Maximum District Contribution: The maximum District contribution to the employee's health care savings plan (HCSP) will be the product of 50% of accumulated sick leave times his/her rate of pay at the time of severance not to exceed 300 hours of the employee's accumulated sick leave.~~

~~B. Time of Contribution: The calculated value of the employee's HCSP will be placed into the employee's HCSP account within thirty (30) days following severance of employment. A minimum of \$1500.00 is needed to qualify for a HCSP account. Any amount less than \$1500 will be paid to the employee. Any payment to employee is subject to taxes.~~

~~C. Death of Qualifying Employee:~~

~~a. Employee qualified, but had not severed service: The total value would be paid to the employee's estate within thirty (30) days following the death of the employee.~~

~~b. Employee qualified and severed service, but had not received full payment into HCSP: remaining amount owed to employee would be paid in a lump sum to employee's estate within thirty (30) days following the death of the employee.~~

Subd. 1. Employees who are covered by this agreement and have provided the District with five (5) years of continuous service shall be eligible for post-employment benefits to be contributed to the employee's health care savings plan (HCSP) administered by the Minnesota State Retirement System (MSRS).

- A. District Contribution: At the end of five (5) years of continuous employment, the District will contribute the product of 50% of the accumulated sick leave times his/her rate of pay for the current year. The remaining 50% will be placed into a Reserve Bank.
- B. Contribution Intervals: The above contribution will occur after every five (5) years of employment or severance from the District of an ESP with five or more years of service.
- C. Time of Contribution: The calculated value of contribution will be placed in the employee's HCSP by June 30th for continuing employees or within 30 days of severance for employee's severing service.
- D. Bonus Contribution: Employees with fifteen (15) or more years of service to the District in an ESP position(s) and who qualify for a PERA annuity shall at the time of retirement have an additional contribution of the product of 50% of the Reserve Bank times current rate of pay contributed to employee's HCSP. Bonus contribution will be paid as per Time of Contribution, Subd. 1-C.
- E. Implementation: Any employee with five (5) or more years of service in an ESP position at the conclusion of the 2017 – 2018 school year will have initial payment made into employee's HCSP by June 30th.
- F. Death of Qualifying Employee:
 - 1. Employee qualified, but had not severed service: The total value owed would be paid to the employee's estate within thirty (30) days following the death of the employee.
 - 2. Employee qualified and severed service, but had not received full payment into HCSP: The remaining amount owed to employee would be paid in a lump sum to employee's estate within thirty (30) days following the death of the employee.

**Hypothetical Example attached in Appendix A

ARTICLE VIII: GROUP INSURANCE

SECTION 1. LIFE INSURANCE BENEFITS:

Subd. 1. Each ESP shall receive \$50,000 term-life insurance. Per Madison National Life (National Insurance Services) the amount of Basic and Optional Life Insurance reduces to 65% of stated coverage upon attainment of age 70, reduces to 40% of stated coverage upon attainment of age 75 and reduces

to 25% of stated coverage upon attainment of age 80 and terminates upon retirement. Additional insurance may be purchased at the employee's own expense as stipulated in the insurance policy.

SECTION 2. HEALTH INSURANCE:

Subd. 1. The District will contribute \$460.00 per month toward the cost of a single or family premium for health insurance for an ESP who works thirty (30) or more hours per normal week. ESP's who work under thirty (30) hours per week may participate in the district's health insurance program and will receive a prorated District premium contribution on the basis of hours worked (i.e. #hours worked /7). Health insurance contributions will be for twelve months.

Subd. 2. All ESP employees shall have the right to participate in the District's 125 flexible benefit plan.

SECTION 3. POST EMPLOYMENT HEALTH INSURANCE: ESP who retires and is eligible to receive annuity payments from a Minnesota Public Pension Plan, and who has provided the District with ten (10) years of professional service, may continue coverage under the District's medical insurance plan at the employee's own expense. The employee may elect either single or family coverage. Upon the death of the employee, any family members covered by the medical insurance plan at the time of the employee's death may continue coverage at their own expense.

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

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

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

ARTICLE IX: LEAVES AND ABSENCES

SECTION 1. JURY DUTY: Educational Support Professionals serving jury duty will be paid an amount which together with salary received for jury duty would equal their regular wage.

SECTION 2. GENERAL LEAVES OF ABSENCE: An ESP may request in writing, a leave of absence for up to one calendar year without pay or benefits for the following reasons: education, health, child care, maternity, funeral, or other reasons as may be approved by the School Board. The ESP must notify the district in writing of their intent to return for employment the following school year no later than February 1 of the year of leave.

Subd. 1. The Superintendent may grant leave without pay up to ten (10) days for ESP emergency health purposes or emergency purpose, which do not include leave without pay for vacation or recreation purposes. All requests for ESP emergency health leaves shall have a Doctor's statement. All other requests over ten (10) days must be made to the School Board in a timely fashion to insure that arrangements can be made for a replacement.

Subd. 2. The ESP will be reinstated to his/her position of like status and pay at the end of the leave of absence. If that position does not exist, the ESP may exert his/her rights under the seniority system.

Subd. 3. The School Board may adjust the beginning and ending dates of any leave of absence to conform to specific dates within the school calendar.

Subd. 4. The School Board reserves the right to deny any request for a leave of absence.

SECTION 3. EMPLOYMENT LEAVE: ESP's must have three (3) years of experience within the ESP ranks for the District to be eligible for employment leave. An ESP may apply in writing no later than August 1, to the School Board for a one (1) year leave of absence without pay or benefits for the upcoming school year to pursue employment outside the District. The employee must notify the District in writing of their intent to return for employment the following school year no later than February 1 of the year of employment leave. The employee is guaranteed former position assuming exact position remains and if not is guaranteed employment based on seniority through bump meeting. An ESP who returns from employment leave must work for the District for three (3) years before becoming eligible for employment leave again.

SECTION 4. SICK LEAVE:

Subd. 1. Each Educational Support Professional shall receive sick leave at the rate of .0575 hour per hour worked. Sick leave will be credited by the District on the first day of school each year based on total projected hours of employee's assigned position and updated as assignments change. Any overpayment of sick leave paid upon termination of service prior to the end of the service year shall be deducted from the last paycheck owed the employee. In the event last paycheck is less than amount owed, District will seek collection through other means. Said leave may be for the employee or his/her immediate family. Immediate family is defined as the employee's or employee's spouse's: spouse, children, parents, brother, sister, grandparents, grandchildren, and step relationships of the same and dependent minor or adult for whom the employee provides physical custodial care. Leave for immediate family shall be limited to 160 hours per school year as defined in Statute MN181.9413.

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

~~Sick leave shall be accumulative to eight hundred twenty five (825) hours. Sick leave may not be transferred into "Other Leave".~~

Subd. 2. Reserve Bank. Reserve bank time can be accessed for events that qualify for FMLA, Workers Compensation, MN Parenting Leave Law, and funeral leave if other sick leave days are

depleted. Reserve Bank can be accessed at any time if accumulated sick leave days are exhausted and the event fits criteria outlined in Reserve Bank.

SECTION 5. BEREAVEMENT LEAVE: Leave for each death in the immediate family as defined in Section 4 is five (5) times the ESP's number of assigned daily hours with travel or three (3) times the ESP's number of assigned daily hours without travel. Bereavement leave for an employee's life partner or life partner's relations as outlined in Section 4 will be allowed upon submitting evidence to Superintendent of being with the life partner for seven (7) or more years. Any additional leave for death in the family must be approved by the Superintendent. Bereavement leave shall be deducted from sick leave. Bereavement leave for individuals not defined in Section 4 shall be allowed without pay upon prior approval from the Superintendent of Schools. Request shall be made in writing with two (2) days advance notice.

SECTION 6. OTHER LEAVE: Each ESP shall receive .029 hour per hour worked of "other" leave with pay per full year to be used during the school year. Other leave will be credited by the District on the first day of school each year based on total projected hours of employee's assigned position and updated as assignments change. Other Leave will be calculated using 174 student contact days unless the school calendar were to change in excess of **ten (10)** student contact days (range in which no recalculation would be allowed is 184 – 164). Any decimal on total hours received will be rounded to the nearest half hour. Any overpayment of other leave paid upon termination of service prior to the end of the service year shall be repaid by the employee. At the end of each school year the employee may carryover a maximum of 8 hours "other" leave in their "other" leave account to a maximum of six (6) times their assigned number of daily hours inclusive of the new allotment of hours. The balance of the unused "other" leave will be transferred into his/her sick leave account. Other leave shall be taken only with prior approval of the ESP's building Principal. ~~to a maximum of five (5) times their assigned number of daily hours.~~

SECTION 7. FAMILY MEDICAL LEAVE ACT: All leaves in this agreement which qualify as leave under Family Medical Leave Act (FMLA) shall be considered to run concurrently with eligible leave as prescribed by the FMLA. Sick leave will be exhausted, followed by other leave, and finally unpaid time for a maximum of 12 weeks.

SECTION 8. UNION LEAVE: A maximum of ~~eight (8)~~ **twelve (12)** days per year of paid union leave will be granted to officers or designated representatives of Local 4798 for union related activities. The district will pay the Union member's daily wage with the Union paying any incurred cost for substitutes. Union representatives shall not lose sick leave or other leave days.

SECTION 9. CONFERENCE AND ACTIVITY LEAVE: Each ESP is entitled to take up to sixteen (16) hours of unpaid leave per year to attend their child's(ren's) school conferences, school-related activities, child care, or other early childhood program.

SECTION 10. WORKER'S COMPENSATION LEAVE: Pursuant to M.S. Chapter 175, an Educational Support Professional injured on the job in the service of the District and collecting workers' compensation insurance, shall draw sick leave and receive full salary from the District, the salary to be reduced by the amount equal to the insurance payments paid or payable and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

SECTION 11. SICK LEAVE POOL: The District and the exclusive representative agree to establish a sick leave pool for those extreme medical situations when ESP's have exhausted their sick leave. The exclusive representative will call for a donation to a pool based on an ESP's request due to an extreme illness/accident. This pool will be administered by the exclusive representative. Each ESP may elect to donate up to eight (8) hours sick leave to the sick leave pool per occurrence; however the number of sick leave hours in the pool shall not be greater than the number of full time equivalent ESP's employed by the District times eight (8). The pool will be reduced to zero on the last ESP duty day of each school year by throwing out any remaining days and starting over when an eligible request is received.

Sick leave donations would not allow an ESP to be absent longer than 12 weeks for an FMLA qualifying event without the Superintendents approval.

ARTICLE X: HOURS OF SERVICE

SECTION 1. BASIC WORK YEAR: The work year shall be prescribed by the School Board or its designee for ESPs.

Subd. 1. The work year will normally be those days that students are in school but may vary according to the needs of the School District.

Subd. 2. The yearly schedule may be modified, shortened or lengthened at the discretion of the Board. ESPs will only be paid for actual hours worked.

Subd. 3. Any work that is during the summer months and/or beyond the normal work year shall be offered to the ESP who normally holds that position during the normal work year. If the ESP rejects the extra work, the work shall be offered by seniority to the other members of the unit until the most junior qualified assignee is required to do the work if rejected by more senior ESPs.

Subd. 4. All ESP's will be assigned a minimum of fourteen (14) hours in-service throughout the school year based on needs determined by administration. The onus of ESP needs should be the burden of both the district and the Union. All ESP's will be expected to participate and may not use "other leave" during in-service days.

SECTION 2. BASIC WORK DAY: All Educational Support Professionals will be assigned starting times and shifts as determined by the School Board or its designee.

Subd. 1. In the event that a student(s) who is served exclusively by the ESP is temporarily absent for a period of less than two (2) weeks (ten (10) school days in succession), the ESP ~~shall~~ may be temporarily laid off without pay and the ESP shall not exert seniority rights for that period of time. However, in the event the absence is more than two (2) weeks (ten (10) school days in succession) the

ESP may request placement on ULA or may bump the least senior ESP to remain whole. If the position is filled by a more senior ESP, then that position shall be an open position at the end of the year and the senior ESP shall have bumping rights. This bump shall occur before the beginning of the next school year.

Subd. 2. When a Paraprofessional's assigned student checks out of school before noon, and after having been in attendance that school day for longer than two (2) hours, the Paraprofessional would be assigned other duty by the building Principal up to noon, at which time the Paraprofessional can be released from duty. Paraprofessionals assigned to a student who checks out of school after noon would be assigned duty for the remainder of the Paraprofessional's regular shift. A Paraprofessional whose assigned student goes home after the school day begins and who is assigned to fill in for another Paraprofessional's absence from work shall complete the absent Paraprofessional's shift for that day. This will be considered a department assignment, and not a substitute assignment. Thus the compensation shall be at their regular shift hourly rate. In the event the assignment is into the ESP I classification it will be considered subbing and the ESP II shall receive the rate of pay for the ESP I position.

SECTION 3. LUNCH PERIOD: ESPs may be provided a duty free lunch period that is not compensated. If an ESP has a working lunch period, they shall be compensated. Lunch periods, either compensated or uncompensated, shall be assigned by the ESP's building Principal.

SECTION 4. SCHOOL CLOSING: In the event that school is closed for any reason and the ESPs are not required to perform services, the ESP's compensation shall be reduced accordingly or will be allowed to use "Other Leave". ESP will be responsible for submitting a leave voucher within the pay period in which the school closing occurred if they wish to use "Other Leave."

ARTICLE XI: SENIORITY

SECTION 1. Seniority in the School District shall be set by using a seniority number with the July 1, 1993 list.

SECTION 2. The School District shall prepare from its records, in conjunction with the Union, a seniority list which shall contain the name, and seniority status (number) of each ESP. The seniority date is the date the employee started to provide continuous service in a union position in that classification. In the event that an employee successfully bids a transfer to another classification and later successfully bids to return to the employee's original classification, seniority would be retained in original classification with bumping rights the following school year (seniority is lost in other classification). Employees hired after July 1, 1993 shall have their seniority date the first day the employee provided continuous service in a union position.

SECTION 3. The School District shall update the seniority lists by classification on or before October 1 and May 1 of each year.

SECTION 4. The seniority list shall be e-mailed to all ESP's and a copy shall be provided to the Union President in the month of October and May of each school year.

SECTION 5. Educational Support Professionals with identical seniority dates (meaning the same first day of work), shall have the determination of seniority made on the basis of the first hired according to board minutes.

SECTION 6. Any person whose name appears on the seniority list and who may disagree with the findings of the School District and the order of seniority in said list shall have twenty (20) days from the date of posting to supply written documentation, proof and request for seniority change to the School District.

SECTION 7. Within twenty (20) days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and make such changes the School District and the Union deem warranted. A committee of six (6) members (three chosen by the Union and three chosen by the School District) will review documentation and make appropriate changes. A final seniority list shall thereupon be prepared by the School District and Union, which list as revised shall be binding on the School District and any ESP. Each year thereafter the School District and Union shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new employees. Such yearly revised list shall govern the filling of positions and the application of the layoff provisions of the contract until thereafter revised.

SECTION 8. POSTING AND FILLING OF POSITIONS: When any position becomes vacant or is newly created, all ESPs will be notified of the vacancy by virtue of posting on the district web page. Vacancy will be posted simultaneously both internally and externally and the filling of the position will be made first from an employed ESP or if none available from an outside applicant. A copy of the vacancy will be sent to each building principal and to the president of the Union. Employees shall be given seven (7) days' time in which to make application to fill the vacancy or new position. The vacancy must be filled as posted by being offered to the most senior qualified person and if declined it must be reposted again both internally and externally. The School Board has final authority to set the qualifications. Qualifications may include having the recommendation of an advisory group or other unusual qualifications. An example would be positions requiring medical expertise, driving a van, entering the pool, etc. Vacant positions during the school year must be filled by an ESP on ULA able to meet position qualifications before posting may occur.

Subd. 1. Annual Posting Meeting. All vacancies that were filled during the preceding school year or vacancies at the time of the posting meeting will be filled in the following order: 1) within same classification based on seniority, ability to meet position qualifications, and bid on position, 2) within other classifications based on overall seniority, ability to meet position qualifications, and bid on

position, 3) member on ULA able to meet position qualifications, and 4) external candidates able to meet position qualifications. During the posting meeting the District shall have veto authority on ESP job selections for up to 10% of the total number of ESPs on the seniority lists. An ESP whose choice was vetoed shall then make an alternate selection. Posting meeting will be set mutually between the district and the Union president. ESP's hired after July 1, 2013 shall not be eligible to participate in the annual posting meeting.

Subd 2. After Annual Posting Meeting and Prior to End of School Year. Vacant positions during the school year must be filled by an ESP on ULA able to meet position qualifications before posting may occur. Internal and external postings may occur at the same time. After a position is properly posted, the position may be filled with an ESP who made application and meets the position qualifications or an external candidate at the discretion of administration. All vacant positions posted and filled after the annual bump meeting will follow the above language and become vacant positions at the subsequent bump meeting.

SECTION 9. REDUCTION OF STAFF:

Subd. 1. Layoff. In the event of reduction of staff, the least senior ESP shall be laid off first, if there are qualified ESPs to fill all positions. AN ESP whose position is eliminated or is displaced may impose his/her seniority over the least senior ESP within his/her classification to remain whole, if he/she has the qualifications. In the event that there is not an ESP less senior with the same number of hours, the ESP will exert seniority on the least senior member below them with the closest number of entitled hours (either above or below).

Subd. 2. Reinstatement.

- a. When placed on leave of absence the ESP shall file their name and address with the Superintendent's office to which any notice of reinstate or availability of positions shall be mailed. Notification of change of address will be the responsibility of the ESP. Rights for bumping after reduction shall only occur within an employee's class.

Failure of a notice to reach an ESP shall not be the responsibility of the School District if any notice has been mailed as provided herein.

- b. If a position covered by this contract becomes available for a qualified ESP on leave, the school district shall by certified mail notify such ESP. The ESP shall have ten (10) calendar days from the date of such notice to accept the re-employment and fifteen (15) working days from the certified mailing date to report to work. Failure to reply or report to work within either period shall constitute waiver on the part of the ESP to any further rights of employment or reinstatement and shall forfeit any future reinstatement or reemployment rights unless other timelines are mutually agreed upon by the ESP and the School Board. An ESP may reject any position that is not equal to or greater than the position from which he/she was placed on leave.

- c. Reinstatement rights shall automatically cease two years from the date the leave commenced and no further rights to reinstatement shall exist.
- d. Any ESP who is laid off may accept employment in another position or in any other occupation during the released time.

SECTION 10. REDUCTION OF HOURS: In the event of reduction of ~~two~~ one hours or less per day for a position, the ESP holding the reduced position will not be allowed to exert his/her seniority until the start of a new school year. In the event that an ESP has his/her hours reduced to an amount below the amount specified in Article 3, Section 2, ~~under 14 hours per week~~ he/she shall not be under the jurisdiction of the Union but shall not lose accumulated standing in regard to seniority or benefits. Reduction of more than ~~two (2)~~ one (1) hours per day results in a new position and is thereby posted and subject to the bumping procedure.

SECTION 11. INCREASING OF HOURS: In the event of adding of hours to a position, the position will not have to be posted until the start of a new school year.

Subd. 1. If the hours are severable (not directly attached to a current position), they shall be offered to the most senior ESP in that building whose schedule will accommodate the hours. In the event the hours are declined by a senior ESP, they shall be offered by seniority to all. If no senior ESP accepts the assignment, then they shall be assigned to the least senior ESP whose schedule will accommodate the hours.

Subd. 2. In the event the hours are severable (not directly attached to a current position), but are an extension of a current ESP's assignment the increase in hours would be offered: 1) to the current ESP in that position, 2) based on seniority to all ESP's whose schedule can accommodate, 3) If no senior ESP accepts the assignment, then they shall be assigned to the least senior ESP whose schedule will accommodate the hours.

Subd. 3. In the event the hours are not severable, the increased hours will be assigned to the current ESP.

SECTION 12. POSTING/BUMPING MEETING: A mutually agreed upon posting/bumping meeting will be held annually with a minimum of two (2) week notice afforded for member notification. The posting/bumping meeting will be conducted by the Union President and the Superintendent or designee. ESP's hired after July 1, 2013 shall not be eligible to participate in the annual posting meeting.

SECTION 13. MOVEMENT BETWEEN CLASSIFICATIONS: Any ESP who moves between classifications shall retain the same seniority standing and salary step on the original seniority list. Said ESP shall be placed on the bottom of the seniority list of the classification he/she is moving in to. In the event that the ESP returns to the original classification by successful application/bid, seniority will be lost in classification with least seniority.

ARTICLE XII: SUSPENSION AND REMOVAL

SECTION 1. PROBATIONARY PERIOD: Every new ESP shall serve a probationary period of one hundred twenty (120) working days, during which the School Board shall have unqualified right to discipline or discharge such ESP without assigning any reason therefore, and without recourse to the grievance procedure. An ESP promoted to or transferred to a new classification shall be on probation for sixty (60) working days, during which period the School Board shall have the right to return the ESP to his/her previous classification but must give the ESP a reason for the demotion. An ESP promoted to another classification shall be compensated at a wage comparable but not greater than his/her previous rate because he /she is serving a new probationary period.

SECTION 2. EDUCATIONAL SUPPORT PROFESSIONAL REPRIMAND: An ESP who has successfully completed the probationary period shall be entitled to have a representative from the Union present when being reprimanded, warned or disciplined for any infraction of policies, rules, regulations, or delinquencies in job performance whenever such action will result in a record being placed in the ESP's personnel file. Copies of any materials placed in an ESP's personnel file shall be provided to the ESP by the supervisor or other administrative officer. An ESP shall be entitled to have a written response included therein. When an ESP makes a request for representation, no official action shall be taken until such a representative is present.

SECTION 3. CAUSES: All covered ESPs shall be subject to suspension and discharge for cause pursuant to the due process. Causes for suspension or discharge include but are not limited to the following:

- A. Stealing,
- B. Use of mood altering or illegal chemicals or intoxicating beverages while on duty or being chemically impaired while on duty,
- C. Sexual misconduct,
- D. Incompetent or unsatisfactory performance

ARTICLE XIII: GRIEVANCE PROCEDURE

SECTION 1. DEFINITIONS:

Subd. 1. Grievance. Grievance shall mean an allegation by an ESP or group of ESPs in a dispute or disagreement between the ESP or group of ESPs and/or administration or the School Board as to the application or interpretation of the terms and conditions of employment as found in this agreement.

Subd. 2. Days. Reference to days regarding time period shall refer to working days. A working day is defined as a day that school is in session.

Subd. 3. Computation of Time. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted.

Subd. 4. Postmark. The filing or service of any notice or document herein shall be timely if it is personally served or sent by certified or registered mail and such mail bears a postmark within the time period.

Subd. 5. Decisions. Failure by the administration or School Board to render a written decision within the time limits constitutes denial of the grievance.

Subd. 6. Time Limits. Failure of the grievant to adhere to the time limits constitutes a forfeiture of the grievance.

Subd. 7. Resolution. Except after the initial informal meeting any resolution of the grievance shall be in writing and signed by both parties.

Subd. 8. Wages. ESPs shall not be paid wages due to their necessary participation in grievance hearings held during working hours.

SECTION 2. PROCEDURE:

Subd. 1. Large Groups. This procedure is to apply when the grievance is district wide or in more than one school building. Within thirty (30) days of an alleged grievance, the Union shall file the grievance in writing setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought with the Superintendent's Office. Thereafter the procedure will follow as outlined below in step 3 and on.

Subd. 2. Small Groups or individuals.

Step 1. Within thirty (30) days of an alleged grievance, meet on an informal basis with the concerned principal or immediate supervisor and try to resolve the matter.

Step 2. If the matter is not resolved within five (5) days after the meeting, the grievance is filed in writing with the concerned principal or immediate supervisor setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought. The supervisor within ten (1) days shall submit a decision in writing to the ESP. Copies of this decision will be sent at the same time to the Superintendent's Office and the Union.

Step 3. Within five (5) days of the receipt of the written decision the Union may present the grievance in writing to the Superintendent's Office.

Within five (5) days of the receipt of the grievance, the Superintendent or his representative shall meet with the union and attempt to resolve the grievance.

If the grievance is not resolved within five (5) days of this meeting, the Superintendent's Office will submit a decision in writing to the Union.

Step 4. Within five (5) days of the receipt of the Superintendent's written decision the Union may present the grievance in writing to the School Board.

Within five (5) days of the receipt of the grievance, the School Board as a whole or its grievance committee shall meet with the union and attempt to resolve the grievance.

If the grievance is not resolved within five (5) days of this meeting, the School Board will submit a decision in writing to the Union.

Step 5. Within ten (10) days of the School Board's written decision, the Union may submit the grievance to final and binding arbitration.

SECTION 3. ARBITRATION: The School Board or its designees and the Union shall have ten (10) days to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties are unable to agree on an arbitrator, they shall request from the Bureau of Mediation Services, State of Minnesota, a list of five names. The parties shall alternately strike names from the list until only one name remains. The grieving party shall strike first. The parties shall have no more than ten (10) days after the receipt of the list of names to select an arbitrator. Each party shall be responsible for equally compensating the arbitrator for his fee and necessary expenses.

The arbitrator shall not have the power to add to, to subtract from, or to modify in any way the terms of the existing agreement.

The decision of the arbitrator shall be final and binding upon the parties. He shall have the power to make appropriate awards of compensatory reimbursement, if any. The decision shall be issued to the parties by the arbitrator and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

ARTICLE XIV: PUBLIC OBLIGATION

The Union agrees that during the term of this contract, neither the Union nor any individual ESP shall engage in any strike. For purposes of this section the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment.

ARTICLE XV: DURATION

SECTION 1. TERM AND REOPENING NEGOTIATIONS: This agreement shall remain in full force and effect for a period commencing on July 1, 2017 through June 30, 2019 and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this agreement commencing on July 1, 2017 it shall give written notice of such intent no later than May 1, 2019.

SECTION 2. EFFECT: This Agreement constitutes the full and complete agreement between the School Board and the Union. The provisions herein relating to terms and conditions of employment supersede

any and all prior agreements, resolutions, practices, school district policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION 3. FINALITY: Any matters relating to the current contract term, whether or not referred to in this agreement, shall not be open for negotiation during the term of this agreement unless mutually agreed upon by both parties.

SECTION 4. SEVERABILITY: The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this agreement or the application of any provisions thereof.

IN WITNESS WHEREOF, the parties have executed this agreement as follows:

FOR:

INTERNATIONAL FALLS FEDERATION
OF EDUCATIONAL SUPPORT
PROFESSIONALS

INDEPENDENT SCHOOL DISTRICT
NO. 361

Chief Negotiator

Chief Negotiator

President

Chairperson

Secretary

Clerk

Dated this ____ day of _____, 2017

Dated this ____ day of _____, 2017

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

SCHEDULE A: 2017 - 2018

	<u>ESP I</u> Monitor	<u>ESP II</u> Paraprofessional	<u>ESP III</u> Indian Ed. Paraprofessional
Year One	<u>\$14.24</u>	<u>\$14.24</u>	<u>\$14.24</u>
Year Two	<u>\$14.51</u>	<u>\$14.51</u>	<u>\$14.51</u>
Year Three	<u>\$14.71</u>	<u>\$14.71</u>	<u>\$14.71</u>
Year Five ¹	<u>\$15.23</u>	<u>\$15.23</u>	<u>\$15.23</u>
Year Ten	<u>\$15.63</u>	<u>\$15.63</u>	<u>\$15.63</u>
Year Fourteen	<u>\$16.10</u>	<u>\$16.10</u>	<u>\$16.10</u>
Year Eighteen	<u>\$16.45</u>	<u>\$16.45</u>	<u>\$16.45</u>
Year Nineteen	<u>\$16.90</u>	<u>\$16.90</u>	<u>\$16.90</u>

Career Bonus: An ESP who has completed at least fifteen (15) years of service as an ESP in the District, not including unpaid leave, shall receive an annual career bonus of \$100.00. Payment shall be made in the last regular pay period of the school year.

1. Any ESP I (Monitor) who will be on “Year Five” for the 2017–2018 fiscal year will advance to “Year Fourteen” to be held harmless with the new Schedule A: 2017 – 2018.

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

SCHEDULE B: 2018 - 2019

	<u>ESP I</u> Monitor	<u>ESP II</u> Paraprofessional	<u>ESP III</u> Indian Ed. Paraprofessional
Year One	<u>\$14.53</u>	<u>\$14.53</u>	<u>\$14.53</u>
Year Two	<u>\$14.80</u>	<u>\$14.80</u>	<u>\$14.80</u>
Year Three	<u>\$15.00</u>	<u>\$15.00</u>	<u>\$15.00</u>
Year Five ¹	<u>\$15.54</u>	<u>\$15.54</u>	<u>\$15.54</u>
Year Ten	<u>\$15.94</u>	<u>\$15.94</u>	<u>\$15.94</u>
Year Fourteen	<u>\$16.42</u>	<u>\$16.42</u>	<u>\$16.42</u>
Year Eighteen	<u>\$16.78</u>	<u>\$16.78</u>	<u>\$16.78</u>
Year Nineteen	<u>\$17.24</u>	<u>\$17.24</u>	<u>\$17.24</u>

Career Bonus: An ESP who has completed at least fifteen (15) years of service as an ESP in the District, not including unpaid leave, shall receive an annual career bonus of \$100.00. Payment shall be made in the last regular pay period of the school year.

Appendix A

New

Employee example Hypothetical situation for a 7 hour employee at a wage of \$16.00 in 21-22 school year, \$17.00 in 26-27, and \$17.30 in 28-29.

School year	Sick leave allotment	Used in current year	accumulative total hours	Total in HCSP	Put into Reserve Bank
17-18	70	56	14	0	0
18-19	70	70	14	0	0
19-20	70	35	49	0	0
20-21	70	49	70	0	0
21-22	70	28	112	0	0

June 30th of 2022 payment will be made into HCSP and remaining days put into Reserve Bank

112 hours divided by 2 = 56, 56* \$16.00/ hour = \$896. A payment would be made to HCSP of \$896 by June 30th and other half of the hours would be placed in Reserve Bank.

30-Jun-22 \$896.00 56

22-23	70	28	42		56
23-24	70	140	0		28
24-25	70	35	35		28
25-26	70	35	70		28
26-27	70	21	119		28

*In 23 - 24 Person had a foot surgery (qualifies for FMLA) and was out 4 weeks.

June 30th of 2027 payment will be made into HCSP and remaining days put into Reserve Bank.

119 hours divided by 2 = 59.5, 59.5 * \$17.00/ hour = \$1011.50. A payment would be made to HCSP of \$1011.50 by June 30th and other half of the hours would be placed in Reserve Bank.

30-Jun-27 \$1,907.50 87.5

27-28	70	21	49		87.5
28-29	70	14	105		

140

Retire at end of 28-29 school year. Pay out similar to end of 5 years. 105 / 2 = 52.5, 52.5 * 17.30 / hour = \$908.25

Retirement pay out of Reserve Bank. 140 / 2 = 70. 70 * 17.30 = \$1211.00

\$4,026.75

Michael Holden
Chair, ISD 361
1515 11th Street
International Falls, MN 56649
May 31, 2017

Dear Chair Holden,

I submit this as an irrevocable letter of retirement upon school board approval which will be effective on November 22, 2017.

I have submitted a letter on January 9, 2017, meeting the February 1 deadline of MS 122A.48 (Teacher Early Retirement Incentive Program). I meet all requirements outlined in MS 122A.48 subdivision 1 and request that the district entertain the following proposal.

A payment equal to 50% of the difference between my 2017 - 2018 salary and BA1 step (top left cell of 2017-2018 salary schedule) of the 2017 - 2018 salary schedule, not to exceed \$16,500, to be paid into my Health Care Savings Plan account within 30 days of my last day of TRA service to the district.

In the event the district has not settled a contract with local 331 by my last day of TRA service, the district will use the above calculation with the 2016 – 2017 contract and any additional money owed upon settlement of the 2017 – 2019 contract would be retroactive within 30 days of settlement.

This letter does not preclude me from any other benefit afforded me upon severing service to the district as negotiated in the 2015 – 2017 conditions for employment between Local 331 and ISD 361.

Thank you for this consideration.

Sincerely,



Angela L. Cody

Cc: Kevin Grover, Superintendent
John Sandberg, ED MN Local 331 President

June 15, 2017

Mr. Grover and the School Board,

As much as I have enjoyed working here the past two years, the decision of the district left me no choice but to look for other employment.

I am resigning effective the 2017-2018 school year. However, I would like to continue to work with my student that I am tutoring through the summer.

Thank you,

A handwritten signature in blue ink, appearing to read "Stacy Robar". The signature is fluid and cursive, with the first name "Stacy" written in a larger, more prominent script than the last name "Robar".

Stacy Robar

Peter Benedix
310 15th Street East
International Falls, MN 56649
July 16th, 2017

Kevin Grover
Superintendent ISD 361
Falls High School
International Falls, MN 56649

Dear Kevin Grover and Falls High School Board Members:

It is with regret that I tender my resignation from the Bronco Head Wrestling Coaching position for the Falls High School. I have accepted an Assistant High School Wrestling coaching position for Skyline High School located in Front Royal, VA

I'm grateful for having an opportunity to serve this area for many years as a youth and high school wrestling coach and wish the best of luck to all academic Falls High Bronco athletic programs, coaches' and to the athletes as well.

Sincerely,

Pete Benedix

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

BOARD POLICY: 534 Unpaid Meal Chargers (formerly 725 Student Meal Accounts)

SERIES: 700 Non-Instructional Services/Business Operations

SUBJECT: Student Meal Charge/Collection Policy

ADOPTED: 12/15/14

REVISED: 6/2017

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I. Purpose

The purpose of this policy is to impart to students, employees and the community the school district's policy related to student needs and charges associated with the school nutritional program and to establish consistent meal account procedures for International Falls Public Schools. **The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.**

a.

II. General Statement of Policy

- a. Independent School District No. 361 recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- b. It is the policy of Independent School District No. 361 to offer breakfast and lunch each day. The food service department strives to produce quality meals in an efficient and fiscally responsible manner.
- c. Students may purchase meals when funds have been deposited into their student account.
- d. Funds may be deposited daily in any school office. Payments may also be made on-line with debit or credit cards through the district webstore. ***If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred by a student between***

sibling accounts unless written permission is received from the parent or guardian.

- i.
- e. Parents/guardians are encouraged to frequently check the account status on line at www.isd361.k12.mn.us . Parents/guardians may choose to block items from being purchased, such as extra milk and ala carte items by contacting Michelle Hopkins at 218-283-2571 ext. 181.
- f. Households may apply for free/reduced meals any time during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the district office, all school offices and district website.
- g. ***If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.***
- h. If students are on the free/reduced meal program, only the first meal will be included at the free or reduced price. Subsequent purchase will be charged at regular prices. Students must select adequate meal components to comprise a reimbursable meal under the USDA guidelines. If students/parents/guardians have any questions about the free/reduced meal program they school contact Michelle Hopkins at 218-283-2571 ext. 181.

III. Procedures for Notifying Families

- a. Family balances are available on the District website. Statements may be requested from your child's school office.
- b. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school program year.
- c. The parent/guardian will be notified when the student account is at \$10.00 or less via the district telephone/e-mail notification system on Tuesday of each week. ***Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.***
- d. Additionally, calls will be made to parent/guardian when a student account is at -\$10.00 via the district telephone/e-mail notification system on Friday of each week.

IV. Procedures for Accounts with \$0 or Negative Balances

- a. ***A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.***
- b. Any account with a \$0 or negative balance will not be allowed **ala carte** (snack) purchases until the account contains sufficient funds to cover the purchase. Students will be directed to replace ala carte items at the purchase point and chose a reimbursable meal instead.
- c. Elementary Accounts (Gr. P-6); An elementary account which reaches the threshold of -20.00 shall be sent a letter and free/reduced form informing the household that a meal should be provided from home until such time the account is brought to a positive balance or payment arrangements are made. If no meal is provided or contact made by parent/guardian the child shall still receive a meal but the account will be referred to the school social worker for intervention.
- d. Secondary Accounts (Gr. 7-12); A secondary account which reaches the threshold of -20.00 shall have a notification and free/reduced form sent home with student informing the household that the account is closed to further transactions until such time the account is brought to a positive balance or payment arrangements are made. If no meal is provided or contact made by the parent-guardian the student will only be allowed a meal if cash in hand is presented to purchase the meal for that day. **NO FURTHER CHARGING WILL BE ALLOWED.** The building principal or their designee will contact the household and review with them their responsibility to provide meals for their student.
- e. ***The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.***
- f. Assistance from county social services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.
- g. ~~Negative accounts which have not received any payment after sixty days will be referred to a collection agency.~~ ***Negative balances of more than \$50, not paid prior to end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.***
- h. ~~All negative balances are required to be paid by June 30 of each year.~~

- i. ***The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.***

V. Staff Meals

- a. Staff meals may be purchased at a price determined by the School Board. Staff meal portions may not exceed those given to high school aged students. There will be no charging of staff meals. Staff accounts must maintain a positive balance and any purchase of a meal which would place the account into a negative balance will be refused.

VI. COMMUNICATION OF POLICY

- a. *This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:*
 - 1. *all households at or before the start of each school year;*
 - 2. *students and families who transfer into the school district, at the time of enrollment; and*
 - 3. *all school district personnel who are responsible for enforcing this policy.*
- b. *The school district will post the policy on the school district's website, in addition to providing the required written notification described above.*

Legal References:

Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A