

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, June 17, 2019 at 5:00 PM
FHS Cafeteria, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

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

This is a meeting notice for a regularly scheduled School Board meeting. A full agenda will be published and available prior to the meeting.

Call to Order

1. Roll Call:

| | |
|----------------------------|---------------------|
| Mike Holden___ | Michelle Hebner___ |
| Toni Korpi___ | Jennifer Windels___ |
| Ted Saxton___ | Terry Murray___ |
| Roxanne Skogstad-Ditsch___ | Kevin Grover___ |
| Ella Bahr-Jefferis___ | |

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by __, second by __. Motion carried / failed.

Open Forum

1. Public Open Forum

Consent Agenda

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

1. Approve past meeting minutes for the Regular School Board Meeting on May 20, 2019. 5
2. Approve current accounts payable due in amount of \$795,994.73. 8
3. Approve payroll in amount of \$713,109.06 for pay periods May 24th, May 30th, June 7, 2019 and June 21, 2019.
4. Approve summer payroll in amount of \$391,349.28 for June 21,2019.
5. Increase Arianna Cipriano to 1.0 FTE elementary teacher for the 2019-2020 school year.
6. Approve hire of Brittany Bragg as LPN starting in the 2019-2020 school year.
7. Approve hire of Jakob Ettestad as Assistant Football Coach for the 2018-2019 season.
8. Approve hire of Jessica Crosby as Football Cheerleader Advisor for the 2019-2020 season.
9. Approve hire of Lori Potter as Basketball Cheerleader Advisor for the 2019-2020 season.
10. Approve hire of Alex Mannausau as Hockey Cheerleader Advisor for the 2019-2020 season.

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11. Approve hire of George McDonald as Head Coach Boy's Hockey for the 2019-2020 season.
12. Approve hire of Chad Baldwin as Assistant Coach Boy's Hockey for the 2019-2020 season.
13. Approve hire of Eric Olson as Assistant Coach Boy's Hockey for the 2019-2020 season.
14. Approve hire of Michele McDonald as Head Coach Girl's Hockey for the 2019-2020 season.
15. Approve hire of Kevin Erickson as Assistant Coach Girl's Hockey for the 2019-2020 season.
16. Approve the hire of Glen Marcotte as Assistant Girls' Hockey Coach for the 2019-2020 season contingent upon: (1) There is enough student athletes to form a team for the majority of scheduled games, and/or (2) if part way through the season there are not enough players for a team the position would no longer be needed, therefore, would be paid on a prorated basis for days worked.
17. Approve hire of Amis MacKenzie as Head Coach Boy's Basketball for the 2019-2020 season.
18. Approve hire of John Reller as Assistant Coach Boy's Basketball for the 2019-2020 season.
19. Approve hire of Jay Boyle as Head Coach Girl's Basketball for the 2019-2020 season.
20. Approve hire of Cory Miggins as Assistant Coach Girl's Basketball for the 2019-2020 season.
21. Approve hire of Kacey Kujula and Ariana Cipriano as Co-Knowledge Bowl Advisers for the 2019-2020 season.
22. Approve hire of Doug Lowthian as Speech Advisor for the 2019-2020 season.
23. Approve hire of Jay Boyle as Math Team Advisor for the 2019-2020 season.
24. Approve hire of Deana Lorensen as Assistant Volleyball Coach for the 2019-2020 season.
25. Approve hire of Rachel Amdahl as Student Council Advisor for the 2019-2020 school year.
26. Approve hire of Charie Anderson as Annual Advisor (in class) for the 2019-2020 school year.
27. Approve hire of Karla Olson-Line as MHS Advisor for the 2019-2020 school year.
28. Accept resignation from Kathleen Tompkins hourly Choir instructor effective May 31, 2019. 35
29. Approve the audit service agreement with CliftonLarsonAllen LLP for the fiscal year 2018-2019 audit. 36
30. Approve hiring R&R Specialty to paint Arena floor at cost of \$17,159.81. 48
31. Approve Post Secondary Enrollment Options contract with Mesabi Range College for the 2019-2020 school year. 49
32. Approve City of International Falls Fire Department use of field for July 4th fireworks. 54
33. Approve MREA membership dues of \$2,218 for the 2019-2020 school year. 55
34. Second reading of School Board Policy 721 - Uniform Grant Guidance Policy 57
35. Second reading of School Board Policy 903 - Visitors to School District Buildings and Sites 74
36. Second reading of School Board Policy 805 - Waste Reduction and Recycling 77

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- | | |
|---|-----|
| 37. Second reading of School Board Policy 620 - Credit for Learning | 86 |
| 38. Second reading of School Board Policy 612.1 - Parent and Family Engagement | 97 |
| 39. Second reading of School Board Policy 513 - Student Promotion, Retention, Program Design | 103 |
| 40. Second reading of School Board Policy 425 - Staff Development | 106 |
| 41. Second reading of School Board Policy 405 - Veteran's Preference | 113 |
| 42. Second reading of School Board Policy 303 - Superintendent Selection | 116 |
| 43. First Reading of School Board Policy 701 - Establishment and Adoption of School Dist. Budget | 118 |
| 44. First Reading of School Board Policy 623 - Mandatory Summer School Instruction | 121 |
| 45. First Reading of School Board Policy 515 - Protection and Privacy of Pupil Records | 126 |
| 46. First Reading of School Board Policy 515 Form | 158 |
| 47. Receive the 10 year Long Term Facility Maintenance Plan (LTFM) for approval in July. | 168 |
| 48. Receive the FHS Student Handbook for adoption in July 2019. | 192 |
| 49. Receive the draft FES Student Handbook for 2019-2020. | 244 |
| 50. Approve social studies adoption cycle purchases at estimated cost of \$64,500 (total purchase orders @ \$64,252 plus adjustment for shipping/handling). | |

Action Items

- | | |
|---|-----|
| 1. Resolution Acceptance of Gifts and Donations. Motion by ___, second by ___. Motion carried / failed. | 266 |
| 2. Approve 2019-2020 MSHSL Resolution for Membership. Watch MSHSL video "Why We Play". Motion by ___, second by ___. Motion carried / failed. | 267 |
| 3. Resolution Regarding Board Control of Student Activities. Motion by ___, second by ___. Motion carried / failed. | 271 |
| 4. Receive Superintendent year end performance evaluation summary and form. Evaluation from due back June 26th to Michelle Hopkins. Motion by ___, second by ___. Motion carried / failed. | 272 |
| 5. Approve the general fund final revenue budget of \$13,352,143 and final expense budget of \$13,578,646 for fiscal year 2018-2019. Motion by ___, second by ___. Motion carried / failed. | 276 |
| 6. Approve the general fund adopted revenue budget of \$12,971,922 and final expense budget of \$13,532,219 for fiscal year 2019-2020. Motion by ___, second by ___. Motion carried / failed. | 279 |
| 7. Approve the community education final revenue budget of \$404,314 and expense budget of \$397,970 for fiscal year 2018-2019. Motion by ___, second by ___. Motion carried / failed. | 280 |
| 8. Approve the community education adopted revenue budget of \$388,203 and expense budget \$409,901 for fiscal year 2019-2020. | |
| 9. Approve the food service final revenue budget of \$561,122 and expense budget of \$579,983 | 281 |

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for fiscal year 2018-2019.

10. Approve the food service final revenue budget of \$560,500 and expense budget of \$562,486 for fiscal year 2019-2020.

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent
4. Committee Reports:
 4. 1. Community Ed Advisory Board
 4. 2. Recreation Commission

Close Session

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to discuss the Districts labor negotiation strategy related to negotiations with L4798, L510 and L331. Motion by ____, second by ____. Motion carried / Failed

Reopen and Adjournment

- 1) Reopen meeting. Motion by ____, second by ____ to reopen meeting at ____ pm. Motion carried / failed.
- 2) Adjourn meeting. Motion by ____, second by ____ to adjourn meeting at ____ pm. Motion carried / failed.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, May 20, 2019 at 5:00 p.m.
Falls High School Cafeteria

A Regular Meeting of the Board of Trustees of Independent School District #361 was held Monday, May 20, 2019 in the FHS Cafeteria.

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

Pledge of Allegiance

Approval of Agenda:

Motion by Michelle Hebner then second by Mike Holden to approve agenda as presented and with the removal of item #4 under Administrative Reports. Motion carried 6-0.

Open Forum:

1. Caleb Hostetter, FHS student, presented the MHS teachers of the month to Mrs. Winkel and Mr. Dowty.
2. Public Open Forum:
 - a. Chad Baldwin – Bronco Arena projects: 1) Banners, 2) Recreation Area, 3) Change Rooms.
 - b. Peggy Vacura, Inter-State – School Pictures RFP.
 - c. Luke Abbott and Kevin Bettelli, Lifetouch – School Picture RFP.
 - d. Cedulie Lloyd, Cedulie’s Photography - School Picture RFP.

Tenure Recognition

1. Motion by Roxanne Skogstad-Ditch then second by Jennifer Windels to award tenure to Sarah Staples, Sethen Ettestad and Lisa Simon. Voting in favor: Jennifer Windels, Roxanne Skogstad-Ditsch, Mike Holden, Michelle Hebner, Ted Saxton, Toni Korpi; Voting against: None; whereas resolution was declared passed.

Consent Agenda

Motion by Roxanne Skogstad-Ditsch then second by Toni Korpi to accept Consent Agenda as presented. Motion carried 6-0.

1. Approve past meeting minutes for the Regular School Board Meeting on April 15, 2019 and Special Work Session on April 22, 2019.
2. Approve current accounts payable due in amount of \$926,274.19
3. Approve payroll in amount of \$388,853.30 for pay periods April 26, 2019 and May 10, 2019.
4. Receive fiscal year 2018-2019 budget documents for action in June.
5. Receive the fiscal year 2019-2020 budget documents for action in June.
6. Approve hire of Leah Bacon as Public School Nurse for the school year 2019-2020.
7. Accept resignation from Carol Eldien, paraprofessional, effective May 29, 2019.
8. Accept resignation from Bonnie Harris, Cafe Helper, effective May 31, 2019
9. Approve hire of Mathew Salo as a paraprofessional effective May 20, 2019.
10. Approve the termination of Summit 500 Bottle agreement due to no budget appropriation for the school year 2019-2020.
11. Hire the following summer custodial student workers:
 - a. McKenna Holt

- b. Andrew Strapko
 - c. Carter Germain
 - d. Kori Battalion
12. Approve hire Chris Thoresen as Weight Room Coordinator per the At Will Position Employee Schedule effective May 27, 2019.
 13. Position contingent upon continued funding and student participation.
 14. Approve Arena rental to Fort Frances Lakers for July 26 to July 28.
 15. Approve leave request from Emma Lee, Paraprofessional, for 2 weeks unpaid leave during the week of September 2nd and September 9th during the school year 2019-2020 for child care.
 16. Approve Backus Lease Rental agreement for August 1, 2019 to July 30, 2020.
 17. Approve service agreement with Interquest Detection Canines for school year 2019-2020.
 18. Award the bread quotation to Pan O Gold for the school year 2019-2020.
 19. Approve Honors Online agreement and College in the Schools agreement with Lake Superior College for school year 2019-2020.
 20. First reading of School Board Policy 721 - Uniform Grant Guidance Policy
 21. First reading of School Board Policy 903 - Visitors to School District Buildings and Sites
 22. First reading of School Board Policy 805 - Waste Reduction and Recycling
 23. First reading of School Board Policy 620 - Credit for Learning
 24. First reading of School Board Policy 612.1 - Parent and Family Engagement
 25. First reading of School Board Policy 513 - Student Promotion, Retention, Program Design
 26. First reading of School Board Policy 425 - Staff Development
 27. First reading of School Board Policy 405 - Veteran's Preference
 28. First reading of School Board Policy 303 - Superintendent Selection

Action Items:

1. Motion by Jennifer Windels then second by Michelle Hebner to approve the Resolution Acceptance of Gifts and Donations. Voting in favor: Michelle Hebner, Mike Holden, Toni Korpi, Jennifer Windels, Roxanne Skogstad-Ditsch and Ted Saxton. Voting against: None; whereas, resolution was declared adopted.
2. Motion by Michelle Hebner then second by Roxanne Skogstad-Ditsch to award the RFP for Student School Picture Package to Lifetouch for the 2019-2020 school year with potential to renew contract up to four additional years. Motion carried 5-1 with member Mike Holden voting against.
3. Motion Michelle Hebner then second by Mike Holden to approve recommendation to reject all proposals received in response to the RFP for property, liability and workers compensation insurance and remain with current agent. Motion carried 6-0.
4. Motion by Jennifer Windels then second by Roxanne Skogstad-Ditsch to approve purchase and installation of used condenser unit from Commercial Refrigeration at cost of \$29,389. Motion carried 6-0.
5. Motion by Michelle Hebner then second by Roxanne Skogstad-Ditsch to approve two year MSHSL agreement for Wrestling Cooperative with Nashwauk and Greenway for 2019-2020 and 2020-2021. Member Mike Holden abstained from voting. Motion carried 5-0.
6. Motion by Mike Holden then second by Toni Korpi to approve two year MSHSL agreement for Girls Hockey Cooperative with Rainy River High School, Ontario for 2019-2020 and 2020-2021. Motion carried 6-0.

Administrative Reports:

1. Melissa Tate, Elementary Principal - Reviewed enrollment; End of year programs and activities coming up; Performed a book study with teachers for LSI, and looking into trialing standards based report cards in the next school year.
2. Tim Everson, Secondary Principal - Reviewed enrollment; Academic awards program coming up, Last day for Seniors; Finals next week, Senior breakfast; PBIS day and graduation on June 2nd.

3. Kevin Grover, Superintendent – Arena project requests; moving forward with addition to standard RFP language; Legislation agreed to 2% & 2% on general education aid;
4. Ella Bahr-Jefferis, Student Representative - Gave update on student council activities.
5. Committee Reports:
 5. 1. Community Ed Advisory Board – Michelle Hebner, gave report on activities, fees for classes and waiting for monthly report summary.
 5. 2. Recreation Commission – Mike Holden reported new sub committees being established.
 - 5.3. Technology Committee – Ted Saxton reported first meeting was held and survey has been sent to licensed staff.

Tenure Appreciation

Brief recess for tenure appreciation at 6:17 p.m

Closed Session

Motion by Michelle Hebner at 6:36 pm then second by Roxanne Skogstad-Ditsch to close session as permitted by Minnesota Statutes, section 13D.03 to discuss Districts negotiation strategy with L4798, L510 and L331. Motion carried 6-0.

Adjournment:

Motion by Roxanne Skogstad-Ditsch then second by Mike Holden to reopen and adjourn the meeting at 6:50 p.m.

Approved Minutes:

| | | | |
|----------------|------|-------------|------|
| District Clerk | Date | Board Chair | Date |
|----------------|------|-------------|------|

Payable Summary
June 17, 2019

| Check No | Vendor | Check Date | Invoice No | Invoice Description | PO No | Amount |
|----------|--|------------|-------------------|--|-------|-------------|
| 6321 | Anderson, Randy | 5/16/2019 | SOFTBALL 5/16/19 | SOFTBALL OFFICIAL 5/16/19 | 0 | \$ 75.00 |
| 6322 | HHS TRACK BOOSTER CLUB | 5/16/2019 | B/G TRACK 5/16/19 | B/G TRACK ENTRY FEE | 0 | \$ 90.00 |
| | HHS TRACK BOOSTER CLUB | 5/16/2019 | B/G TRACK 5/16/19 | B/G TRACK ENTRY FEE | 0 | \$ 90.00 |
| 6323 | MESPA (MN Elem. School Principals' Ass | 5/16/2019 | | 0 Registration for School Office Workshop in Duluth | 0 | \$ 150.00 |
| | MESPA (MN Elem. School Principals' Ass | 5/16/2019 | | 0 Registration for School Office Workshop in Duluth | 0 | \$ 25.00 |
| 6324 | Further | 5/20/2019 | 39038177 | Medical FSA: 05/11/2019 - 05/17/2019 Dep Care FSA: | 0 | \$ 1,592.99 |
| 6325 | Boije, Joey | 5/21/2019 | 51619 | PALS reimbursement for swimming and a concert | 0 | \$ 4.00 |
| 6326 | COLLEGEBOARD | 5/21/2019 | AP Exams 2019 | 2019 AP Exams - Calculus AB Exam Code 66 | 0 | \$ 255.00 |
| 6327 | Davis, Jordan | 5/21/2019 | 51621 | PALS reimbursement for swimming and concert \$2 each | 0 | \$ 4.00 |
| 6328 | Fry, Robert | 5/21/2019 | 51620 | PALS reimbursement for swimming on 5/7/2019 | 0 | \$ 2.00 |
| 6329 | MESPA (MN Elem. School Principals' Ass | 5/21/2019 | 6647 | Member Renewal | 0 | \$ 10.00 |
| | MESPA (MN Elem. School Principals' Ass | 5/21/2019 | 7670 | Member Renewal | 0 | \$ 934.00 |
| 6330 | VIRGINIA GOLF | 5/21/2019 | BOYS GOLF 5/17/19 | BOYS GOLF ENTRY FEE 5/17/19 | 0 | \$ 144.00 |
| 6331 | AFSCME Council 65 | 5/24/2019 | 20190524ADAFS% | Payroll accrual | 0 | \$ 929.96 |
| | AFSCME Council 65 | 5/24/2019 | 20190524ADAFS% | Payroll accrual | 0 | \$ 307.23 |
| | AFSCME Council 65 | 5/24/2019 | 20190524ADAFS% | Payroll accrual | 0 | \$ 13.06 |
| | AFSCME Council 65 | 5/24/2019 | 20190524ADAFSL | Payroll accrual | 0 | \$ 17.67 |
| | AFSCME Council 65 | 5/24/2019 | 20190524ADAFSL | Payroll accrual | 0 | \$ 11.00 |
| | AFSCME Council 65 | 5/24/2019 | 20190524ADAFSL | Payroll accrual | 0 | \$ 0.33 |
| 6332 | AFT Local #331 | 5/24/2019 | 20190524ADDUE: | Payroll accrual | 0 | \$ 3,075.79 |
| 6332 | AFT Local #331 | 5/24/2019 | 20190524ADDUE: | Payroll accrual | 0 | \$ 93.66 |
| 6333 | Falls Education Foundation | 5/24/2019 | 20190524ADFEF | Payroll accrual | 0 | \$ 25.00 |
| 6334 | MN Child Support Payment Center | 5/24/2019 | 20190524ADCSUF | Payroll accrual | 0 | \$ 167.51 |
| 6335 | MN Child Support Payment Center | 5/24/2019 | 20190524ADcsp1: | Payroll accrual | 0 | \$ 325.05 |
| 6336 | MN Child Support Payment Center | 5/24/2019 | 20190524ADCSP1 | Payroll accrual | 0 | \$ 74.29 |
| 6337 | Para Local #4798 | 5/24/2019 | 20190524ADDUE: | Payroll accrual | 0 | \$ 595.56 |

Payable Summary

June 17, 2019

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|---------------------------------------|-----------|---|------------|----|------------|
| Para Local #4798 | 5/24/2019 | 20190524ADDUE: Payroll accrual | 0 | \$ | 15.97 |
| 6338 United Way of Northeastern MN | 5/24/2019 | 20190524ADUWA Payroll accrual | 0 | \$ | 10.00 |
| 6339 Wyoming Child Support | 5/24/2019 | 20190524ADcsp1: Payroll accrual | 0 | \$ | 115.38 |
| 6340 BEMIDJI WELDERS SUPPLY | 5/24/2019 | 10009872 IND. TECH SUPPLIES | 2551900037 | \$ | 5,002.76 |
| 6341 CINE 5 | 5/24/2019 | 25 5th Grade Fund; Movie & Treats | 0 | \$ | 234.00 |
| 6342 FLEETPRIDE TRUCK & TRAILER PARTS | 5/24/2019 | 23263034 Transpor; Filters & Fluids | 0 | \$ | 155.77 |
| 6343 Good Samaritan Society | 5/24/2019 | 50919 Adult CPR & 1st Aid Class | 0 | \$ | 288.00 |
| 6344 Marco Technologies LLC | 5/24/2019 | 6351570 Guid Office Cost per Copy | 7101900000 | \$ | 17.41 |
| Marco Technologies LLC | 5/24/2019 | 6351571 Bus Office Copy Per Copy | 1101900001 | \$ | 25.96 |
| Marco Technologies LLC | 5/24/2019 | 6351572 FES; Canon 1025N Copier | 1301900001 | \$ | 143.92 |
| Marco Technologies LLC | 5/24/2019 | 6338498 STAPLES FOR COPIERS | 3001900001 | \$ | 204.84 |
| 6345 Marco Technologies LLC | 5/24/2019 | 384731659 Comm Ed; Canon C458 Copier | 5001900054 | \$ | 227.59 |
| Marco Technologies LLC | 5/24/2019 | 384731642 FHS; B & W Copy Machine 754E | 3001900015 | \$ | 1,458.49 |
| Marco Technologies LLC | 5/24/2019 | 385195748 FES; Color Copier and FHS; Mailroom Copier | 3001900013 | \$ | 682.18 |
| Marco Technologies LLC | 5/24/2019 | 385195748 FES; Color Copier and FHS; Mailroom Copier | 3001900013 | \$ | 999.31 |
| 6346 MIDCONTINENT COMMUNICATIONS | 5/24/2019 | 50919 Transpor; Internet Service | 7601900007 | \$ | 85.00 |
| 6347 MN TELECOMMUNICATIONS | 5/24/2019 | 5430 Monthly Broadband Services | 6051900006 | \$ | 1,512.50 |
| 6348 Northern Office Outfitters | 5/24/2019 | 6920 FES; Computer Lab | 0 | \$ | 200.00 |
| Northern Office Outfitters | 5/24/2019 | 6586 M Tate's | 0 | \$ | 449.96 |
| 6349 RATWIK ROSZAK & MALONEY PA | 5/24/2019 | 50119 Attorney Consultations | 0 | \$ | 1,320.00 |
| 6350 Small Town Tech Inc. | 5/24/2019 | 7014 Parts; 120 GB SSD PNY | 6051900097 | \$ | 1,053.36 |
| Small Town Tech Inc. | 5/31/2019 | 7014 Parts; 120 GB SSD PNY | 6051900097 | \$ | (1,053.36) |
| 6351 SOUND NORTH | 5/24/2019 | 9020 ATTENDANCE PASSES | 3001900002 | \$ | 165.00 |
| 6352 UNITED TRUCK BODY | 5/24/2019 | 533405D Transpor; Pump Repair | 0 | \$ | 897.58 |
| 6353 Erickson, Rod | 5/23/2019 | BASEBALL 5/24/19: BASEBALL OFFICIAL 5/24/19 | 0 | \$ | 222.57 |
| Erickson, Rod | 5/28/2019 | BASEBALL 5/24/19: BASEBALL OFFICIAL 5/24/19 | 0 | \$ | (222.57) |
| 6354 PATTERSON, Stephen | 5/23/2019 | BASEBALL 5/24/19: BASEBALL OFFICIAL 5/24/19 | 0 | \$ | 80.00 |
| PATTERSON, Stephen | 5/28/2019 | BASEBALL 5/24/19: BASEBALL OFFICIAL 5/24/19 | 0 | \$ | (80.00) |
| 6355 RAINY RIVER COMMUNITY COLLEGE | 5/23/2019 | Breske Scholaship 2019 Carl Breske Scholarship Award for Hunter J. Wilson | 0 | \$ | 500.00 |
| RAINY RIVER COMMUNITY COLLEGE | 5/23/2019 | Class of 1968 Schc 2019 Class of 1968 | 0 | \$ | 500.00 |

6

Payable Summary
June 17, 2019

Scholarship Award for Hunter
J. Wilson

| | | | | | |
|---|-----------|------------------|---|---------------|----------|
| 6356 Section 7A | 5/23/2019 | B/G GOLF 5/22-30 | B/G GOLF ENTRY FEE 5/22-30/19 | 0 \$ | 400.00 |
| 6357 VIRGINIA GOLF | 5/23/2019 | BOYS GOLF 5/10- | BOYS GOLF ENTRY FEE 5/10-11/19 | 0 \$ | 250.00 |
| 6358 DELTA DENTAL | 5/23/2019 | 7653322 | Dental Insurance - June 2019 | 0 \$ | 1,851.68 |
| DELTA DENTAL | 5/23/2019 | 7653322 | Dental Insurance - June 2019 | 0 \$ | 4,747.78 |
| DELTA DENTAL | 5/23/2019 | 7653322 | Dental Insurance - June 2019 | 0 \$ | 88.98 |
| DELTA DENTAL | 5/23/2019 | 7653322 | Dental Insurance - June 2019 | 0 \$ | 88.98 |
| 6359 Madison National Life | 5/24/2019 | 1345832 | LTD Insurance - June 2019 | 0 \$ | 146.07 |
| 6360 Madison National Life | 5/24/2019 | 1345835 | Life Insurance - June 2019 | 0 \$ | 33.00 |
| Madison National Life | 5/24/2019 | 1345835 | Life Insurance - June 2019 | 0 \$ | 1,552.30 |
| 6361 Further | 5/28/2019 | 39045552 | Medical FSA: 05/17/2019 - 05/24/2019 Dep Care FSA: | 0 \$ | 1,147.95 |
| 6362 NCPERS Group Life Ins. | 5/28/2019 | 1.64913E+11 | PERA Life Insurance - June | 0 \$ | 144.00 |
| 6363 ACT FINANCE | 6/1/2019 | 134090 | ACT Writing Test | 0 \$ | 2,378.00 |
| 6364 BORDERBOXES | 6/1/2019 | 41519 | Supplies | 6051900099 \$ | 25.00 |
| 6365 COCA-COLA BOTTLING CO | 6/1/2019 | 571501 | FHS; Ala Carte Drinks | 0 \$ | 82.75 |
| COCA-COLA BOTTLING CO | 6/1/2019 | 865399 | FHS; Bottled Water | 0 \$ | 45.00 |
| 6366 Explore Learning | 6/1/2019 | 2102518 | Software Purchase for FES | 1301900235 \$ | 2,965.50 |
| 6367 Falls Advanced Chiropractic Center | 6/1/2019 | 50819 | DOT Physicals (D.S & R.L) | 0 \$ | 180.00 |
| 6368 FRONTIER | 6/1/2019 | 51619 | Monthly Telephone Service | 8101900007 \$ | 34.27 |
| FRONTIER | 6/1/2019 | 51619 | Monthly Telephone Service | 8101900007 \$ | 866.12 |
| FRONTIER | 6/1/2019 | 51619 | Monthly Telephone Service | 8101900007 \$ | 11.75 |
| 6369 HILLYARD HUTCHINSON | 6/1/2019 | 700376356 | Custodial Supplies | 0 \$ | 22.00 |
| HILLYARD HUTCHINSON | 6/1/2019 | 700380598 | Custodial Supplies | 0 \$ | 9.43 |
| HILLYARD HUTCHINSON | 6/1/2019 | 603435931 | Cleaning supplies | 8101900138 \$ | 214.30 |
| 6370 Inland Leasing | 6/1/2019 | 58937386 | Snack Machine rental | 1101900003 \$ | 182.13 |
| Inland Leasing | 6/1/2019 | 58937844 | Beverage machine rental | 1101900003 \$ | 214.53 |
| 6371 Mesabi Range Virginia Campus | 6/1/2019 | 106727 | Spring 2019 CEP Courses | 0 \$ | 6,750.00 |
| 6372 MIDWEST SPECIAL INSTRUMENTS | 6/1/2019 | 1905370-IN | AUDIOMETER CALIBRATION | 7201900002 \$ | 288.00 |
| 6373 MN ENERGY RESOURCES CORP | 6/1/2019 | 51019 | Stadium; Natural Gas Services | 8101900010 \$ | 20.52 |
| MN ENERGY RESOURCES CORP | 6/1/2019 | 52119 | Garage; Natural Gas Services | 8101900010 \$ | 144.07 |
| 6374 OFFICE DEPOT | 6/1/2019 | 3.16163E+11 | Cume File Folders for FES | 1301900244 \$ | 83.78 |

Payable Summary
June 17, 2019

| | | | | | |
|-------------------------------------|----------|--|------------|----|----------|
| 6375 Pioneer Valley Books | 6/1/2019 | 148201 FES for Jody Hamilton | 1301900221 | \$ | 4,949.18 |
| 6376 REALLY GOOD STUFF INC | 6/1/2019 | 6882532 Chair Seat Pockets for Lisa Auran | 1301900242 | \$ | 97.89 |
| 6377 SCHOOL SPECIALTY | 6/1/2019 | 2.08123E+11 Sped; Headphones | 3001900145 | \$ | 242.40 |
| SCHOOL SPECIALTY | 6/1/2019 | 2.08123E+11 Supplies | 1301900234 | \$ | 573.95 |
| SCHOOL SPECIALTY | 6/1/2019 | 2.08123E+11 FES Library School Supplies | 1301900239 | \$ | 128.16 |
| 6378 TW Maintenance | 6/1/2019 | 163 Shaft for Salt Spreader | 0 | \$ | 160.00 |
| 6379 WATER DEPT | 6/1/2019 | 52019 Water Usage | 8101900009 | \$ | 248.82 |
| WATER DEPT | 6/1/2019 | 52019 Water Usage | 8101900009 | \$ | 1,777.86 |
| WATER DEPT | 6/1/2019 | 52019 Water Usage | 8101900009 | \$ | 1,689.22 |
| WATER DEPT | 6/1/2019 | 52019 Water Usage | 8101900009 | \$ | 50.55 |
| WATER DEPT | 6/1/2019 | 52019 Water Usage | 8101900009 | \$ | 46.25 |
| 6380 KING OF THE ROAD ENTERTAINMENT | 6/2/2019 | 5/30/2019 Sound System for Graduation Ceremony | 0 | \$ | 500.00 |
| 6381 RAINY RIVER COMMUNITY COLLEGE | 6/2/2019 | RL Sportfishing Sc 2019 Rainy Lake Sportfishing Club Scholarship Award for Tanner Wood | 0 | \$ | 250.00 |
| 6382 Further | 6/3/2019 | 39053705 Medical FSA: 05/24/2019 - 6/3/2019 | 0 | \$ | 415.71 |
| 6383 MHSGCA | 6/6/2019 | ST GOLF 6/10-12/ STATE GOLF BANQUET TICKETS | 0 | \$ | 189.00 |
| 6384 RAINY RIVER COMMUNITY COLLEGE | 6/6/2019 | Germain 2019 Sch Rainy Lake Sportfishing Club Scholarship \$250 Award - 2019 for Carter Germain Wallace Haglund Memorial Scholarship \$250 Award - 2019 for Carter Germain | 0 | \$ | 500.00 |
| 6385 RIDGES SAND CREEK GOLF | 6/6/2019 | ST GOLF 6/10-12/ STATE GOLF GREEN FEES | 0 | \$ | 150.00 |
| 6386 US FOODSERVICE | 6/6/2019 | 5989859 FES; Food for Meal Service | 0 | \$ | (61.51) |
| US FOODSERVICE | 6/6/2019 | 3819933 FES; Food for Meal Service | 0 | \$ | 1,420.85 |
| US FOODSERVICE | 6/6/2019 | 3890793 FES; Food for Meal Service | 0 | \$ | 1,002.04 |
| US FOODSERVICE | 6/6/2019 | 3953423 FES; Food for Meal Service | 0 | \$ | 1,778.99 |
| US FOODSERVICE | 6/6/2019 | 4028657 FES; Food for Meal Service | 0 | \$ | 128.22 |
| US FOODSERVICE | 6/6/2019 | 4028666 FES; Food for Meal Service | 0 | \$ | 867.85 |
| US FOODSERVICE | 6/6/2019 | 4090648 FES; Food for Meal Service | 0 | \$ | 1,837.21 |

Payable Summary
June 17, 2019

| | | | | |
|--|----------|---|---------------|----------|
| US FOODSERVICE | 6/6/2019 | 4161265 FES; Food for Meal Service | 0 \$ | 519.16 |
| US FOODSERVICE | 6/6/2019 | 4221268 FES; Food for Meal Service | 0 \$ | 1,758.72 |
| US FOODSERVICE | 6/6/2019 | 4291860 FES; Food for Meal Service | 0 \$ | 686.89 |
| US FOODSERVICE | 6/6/2019 | 4028674 FES; Food for Meal Service | 0 \$ | 57.42 |
| US FOODSERVICE | 6/6/2019 | 4028673 FHS; Food for Meal Service | 0 \$ | 47.85 |
| US FOODSERVICE | 6/6/2019 | 5989818 FHS; Food for Meal Service | 0 \$ | (78.20) |
| US FOODSERVICE | 6/6/2019 | 5992448 FHS; Food for Meal Service | 0 \$ | (16.42) |
| US FOODSERVICE | 6/6/2019 | 5992449 FHS; Food for Meal Service | 0 \$ | (26.76) |
| US FOODSERVICE | 6/6/2019 | 4028651 FHS; Food for Meal Service | 0 \$ | 1,271.42 |
| US FOODSERVICE | 6/6/2019 | 4090627 FHS; Food for Meal Service | 0 \$ | 722.95 |
| US FOODSERVICE | 6/6/2019 | 4161245 FHS; Food for Meal Service | 0 \$ | 1,252.07 |
| US FOODSERVICE | 6/6/2019 | 4180359 FHS; Food for Meal Service | 0 \$ | 195.10 |
| US FOODSERVICE | 6/6/2019 | 4221251 FHS; Food for Meal Service | 0 \$ | 621.77 |
| US FOODSERVICE | 6/6/2019 | 4291841 FHS; Food for Meal Service | 0 \$ | 921.40 |
| 6387 AFT Local #331 | 6/7/2019 | 20190607ADDUE: Payroll accrual | 0 \$ | 2,922.28 |
| AFT Local #331 | 6/7/2019 | 20190607ADDUE: Payroll accrual | 0 \$ | 93.48 |
| 6388 Falls Education Foundation | 6/7/2019 | 20190607ADFEF Payroll accrual | 0 \$ | 25.00 |
| 6389 MN Child Support Payment Center - Nel | 6/7/2019 | 20190607ADCSUF Payroll accrual | 0 \$ | 167.51 |
| 6390 MN Child Support Payment Center - Sch | 6/7/2019 | 20190607ADcsp1 Payroll accrual | 0 \$ | 325.05 |
| 6391 MN Child Support Payment Center - Ste | 6/7/2019 | 20190607ADCSP1 Payroll accrual | 0 \$ | 74.29 |
| 6392 Para Local #4798 | 6/7/2019 | 20190607ADDUE: Payroll accrual | 0 \$ | 590.82 |
| Para Local #4798 | 6/7/2019 | 20190607ADDUE: Payroll accrual | 0 \$ | 15.85 |
| 6393 United Way of Northeastern MN | 6/7/2019 | 20190607ADUWA Payroll accrual | 0 \$ | 10.00 |
| 6394 Gjertson, John | 6/5/2019 | 6/5/2019 Early Retirement Incentive - | 0 \$ | 1,034.40 |
| 6395 DOMINO'S PIZZA | 6/6/2019 | 52219 Ala Carte Pizza | 0 \$ | 1,598.40 |
| 6396 EARTHGRAINS BAKING CO INC | 6/6/2019 | 52526220848 FES; Bread For Meal Service | 0 \$ | 31.60 |
| EARTHGRAINS BAKING CO INC | 6/6/2019 | 52526220850 FHS; Bread For Meal Service | 0 \$ | 41.73 |
| EARTHGRAINS BAKING CO INC | 6/6/2019 | 52526220888 FES; Bread For Meal Service | 0 \$ | 276.62 |
| EARTHGRAINS BAKING CO INC | 6/6/2019 | 52526220890 FHS; Bread For Meal Service | 0 \$ | 15.21 |
| EARTHGRAINS BAKING CO INC | 6/6/2019 | 52526220933 FHS; Bread For Meal Service | 0 \$ | 16.25 |
| 6397 KANTOR ELECTRIC INC | 6/6/2019 | 15174 FES; Fuses for Boiler | 0 \$ | 34.48 |
| KANTOR ELECTRIC INC | 6/6/2019 | 15184 Faculty parking lot light | 8101900137 \$ | 681.26 |
| KANTOR ELECTRIC INC | 6/6/2019 | 15196 Control Panel for Gym Lights | 0 \$ | 91.00 |
| 6398 PRAXAIR | 6/6/2019 | 77112839Z08581 LIQUID NITROGEN | 2601900007 \$ | 96.74 |

Payable Summary
June 17, 2019

| | | | | |
|--|-----------|---|---------------|------------|
| 6399 SANDSTROM'S INC | 6/6/2019 | 253802 FHS; Milk For Meal Service | 0 \$ | 275.50 |
| SANDSTROM'S INC | 6/6/2019 | 252720 FES; Milk For Meal Service | 0 \$ | 516.00 |
| SANDSTROM'S INC | 6/6/2019 | 253843 FES; Milk For Meal Service | 0 \$ | 570.00 |
| SANDSTROM'S INC | 6/6/2019 | 256148 FHS; Milk For Meal Service | 0 \$ | 247.00 |
| SANDSTROM'S INC | 6/6/2019 | 254928 FHS; Milk For Meal Service | 0 \$ | 283.92 |
| SANDSTROM'S INC | 6/6/2019 | 254937 FES; Milk For Meal Service | 0 \$ | 513.00 |
| SANDSTROM'S INC | 6/6/2019 | 256171 FHS; Milk For Meal Service | 0 \$ | 674.50 |
| 6400 SHANNONS INC | 6/6/2019 | 17471 Unit 6 Labor | 0 \$ | 357.50 |
| 6401 Trickel, Melissa | 6/6/2019 | 52219 Driving for Choir Trip | 0 \$ | 350.00 |
| 6402 UPPER LAKES FOODS | 6/6/2019 | 479355 FHS; Dishmachine Detergent | 0 \$ | 62.52 |
| UPPER LAKES FOODS | 6/6/2019 | 479355 FHS; Dishmachine Detergent | 0 \$ | 315.90 |
| UPPER LAKES FOODS | 6/6/2019 | 478222 FHS Science; Ice Cream for Experiment | 0 \$ | 68.69 |
| UPPER LAKES FOODS | 6/6/2019 | 465614 Food Trays | 7701900019 \$ | 493.56 |
| 6403 Yount, James | 6/6/2019 | 52219 Driving for Choir Trip | 0 \$ | 350.00 |
| 6404 Further | 6/6/2019 | 1368570 Participant Fees - June 2019 | 0 \$ | 270.90 |
| 6405 Further | 6/10/2019 | 39060315 Medical FSA: 05/31/2019 - 06/06/2019 Dep Care FSA:6/6/19 | 0 \$ | 1,650.19 |
| 6406 MN PEIP | 6/10/2019 | 856538 Medical Insurance - July 2019 | 0 \$ | 9,784.04 |
| MN PEIP | 6/10/2019 | 856538 Medical Insurance - July 2019 | 0 \$ | 100,733.90 |
| 6407 Annie's Frozen Yogurt | 6/18/2019 | 23524 Frozen Yogurt | 7701900005 \$ | 100.00 |
| 6408 DISTRIBUTED WEBSITE CORP | 6/18/2019 | 44555 Facilities Scheduler | 1101900026 \$ | 1,600.00 |
| DISTRIBUTED WEBSITE CORP | 6/18/2019 | 44756 Facilities Scheduler | 1101900026 \$ | 1,600.00 |
| 6409 Educator Benefit Consultants, LLC | 6/18/2019 | 9910 403b Third Party Admin Svc | 1101900000 \$ | 161.88 |
| 6410 EVOLVE U FITNESS & WELLNESS LLC | 6/18/2019 | 60419 PALS; Fitness Group | 0 \$ | 50.00 |
| 6411 FERGUSON SEALCOATING | 6/18/2019 | 1507 FHS; Parking Lot Painting | 0 \$ | 300.00 |
| 6412 FIREBALL TOOLS | 6/18/2019 | 18175 METAL SUPPLIES~DAVE OLSON | 3001900130 \$ | 1,407.44 |
| 6413 FRIENDS GARBAGE SERVICE, LLC | 6/18/2019 | 9150113 Garbage Pickups | 8101900016 \$ | 1,703.52 |
| 6414 Fun Express, LLC | 6/18/2019 | 696360494-01 PBIS Store | 1301900212 \$ | 41.91 |
| 6415 KANTOR ELECTRIC INC | 6/18/2019 | 15224 Phase 2 corridor lighting | 8101900129 \$ | 36,584.00 |
| 6416 KGHS-AM | 6/18/2019 | 53119 School Matters | 101900000 \$ | 198.00 |
| 6417 KOERTER'S INC | 6/18/2019 | 129705 Lawnmower Gas | 0 \$ | 53.79 |
| KOERTER'S INC | 6/18/2019 | 129537 Non Oxy Gas | 0 \$ | 66.52 |
| 6418 Learning Sciences International | 6/18/2019 | 26309 Staff Development | 0 \$ | 8,262.50 |

Payable Summary
June 17, 2019

| | | | | | |
|------------------------------------|-----------|---|------------|----|-----------|
| 6419 MN ENERGY RESOURCES CORP | 6/18/2019 | 60319 Natural Gas Services | 8101900010 | \$ | 1,207.60 |
| MN ENERGY RESOURCES CORP | 6/18/2019 | 60319 Natural Gas Services | 8101900010 | \$ | 1,152.62 |
| MN ENERGY RESOURCES CORP | 6/18/2019 | 60319 Natural Gas Services | 8101900010 | \$ | 1,637.67 |
| MN ENERGY RESOURCES CORP | 6/18/2019 | 60319 Natural Gas Services | 8101900010 | \$ | 545.89 |
| 6420 MN HISTORICAL SOCIETY | 6/18/2019 | 21217 5th Grade Trip to Forest History Center | 1301900224 | \$ | 438.00 |
| 6421 MR FAITH SOUND & LIGHT INC | 6/18/2019 | 52319 PALS; DJ Services | 0 | \$ | 350.00 |
| 6422 RAINY LAKE MEDICAL CENTER | 6/18/2019 | 3372 PT/OT Therapies Services | 3001900024 | \$ | 18,513.50 |
| 6423 REALITYWORKS | 6/18/2019 | 14188 RealCare Baby 3 and Software | 2501900012 | \$ | 3,174.30 |
| 6424 ROCHESTER TELECOM SYSTEMS INC | 6/18/2019 | 52219 Long Distance Phone Calls | 8101900013 | \$ | 53.48 |
| ROCHESTER TELECOM SYSTEMS INC | 6/18/2019 | 52219 Long Distance Phone Calls | 8101900013 | \$ | 53.48 |
| 6425 SCHOOL SPECIALTY | 6/18/2019 | 2.08123E+11 Sped | 3001900146 | \$ | 1,821.44 |
| 6426 SHANNONS INC | 6/18/2019 | 51719 Arena HVAC project | 8101900124 | \$ | 52,821.15 |
| 6427 SKYWARD INC MN BRANCH | 6/18/2019 | 196594 FY20 Annual License | 0 | \$ | 21,250.00 |
| SKYWARD INC MN BRANCH | 6/18/2019 | 196594 FY20 Annual License | 0 | \$ | 21,250.00 |
| SKYWARD INC MN BRANCH | 6/18/2019 | 197866 FY20 Crystal Report Renewal | 0 | \$ | 119.00 |
| 6428 SUPREME SCHOOL SUPPLY | 6/18/2019 | 100026 FES #40 Teacher's Daily Plan Book | 1301900249 | \$ | 157.39 |
| 6429 TechCheck | 6/18/2019 | 37213 Remote WLAN Work | 0 | \$ | 195.00 |
| 6430 THE JOURNAL | 6/18/2019 | 53119 Advertising Local Newspaper | 1101900009 | \$ | 1,073.72 |
| 6431 Thompson, Sara | 6/18/2019 | 60319 P & I Grant Marketing Consultant | 7901900002 | \$ | 1,195.00 |
| 6432 TIMBERPINS | 6/18/2019 | 991775 PALS Bowling | 0 | \$ | 111.78 |
| 6433 Voyager Sopris Learning | 6/18/2019 | 2107819 Teaching Materials for Ariana Cipriano | 1301900252 | \$ | 2,973.30 |
| Voyager Sopris Learning | 6/18/2019 | 2107818 Teaching Materials for Ariana Cipriano | 1301900252 | \$ | 500.00 |
| 6434 COCA-COLA BOTTLING CO | 6/13/2019 | 571453 FHS; Beverage For Meal Service | 0 | \$ | 76.50 |
| 6434 COCA-COLA BOTTLING CO | 6/13/2019 | 571417 FHS; Beverage For Meal Service | 0 | \$ | 271.45 |
| 6435 MIDCONTINENT COMMUNICATIONS | 6/13/2019 | 52719 ALC Phone & Data | 3001900010 | \$ | 167.20 |
| 181900117 Koenig, Joshua | 5/16/2019 | SOFTBALL 5/16/1: SOFTBALL OFFICIAL 5/16/19 | 0 | \$ | 75.00 |
| 181900118 Koenig, Joshua | 5/23/2019 | BASEBALL 5/24/1: BASEBALL OFFICIAL 5/24/19 | 0 | \$ | 45.00 |

Payable Summary

June 17, 2019

| | | | | | |
|-------------------------------|-----------|------------------|--|------|----------|
| Koenig, Joshua | 5/28/2019 | BASEBALL 5/24/19 | BASEBALL OFFICIAL 5/24/19 | 0 \$ | (45.00) |
| 181900119 Casareto, Anthony | 6/6/2019 | ST GOLF 3/10-12/ | STATE GOLF PER DIEM 6/10-12/19 | 0 \$ | 576.00 |
| 181900120 Hendrickson, Sheryl | 6/6/2019 | ST TRACK 6/6-8/1 | STATE TRACK PER DIEM 6/6-8/19 | 0 \$ | 400.00 |
| 181900121 Boyle, Joseph | 6/6/2019 | 19 Season | Track Coach (Pd by Boosters) | 0 \$ | 4,000.00 |
| 181900122 Moseman, Nathan | 6/6/2019 | 52219 | Driving for Choir Trip | 0 \$ | 350.00 |
| 181900123 Adee, Kelli | 6/18/2019 | 43019 | Mileage Reimbursement Apr B Garage to WEE | 0 \$ | 17.40 |
| Adee, Kelli | 6/18/2019 | 53019 | Mileage Reimbursement May B Garage to WEE | 0 \$ | 20.01 |
| 181900124 Bacon, Leah | 6/18/2019 | 53019 | Mileage Reimbursement 18/19 B/T FES & FHS | 0 \$ | 238.58 |
| 181900125 Boe, Angel | 6/18/2019 | 53019 | Mileage Reimbursement May FES to Public Library | 0 \$ | 16.24 |
| 181900126 Brummett, Elizabeth | 6/18/2019 | 11619 | Reimbursement for Para Pro Test | 0 \$ | 55.00 |
| 181900127 Christianson, Rosa | 6/18/2019 | 52419 | Mileage Reimbursement May FES to FHS | 0 \$ | 4.93 |
| 181900128 Cipriano, Ariana | 6/18/2019 | 52219 | Mileage Reimbursement St Thomas to FES | 0 \$ | 79.17 |
| 181900129 Glowack, Marc | 6/18/2019 | 60419 | 6 Months Cell Phone Reimbursement | 0 \$ | 450.00 |
| 181900130 Grover, Kevin | 6/18/2019 | 32119 | Mileage Reimbursement to Mt Iron | 0 \$ | 89.44 |
| Grover, Kevin | 6/18/2019 | 60719 | Mileage Reimbursement to Hermantown | 0 \$ | 135.88 |
| 181900131 Grover, Stacy | 6/18/2019 | 50919 | Mileage Reimbursment 4 Trips to Roseville MDE | 0 \$ | 1,044.90 |
| 181900132 Hendrickson, Sheryl | 6/18/2019 | 60719 | State Track Fees Reimbursement | 0 \$ | 30.00 |
| 181900133 Kerry, Heidi | 6/18/2019 | 53019 | Mileage Reimbursement to Kerry Park | 0 \$ | 2.32 |
| 181900134 Reller, Beth | 6/18/2019 | 51319 | Reimbursement for Para Pro Test | 0 \$ | 55.00 |

Payable Summary
June 17, 2019

| | | | | | | | |
|-----------|-----------------------------------|-----------|----------|---|------------|----|----------|
| 181900135 | Slatinski, BethAnne | 6/18/2019 | 51619 | Mileage Reimbursement to Duluth | 0 | \$ | 189.08 |
| 181900137 | Vellieux, Melissa | 6/18/2019 | 53019 | Mileage Reimbursement Apr & May Garage to WEE | 0 | \$ | 20.01 |
| 181900138 | Vollom, Thomas | 6/18/2019 | 42419 | 18/19 Meal Reimbursements | 0 | \$ | 114.92 |
| 181900139 | VOYAGEUR CHARTER COACH | 6/18/2019 | 20819 | 2 Charter Buses for 5th Grade to Grand Rapids | 1301900231 | \$ | 1,796.60 |
| | VOYAGEUR CHARTER COACH | 6/18/2019 | 2828 | TRANSPORTATION FOR THE 6TH GRADE TRIP | 3001900142 | \$ | 5,548.65 |
| | VOYAGEUR CHARTER COACH | 6/18/2019 | 2822 | Shuttle for Park Clean Up | 0 | \$ | 300.00 |
| 181900140 | Wilson, June | 6/18/2019 | 53019 | Mileage Reimbursement May B Garage to WEE | 0 | \$ | 20.88 |
| 181900141 | Zoupas, Amber | 6/18/2019 | 51019 | Reimbursement for Para Pro Test | 0 | \$ | 55.00 |
| 201801402 | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSAII Payroll accrual | 0 | \$ | 173.08 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSAN Payroll accrual | 0 | \$ | 176.94 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSAS Payroll accrual | 0 | \$ | 1,301.95 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSEC Payroll accrual | 0 | \$ | 2,486.04 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSEC Payroll accrual | 0 | \$ | 50.66 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSFR Payroll accrual | 0 | \$ | 2,458.14 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSGF Payroll accrual | 0 | \$ | 430.78 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSHC Payroll accrual | 0 | \$ | 246.16 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSMI Payroll accrual | 0 | \$ | 181.62 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSSY Payroll accrual | 0 | \$ | 250.00 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSVA Payroll accrual | 0 | \$ | 3,591.59 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | ADTSVA Payroll accrual | 0 | \$ | 46.16 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | AFTSAM Payroll accrual | 0 | \$ | 176.94 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | AFTSASI Payroll accrual | 0 | \$ | 353.75 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | AFTSECI Payroll accrual | 0 | \$ | 1,465.51 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | AFTSECI Payroll accrual | 0 | \$ | 46.16 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | AFTSFR Payroll accrual | 0 | \$ | 698.98 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | AFTSGR Payroll accrual | 0 | \$ | 111.55 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | AFTSMC Payroll accrual | 0 | \$ | 181.62 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524 | AFTSST Payroll accrual | 0 | \$ | 46.16 |

Payable Summary
June 17, 2019

| | | | | | |
|-----------|------------------------------------|-----------|--------------------------------|------|-----------|
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524AFTSVA Payroll accrual | 0 \$ | 1,445.93 |
| | Educator Benefit Consultants, LLC | 5/24/2019 | 20190524AFTSVA Payroll accrual | 0 \$ | 46.16 |
| 201801403 | ING | 5/24/2019 | 20190524ADG-45 Payroll accrual | 0 \$ | 8.71 |
| | ING | 5/24/2019 | 20190524ADG-45 Payroll accrual | 0 \$ | 22.87 |
| | ING | 5/24/2019 | 20190524AFDEFM Payroll accrual | 0 \$ | 8.71 |
| | ING | 5/24/2019 | 20190524AFDEFM Payroll accrual | 0 \$ | 22.87 |
| | ING | 5/24/2019 | 20190524AFHCSP Payroll accrual | 0 \$ | 17,424.64 |
| | ING | 5/24/2019 | 20190524AFHCSP Payroll accrual | 0 \$ | 6.92 |
| 201801404 | Internal Revenue Service | 5/24/2019 | 20190524ADFICA Payroll accrual | 0 \$ | 17,134.86 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADFICA Payroll accrual | 0 \$ | 606.39 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADFICA Payroll accrual | 0 \$ | 725.27 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADFTA Payroll accrual | 0 \$ | 225.00 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADFTA Payroll accrual | 0 \$ | 10.00 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADFTP Payroll accrual | 0 \$ | 284.97 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADFTX Payroll accrual | 0 \$ | 21,256.59 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADFTX Payroll accrual | 0 \$ | 607.82 |
| 201801404 | Internal Revenue Service | 5/24/2019 | 20190524ADFTX Payroll accrual | 0 \$ | 567.23 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADMDC Payroll accrual | 0 \$ | 4,007.40 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADMDC Payroll accrual | 0 \$ | 141.82 |
| | Internal Revenue Service | 5/24/2019 | 20190524ADMDC Payroll accrual | 0 \$ | 169.61 |
| | Internal Revenue Service | 5/24/2019 | 20190524AFFICA Payroll accrual | 0 \$ | 17,134.86 |
| | Internal Revenue Service | 5/24/2019 | 20190524AFFICA Payroll accrual | 0 \$ | 606.39 |
| | Internal Revenue Service | 5/24/2019 | 20190524AFFICA Payroll accrual | 0 \$ | 725.27 |
| | Internal Revenue Service | 5/24/2019 | 20190524AFMDCI Payroll accrual | 0 \$ | 4,007.40 |
| | Internal Revenue Service | 5/24/2019 | 20190524AFMDCI Payroll accrual | 0 \$ | 141.82 |
| | Internal Revenue Service | 5/24/2019 | 20190524AFMDCI Payroll accrual | 0 \$ | 169.61 |
| 201801405 | MINNESOTA REVENUE | 5/24/2019 | 20190524ADSITA Payroll accrual | 0 \$ | 70.00 |
| | MINNESOTA REVENUE | 5/24/2019 | 20190524ADSITA Payroll accrual | 0 \$ | 5.00 |
| | MINNESOTA REVENUE | 5/24/2019 | 20190524ADSITA Payroll accrual | 0 \$ | 20.00 |
| | MINNESOTA REVENUE | 5/24/2019 | 20190524ADSITM Payroll accrual | 0 \$ | 10,888.81 |
| | MINNESOTA REVENUE | 5/24/2019 | 20190524ADSITM Payroll accrual | 0 \$ | 330.68 |
| | MINNESOTA REVENUE | 5/24/2019 | 20190524ADSITM Payroll accrual | 0 \$ | 334.19 |
| | MINNESOTA REVENUE | 5/24/2019 | 20190524ADSITP Payroll accrual | 0 \$ | 118.92 |
| 201801406 | MN Teachers Retirement Association | 5/24/2019 | 20190524ADTRAC Payroll accrual | 0 \$ | 13,812.81 |

Payable Summary
June 17, 2019

| | | | | | |
|-----------|--|-----------|---------------------------------|------|-----------|
| | MN Teachers Retirement Association | 5/24/2019 | 20190524ADTRAC Payroll accrual | 0 \$ | 489.43 |
| | MN Teachers Retirement Association | 5/24/2019 | 20190524ADTRAC Payroll accrual | 0 \$ | 39.97 |
| | MN Teachers Retirement Association | 5/24/2019 | 20190524AFTRAC Payroll accrual | 0 \$ | 14,199.59 |
| | MN Teachers Retirement Association | 5/24/2019 | 20190524AFTRAC Payroll accrual | 0 \$ | 503.13 |
| | MN Teachers Retirement Association | 5/24/2019 | 20190524AFTRAC Payroll accrual | 0 \$ | 41.09 |
| 201801407 | Public Employees Retirement Associatio | 5/24/2019 | 20190524ADPERA Payroll accrual | 0 \$ | 6,192.17 |
| | Public Employees Retirement Associatio | 5/24/2019 | 20190524ADPERA Payroll accrual | 0 \$ | 174.33 |
| | Public Employees Retirement Associatio | 5/24/2019 | 20190524ADPERA Payroll accrual | 0 \$ | 706.38 |
| | Public Employees Retirement Associatio | 5/24/2019 | 20190524AFPERA Payroll accrual | 0 \$ | 7,144.85 |
| | Public Employees Retirement Associatio | 5/24/2019 | 20190524AFPERA Payroll accrual | 0 \$ | 201.15 |
| | Public Employees Retirement Associatio | 5/24/2019 | 20190524AFPERA Payroll accrual | 0 \$ | 815.07 |
| 201801408 | Public Employees Retirement-DCP | 5/24/2019 | 20190524ADDCP Payroll accrual | 0 \$ | 23.95 |
| | Public Employees Retirement-DCP | 5/24/2019 | 20190524AFDCP Payroll accrual | 0 \$ | 23.95 |
| 201801409 | Internal Revenue Service | 5/30/2019 | 20190530ADFICA Payroll accrual | 0 \$ | 8,817.77 |
| | Internal Revenue Service | 5/30/2019 | 20190530ADFTA Payroll accrual | 0 \$ | 120.00 |
| | Internal Revenue Service | 5/30/2019 | 20190530ADFTX Payroll accrual | 0 \$ | 6,876.58 |
| 201801409 | Internal Revenue Service | 5/30/2019 | 20190530ADMDC Payroll accrual | 0 \$ | 2,062.22 |
| | Internal Revenue Service | 5/30/2019 | 20190530AFFICA Payroll accrual | 0 \$ | 8,817.77 |
| | Internal Revenue Service | 5/30/2019 | 20190530AFMDCI Payroll accrual | 0 \$ | 2,062.22 |
| 201801410 | MINNESOTA REVENUE | 5/30/2019 | 20190530ADSITA Payroll accrual | 0 \$ | 10.00 |
| | MINNESOTA REVENUE | 5/30/2019 | 20190530ADSITM Payroll accrual | 0 \$ | 4,211.96 |
| 201801411 | MN Teachers Retirement Association | 5/30/2019 | 20190530ADTRAC Payroll accrual | 0 \$ | 10,666.65 |
| | MN Teachers Retirement Association | 5/30/2019 | 20190530AFTRAC Payroll accrual | 0 \$ | 10,965.31 |
| 201801412 | Internal Revenue Service | 5/31/2019 | 20190531ADFICA Payroll accrual | 0 \$ | 396.80 |
| | Internal Revenue Service | 5/31/2019 | 20190531ADFTX Payroll accrual | 0 \$ | - |
| | Internal Revenue Service | 5/31/2019 | 20190531ADMDC Payroll accrual | 0 \$ | 92.80 |
| | Internal Revenue Service | 5/31/2019 | 20190531AFFICA Payroll accrual | 0 \$ | 396.80 |
| | Internal Revenue Service | 5/31/2019 | 20190531AFMDCI Payroll accrual | 0 \$ | 92.80 |
| 201801413 | MINNESOTA REVENUE | 5/31/2019 | 20190531ADSITM Payroll accrual | 0 \$ | - |
| 201801414 | MN Teachers Retirement Association | 5/31/2019 | 20190531ADTRAC Payroll accrual | 0 \$ | 480.00 |
| | MN Teachers Retirement Association | 5/31/2019 | 20190531AFTRAC Payroll accrual | 0 \$ | 493.44 |
| 201801415 | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSAll Payroll accrual | 0 \$ | 173.08 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSAN Payroll accrual | 0 \$ | 176.94 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSAS Payroll accrual | 0 \$ | 426.76 |

Payable Summary
June 17, 2019

| | | | | | |
|-----------|-----------------------------------|----------|---------------------------------|------|-----------|
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSEC Payroll accrual | 0 \$ | 2,425.62 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSEC Payroll accrual | 0 \$ | 50.66 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSFR Payroll accrual | 0 \$ | 2,398.14 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSGF Payroll accrual | 0 \$ | 430.78 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSHC Payroll accrual | 0 \$ | 246.16 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSMI Payroll accrual | 0 \$ | 181.54 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSSY Payroll accrual | 0 \$ | 250.00 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSVA Payroll accrual | 0 \$ | 3,591.59 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607ADTSVA Payroll accrual | 0 \$ | 46.16 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSAM Payroll accrual | 0 \$ | 176.94 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSASI Payroll accrual | 0 \$ | 293.62 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSECI Payroll accrual | 0 \$ | 1,405.16 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSECI Payroll accrual | 0 \$ | 46.16 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSFR/ Payroll accrual | 0 \$ | 638.96 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSGR Payroll accrual | 0 \$ | 111.55 |
| 201801415 | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSMC Payroll accrual | 0 \$ | 181.54 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSST/ Payroll accrual | 0 \$ | 46.16 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSVA Payroll accrual | 0 \$ | 1,445.52 |
| | Educator Benefit Consultants, LLC | 6/7/2019 | 20190607AFTSVA Payroll accrual | 0 \$ | 46.16 |
| 201801416 | ING | 6/7/2019 | 20190607ADG-45 Payroll accrual | 0 \$ | 8.71 |
| | ING | 6/7/2019 | 20190607ADG-45 Payroll accrual | 0 \$ | 22.85 |
| | ING | 6/7/2019 | 20190607AFDEFM Payroll accrual | 0 \$ | 8.71 |
| | ING | 6/7/2019 | 20190607AFDEFM Payroll accrual | 0 \$ | 22.85 |
| | ING | 6/7/2019 | 20190607AFHCSP Payroll accrual | 0 \$ | 2,900.64 |
| | ING | 6/7/2019 | 20190607AFHCSP Payroll accrual | 0 \$ | 6.92 |
| 201801417 | Internal Revenue Service | 6/7/2019 | 20190607ADFICA Payroll accrual | 0 \$ | 17,747.58 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADFICA Payroll accrual | 0 \$ | 620.09 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADFICA Payroll accrual | 0 \$ | 707.68 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADFTA Payroll accrual | 0 \$ | 225.00 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADFTA Payroll accrual | 0 \$ | 10.00 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADFTP Payroll accrual | 0 \$ | 333.69 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADFTX Payroll accrual | 0 \$ | 21,149.31 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADFTX Payroll accrual | 0 \$ | 638.05 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADFTX Payroll accrual | 0 \$ | 560.37 |

Payable Summary
June 17, 2019

| | | | | | |
|------------|--|----------|--------------------------------|--------------|----------------------|
| | Internal Revenue Service | 6/7/2019 | 20190607ADMDC Payroll accrual | 0 \$ | 4,150.72 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADMDC Payroll accrual | 0 \$ | 145.02 |
| | Internal Revenue Service | 6/7/2019 | 20190607ADMDC Payroll accrual | 0 \$ | 165.51 |
| | Internal Revenue Service | 6/7/2019 | 20190607AFFICA Payroll accrual | 0 \$ | 17,747.58 |
| | Internal Revenue Service | 6/7/2019 | 20190607AFFICA Payroll accrual | 0 \$ | 620.09 |
| | Internal Revenue Service | 6/7/2019 | 20190607AFFICA Payroll accrual | 0 \$ | 707.68 |
| | Internal Revenue Service | 6/7/2019 | 20190607AFMDCI Payroll accrual | 0 \$ | 4,150.72 |
| | Internal Revenue Service | 6/7/2019 | 20190607AFMDCI Payroll accrual | 0 \$ | 145.02 |
| | Internal Revenue Service | 6/7/2019 | 20190607AFMDCI Payroll accrual | 0 \$ | 165.51 |
| 201801418 | MINNESOTA REVENUE | 6/7/2019 | 20190607ADSITA Payroll accrual | 0 \$ | 70.00 |
| | MINNESOTA REVENUE | 6/7/2019 | 20190607ADSITA Payroll accrual | 0 \$ | 5.00 |
| | MINNESOTA REVENUE | 6/7/2019 | 20190607ADSITA Payroll accrual | 0 \$ | 20.00 |
| | MINNESOTA REVENUE | 6/7/2019 | 20190607ADSITM Payroll accrual | 0 \$ | 10,980.36 |
| | MINNESOTA REVENUE | 6/7/2019 | 20190607ADSITM Payroll accrual | 0 \$ | 347.81 |
| | MINNESOTA REVENUE | 6/7/2019 | 20190607ADSITM Payroll accrual | 0 \$ | 330.93 |
| | MINNESOTA REVENUE | 6/7/2019 | 20190607ADSITP Payroll accrual | 0 \$ | 252.79 |
| 201801419 | MN Teachers Retirement Association | 6/7/2019 | 20190607ADTRAC Payroll accrual | 0 \$ | 13,731.47 |
| | MN Teachers Retirement Association | 6/7/2019 | 20190607ADTRAC Payroll accrual | 0 \$ | 501.88 |
| | MN Teachers Retirement Association | 6/7/2019 | 20190607ADTRAC Payroll accrual | 0 \$ | 34.13 |
| | MN Teachers Retirement Association | 6/7/2019 | 20190607AFTRAC Payroll accrual | 0 \$ | 14,116.00 |
| | MN Teachers Retirement Association | 6/7/2019 | 20190607AFTRAC Payroll accrual | 0 \$ | 515.93 |
| | MN Teachers Retirement Association | 6/7/2019 | 20190607AFTRAC Payroll accrual | 0 \$ | 35.08 |
| 201801420 | Public Employees Retirement Associatio | 6/7/2019 | 20190607ADPERA Payroll accrual | 0 \$ | 6,129.10 |
| | Public Employees Retirement Associatio | 6/7/2019 | 20190607ADPERA Payroll accrual | 0 \$ | 176.41 |
| | Public Employees Retirement Associatio | 6/7/2019 | 20190607ADPERA Payroll accrual | 0 \$ | 668.57 |
| | Public Employees Retirement Associatio | 6/7/2019 | 20190607AFPERA Payroll accrual | 0 \$ | 7,072.03 |
| | Public Employees Retirement Associatio | 6/7/2019 | 20190607AFPERA Payroll accrual | 0 \$ | 203.53 |
| | Public Employees Retirement Associatio | 6/7/2019 | 20190607AFPERA Payroll accrual | 0 \$ | 771.44 |
| 201801421 | Public Employees Retirement-DCP | 6/7/2019 | 20190607ADDCP Payroll accrual | 0 \$ | 23.95 |
| | Public Employees Retirement-DCP | 6/7/2019 | 20190607AFDCP Payroll accrual | 0 \$ | 23.95 |
| 201801422- | BMO | 6/3/2019 | Credit Card Payment AP | | |
| 201801559 | BMO | 6/3/2019 | See Attached Detail Report | \$ | 36,902.62 |
| | | | | Total | \$ 795,994.73 |

| 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 | 05/23/2019 | 4390 | HEISSVIC000 | Heiss Victoria L | Breezy Point Resort In, Breezy | BREEZY P000 | 05/28/2019 | | Invoiced | A | 280.00 |
| | 1 | Staff Devel | | | | Tim's C/C00000 | 06/03/2019 | 280.00 | | | |
| | 05/17/2019 | 4389 | HEISSVIC000 | Heiss Victoria L | 7380 Dominos Pizza, 218-324-036 | DOMINO'S000 | 05/28/2019 | | Invoiced | A | 10.49 |
| | 2 | PRIZE PIZZAS | | | 3001900030 | Tim's C/C00001 | 06/03/2019 | 10.49 | | | |
| | 05/15/2019 | 4388 | HEISSVIC000 | Heiss Victoria L | 7380 Dominos Pizza, 218-324-036 | DOMINO'S000 | 05/28/2019 | | Invoiced | A | 10.49 |
| | 2 | PRIZE PIZZAS | | | 3001900030 | Tim's C/C00002 | 06/03/2019 | 10.49 | | | |
| | 05/09/2019 | 4387 | HEISSVIC000 | Heiss Victoria L | 7380 Dominos Pizza, 218-324-036 | DOMINO'S000 | 05/28/2019 | | Invoiced | A | 66.49 |
| | 2 | PRIZE PIZZAS | | | 3001900030 | Tim's C/C00003 | 06/03/2019 | 66.49 | | | |
| | 05/08/2019 | 4386 | HEISSVIC000 | Heiss Victoria L | 7380 Dominos Pizza, 218-324-036 | DOMINO'S000 | 05/28/2019 | | Invoiced | A | 10.49 |
| | 2 | PRIZE PIZZAS | | | 3001900030 | Tim's C/C00004 | 06/03/2019 | 10.49 | | | |
| | 05/03/2019 | 4385 | HEISSVIC000 | Heiss Victoria L | 7380 Dominos Pizza, 218-324-036 | DOMINO'S000 | 05/28/2019 | | Invoiced | A | 10.49 |
| | 2 | PRIZE PIZZAS | | | 3001900030 | Tim's C/C00005 | 06/03/2019 | 10.49 | | | |
| | 05/01/2019 | 4392 | HEISSVIC000 | Heiss Victoria L | 7380 Dominos Pizza, 218-324-036 | DOMINO'S000 | 05/28/2019 | | Invoiced | A | 59.49 |
| | 2 | PRIZE PIZZAS | | | 3001900030 | Tim's C/C00006 | 06/03/2019 | 59.49 | | | |
| | 05/01/2019 | 4393 | HEISSVIC000 | Heiss Victoria L | 7380 Dominos Pizza, 218-324-036 | DOMINO'S000 | 05/28/2019 | | Invoiced | A | 7.00 |
| | 2 | PRIZE PIZZAS | | | 3001900030 | Tim's C/C00007 | 06/03/2019 | 7.00 | | | |
| | 04/29/2019 | 4391 | HEISSVIC000 | Heiss Victoria L | Inn On Lake Superior, Duluth, M | | 05/28/2019 | | Invoiced | A | 444.78 |
| | 1 | LODGING FOR MATH CONF. ALEX MANNAUSAU | | | | Tim's C/C00008 | 06/03/2019 | 444.78 | | | |
| | | | | | | | | | | | 9 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==> |
| | | | | | | | | | | | 899.72 |
| XXXXXXXXXXXX8335 | 05/17/2019 | 4397 | SteelEug000 | Steele Eugene L | United Truck Body Co, Hermantow | UNITED T000 | 05/28/2019 | | Invoiced | A | 133.78 |
| | 1 | Mirror for bus 1 | | | | Eugene's C/C00000 | 06/03/2019 | 133.78 | | | |
| | 05/16/2019 | 4396 | SteelEug000 | Steele Eugene L | Oreilly Auto #3901, Internation | O'REILLY000 | 05/28/2019 | | Invoiced | A | 11.48 |
| | 2 | Transportaion | | | 8101900034 | Eugene's C/C00001 | 06/03/2019 | 11.48 | | | |
| | 05/15/2019 | 4395 | SteelEug000 | Steele Eugene L | United Truck Body Co, Hermantow | UNITED T000 | 05/28/2019 | | Invoiced | A | 66.37 |
| | 1 | Luggage door handle unit #551 | | | | Eugene's C/C00000 | 06/03/2019 | 66.37 | | | |
| | 05/08/2019 | 4394 | SteelEug000 | Steele Eugene L | United Truck Body Co, Hermantow | UNITED T000 | 05/28/2019 | | Invoiced | A | 69.73 |
| | 1 | Door handle & cable | | | | Eugene's C/C00000 | 06/03/2019 | 69.73 | | | |
| | | | | | | | | | | | 4 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==> |
| | | | | | | | | | | | 281.36 |
| XXXXXXXXXXXX7362 | 05/24/2019 | 4403 | | | Masbo, Saint Paul, MN, 55114, U | MASBO 000 | 05/28/2019 | | Invoiced | A | 330.00 |
| | 1 | MASBO & ASBO Dues Business Manager | | | | Stacy's C/C00000 | 06/03/2019 | 330.00 | | | |
| | 05/24/2019 | 4404 | | | Lamar Media Corp, 225-237-1068, | LAMAR CO000 | 05/28/2019 | | Invoiced | A | 965.00 |
| | 2 | Billboard Contract Services. | | | 7901900003 | Stacy's C/C00001 | 06/03/2019 | 965.00 | | | |
| | 05/22/2019 | 4400 | | | Usps Po 2647200549, Intl Falls, | POSTMAST000 | 05/28/2019 | | Invoiced | A | 25.50 |
| | 1 | Special Ed Postage to NLC | | | | Stacy's C/C00002 | 06/03/2019 | 25.50 | | | |
| | 05/22/2019 | 4401 | | | Cts*frontier Onlinepay, 800-921 | FRONTIER000 | 05/28/2019 | | Invoiced | A | 178.43 |
| | 2 | Arena Phone Service | | | 8101900007 | Stacy's C/C00003 | 06/03/2019 | 178.43 | | | |

21

| 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... | | | | | | | | | | |
| | 05/22/2019 | 4402 | | | Ferrellgas L P, 800-8747699, MO | FERRELLG000 | 05/28/2019 | | Invoiced | A | 66.75 |
| | 1 | Propane Zamboni Arena | | | | Stacy's C/C00004 | 06/03/2019 | 66.75 | | | |
| | 05/16/2019 | 4399 | | | Amzn Mktp Us*mnn5q57e62, Amzn.Co | AMAZON B000 | 05/28/2019 | | Invoiced | A | 67.85 |
| | 2 | 65lb Purple Border Certificates - 250 Certific | | | 7101900004 | Stacy's C/C00005 | 06/03/2019 | 54.95 | | | |
| | 3 | Shipping - Cost of shipping, not including shi | | | 7101900004 | Stacy's C/C00005 | 06/03/2019 | 12.90 | | | |
| | 05/07/2019 | 4398 | | | Lamar Media Corp, 225-237-1068, | LAMAR C0000 | 05/28/2019 | | Invoiced | A | 500.00 |
| | 2 | Billboard Contract Services. | | | 7901900003 | Stacy's C/C00006 | 06/03/2019 | 500.00 | | | |
| | 05/01/2019 | 4405 | | | Paul Bunyan Communicat, 2184441 | PAUL BUN000 | 05/28/2019 | | Invoiced | A | 1,083.33 |
| | 2 | 36 Month Contract for 1000Mbps, Midnight-4pm/5 | | | 6051900073 | Stacy's C/C00007 | 06/03/2019 | 1,083.33 | | | |
| | 8 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==> | | | | | | | | | | 3,216.86 |
| XXXXXXXXXXXX7124 | 05/21/2019 | 4439 | BLESIMIC000 | Blesi Michael E | Small Town Tech Inc, Intl Falls | SMALL TO000 | 05/28/2019 | | Invoiced | A | 1,053.36 |
| | 1 | 120GB PNY SSD Hard Drive | | | | Mike's C/C00000 | 06/03/2019 | 1,053.36 | | | |
| | 05/17/2019 | 4438 | BLESIMIC000 | Blesi Michael E | Best Buy 00000430, Duluth, MN, | BEST BUY001 | 05/28/2019 | | Invoiced | A | 399.99 |
| | 3 | Sony PlayStation4 Pro | | | 6051900102 | Mike's C/C00002 | 06/03/2019 | 399.00 | | | |
| | 4 | | | | | Mike's C/C00001 | 06/03/2019 | 0.99 | | | |
| | 05/13/2019 | 4437 | BLESIMIC000 | Blesi Michael E | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 119.70 |
| | 2 | Storage Crates | | | 6051900098 | Mike's C/C00003 | 06/03/2019 | 119.70 | | | |
| | 05/09/2019 | 4436 | BLESIMIC000 | Blesi Michael E | Small Town Tech Inc, Intl Falls | SMALL TO000 | 05/28/2019 | | Invoiced | A | 32.00 |
| | 2 | mini-HDMI to HDMI dongle | | | 6051900101 | Mike's C/C00004 | 06/03/2019 | 20.00 | | | |
| | 3 | 15ft HDMI Cable | | | 6051900101 | Mike's C/C00004 | 06/03/2019 | 12.00 | | | |
| | 05/08/2019 | 4435 | BLESIMIC000 | Blesi Michael E | Amzn Mktp Us*mz7wx0y72, Amzn.Co | AMAZON B000 | 05/28/2019 | | Invoiced | A | 458.20 |
| | 2 | HP 14" TouchScreen Chromebook - Intel Celeron | | | 6051900096 | Mike's C/C00005 | 06/03/2019 | 458.20 | | | |
| | 05/01/2019 | 4440 | BLESIMIC000 | Blesi Michael E | Dri*western Digital, Orderfind. | | 05/28/2019 | | Invoiced | A | 339.99 |
| | 2 | Surveillance Drive | | | | Mike's C/C00006 | 06/03/2019 | 339.99 | | | |
| | 6 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==> | | | | | | | | | | 2,403.24 |
| XXXXXXXXXXXX7132 | 05/16/2019 | 4445 | ANDERJER000 | Anderson Jeremy R | Sears Hometown 3632, Intl Falls | | 05/28/2019 | | Invoiced | A | 35.98 |
| | 1 | Filter | | | | Jeremy's C/C00000 | 06/03/2019 | 35.98 | | | |
| | 05/14/2019 | 4444 | ANDERJER000 | Anderson Jeremy R | Northern Lumber Yard I, Intl Fa | NORTHERN005 | 05/28/2019 | | Invoiced | A | 15.49 |
| | 2 | Transportaion | | | 8101900033 | Jeremy's C/C00001 | 06/03/2019 | 15.49 | | | |
| | 05/09/2019 | 4443 | ANDERJER000 | Anderson Jeremy R | Oreilly Auto #3901, Internation | O'REILLY000 | 05/28/2019 | | Invoiced | A | 10.97 |
| | 2 | Transportaion | | | 8101900034 | Jeremy's C/C00002 | 06/03/2019 | 10.97 | | | |
| | 05/03/2019 | 4442 | ANDERJER000 | Anderson Jeremy R | Forestland Sales & Ser, Interna | FORESTLA000 | 05/28/2019 | | Invoiced | A | 35.36 |
| | 1 | Diagnostic check | | | | Jeremy's C/C00003 | 06/03/2019 | 35.36 | | | |
| | 05/02/2019 | 4441 | ANDERJER000 | Anderson Jeremy R | Oreilly Auto #3901, Internation | O'REILLY000 | 05/28/2019 | | Invoiced | A | 132.74 |
| | 2 | Transportaion | | | 8101900034 | Jeremy's C/C00004 | 06/03/2019 | 132.74 | | | |

22

| 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 | | | |
| 5 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==> | | | | | | | | | | | 230.54 |
| XXXXXXXXXXXX5747 | 05/21/2019 | 4384 | GROVEKEV000 | Grover Kevin K | County Mkt. #574, International | COUNTY M000 | 05/28/2019 | | Invoiced | A | 34.99 |
| | 1 | | | | | Kevin's C/C00000 | 06/03/2019 | 34.99 | | | |
| | 05/08/2019 | 4383 | GROVEKEV000 | Grover Kevin K | Paypal *masa, 4029357733, CA, 9 | | 05/28/2019 | | Invoiced | A | 1,305.00 |
| | 1 | | | | | Kevin's C/C00001 | 06/03/2019 | 1,305.00 | | | |
| | 05/03/2019 | 4382 | GROVEKEV000 | Grover Kevin K | Smk*surveymonkey.Com, 971-24455 | | 05/28/2019 | | Invoiced | A | 37.00 |
| | 1 | | | | | Kevin's C/C00001 | 06/03/2019 | 37.00 | | | |
| 3 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==> | | | | | | | | | | | 1,376.99 |
| XXXXXXXXXXXX7648 | 05/27/2019 | 4466 | SLATIBET000 | Slatinski BethAnne K | Quality Logo Products, 86631256 | QUALITY 000 | 05/28/2019 | | Invoiced | A | 170.58 |
| | 2 | Pencils Coalition Directed Activities (12.1) | | | 7901900064 | Beth's C/C00000 | 06/03/2019 | 170.58 | | | |
| | 05/27/2019 | 4467 | SLATIBET000 | Slatinski BethAnne K | Quality Logo Products, 86631256 | QUALITY 000 | 05/28/2019 | | Invoiced | A | 191.95 |
| | 2 | Pencils Coalition Directed Activities (12.1) | | | 7901900064 | Beth's C/C00001 | 06/03/2019 | 191.95 | | | |
| | 05/24/2019 | 4460 | SLATIBET000 | Slatinski BethAnne K | Dairy Queen #11342, Internation | DAIRY QU000 | 05/28/2019 | | Invoiced | A | 50.00 |
| | 2 | Volunteer Recognition | | | 7901900027 | Beth's C/C00002 | 06/03/2019 | 50.00 | | | |
| | 05/24/2019 | 4461 | SLATIBET000 | Slatinski BethAnne K | The Outdoorsman's Head, Intl Fa | OUTDOORS000 | 05/28/2019 | | Invoiced | A | 26.99 |
| | 2 | Youth Group Activities (12.e) | | | 7901900062 | Beth's C/C00003 | 06/03/2019 | 26.99 | | | |
| | 05/24/2019 | 4462 | SLATIBET000 | Slatinski BethAnne K | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000 | 05/28/2019 | | Invoiced | A | 17.00 |
| | 2 | Office Supplies (12m) | | | 7901900040 | Beth's C/C00004 | 06/03/2019 | 17.00 | | | |
| | 05/24/2019 | 4463 | SLATIBET000 | Slatinski BethAnne K | Tim Hortons #916662, Internatio | TIM HORT000 | 05/28/2019 | | Invoiced | A | 50.00 |
| | 2 | Volunteer Recognition (12e) | | | 7901900043 | Beth's C/C00005 | 06/03/2019 | 50.00 | | | |
| | 05/24/2019 | 4464 | SLATIBET000 | Slatinski BethAnne K | Subway 00112250, Intl Falls, MN | SUBWAY 000 | 05/28/2019 | | Invoiced | A | 50.00 |
| | 2 | Volunteer Recognition (12e) | | | 7901900043 | Beth's C/C00006 | 06/03/2019 | 50.00 | | | |
| | 05/24/2019 | 4465 | SLATIBET000 | Slatinski BethAnne K | Quality Logo Products, 86631256 | QUALITY 000 | 05/28/2019 | | Invoiced | A | 955.13 |
| | 2 | Positive Community Norms (12a) | | | 7901900065 | Beth's C/C00007 | 06/03/2019 | 955.13 | | | |
| | 05/23/2019 | 4459 | SLATIBET000 | Slatinski BethAnne K | The Outdoorsman's Head, Intl Fa | OUTDOORS000 | 05/28/2019 | | Invoiced | A | 255.12 |
| | 2 | Youth Group Activities (12.i) | | | 7901900060 | Beth's C/C00008 | 06/03/2019 | 255.12 | | | |
| | 05/17/2019 | 4458 | SLATIBET000 | Slatinski BethAnne K | Amzn Mktp Us*mnn93u2py2, Amzn.Co | AMAZON B000 | 05/28/2019 | | Invoiced | A | 208.48 |
| | 2 | Office Supplies (12.m) | | | 7901900056 | Beth's C/C00009 | 06/03/2019 | 208.48 | | | |
| | 05/16/2019 | 4456 | SLATIBET000 | Slatinski BethAnne K | Quality Logo Products, 86631256 | QUALITY 000 | 05/28/2019 | | Invoiced | A | 1,778.41 |
| | 2 | Positive Community Norms (12a) | | | 7901900065 | Beth's C/C00010 | 06/03/2019 | 1,778.41 | | | |
| | 05/16/2019 | 4457 | SLATIBET000 | Slatinski BethAnne K | Quality Logo Products, 86631256 | QUALITY 000 | 05/28/2019 | | Invoiced | A | 183.93 |
| | 2 | Positive Community Norms (12a) | | | 7901900065 | Beth's C/C00011 | 06/03/2019 | 183.93 | | | |
| | 05/14/2019 | 4455 | SLATIBET000 | Slatinski BethAnne K | 7380 Dominos Pizza, Intl Falls, | DOMINO'S000 | 05/28/2019 | | Invoiced | A | 105.03 |
| | 2 | Youth Group Activity (12.i) | | | 7901900053 | Beth's C/C00012 | 06/03/2019 | 105.03 | | | |
| | 05/13/2019 | 4453 | SLATIBET000 | Slatinski BethAnne K | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 39.98 |
| | 2 | Youth Group Activity (12.i) | | | 7901900054 | Beth's C/C00013 | 06/03/2019 | 39.98 | | | |

23

| Card Number | Tran Date | Tran ID | Used By | Name | Where Used | Purch Vendor | Imp Date | Post Date | Status | App | Amount |
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| | Line | Description | | | PO Number | Invoice Number | Invoice Dt | Amount | | | |
| XXXXXXXXXXXX7648 | continued... | | | | | | | | | | |
| | 05/13/2019 | 4454 | SLATIBET000 | Slatinski BethAnne K | Subway 00112250, Intl Falls, MN | SUBWAY 000 | 05/28/2019 | | Invoiced | A | 173.81 |
| | 2 | Youth Group Activity (12.i) | | | 7901900055 | Beth's C/C00014 | 06/03/2019 | 173.81 | | | |
| | 05/10/2019 | 4452 | SLATIBET000 | Slatinski BethAnne K | Inn On Lake Superior, Duluth, M | | 05/28/2019 | | Invoiced | A | 370.76 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 370.76 | | | |
| | 05/09/2019 | 4449 | SLATIBET000 | Slatinski BethAnne K | Pizza Luce Duluth Iii, Duluth, | | 05/28/2019 | | Invoiced | A | 144.75 |
| | 2 | Semi-Annual Travel (10a) | | | 7901900052 | Beth's C/C00016 | 06/03/2019 | 144.75 | | | |
| | 05/09/2019 | 4450 | SLATIBET000 | Slatinski BethAnne K | Famous Daves Bar-B-Que, Duluth, | | 05/28/2019 | | Invoiced | A | 38.21 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 38.21 | | | |
| | 05/09/2019 | 4451 | SLATIBET000 | Slatinski BethAnne K | Holiday Stations 0041, Virginia | | 05/28/2019 | | Invoiced | A | 46.23 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 46.23 | | | |
| | 05/08/2019 | 4446 | SLATIBET000 | Slatinski BethAnne K | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 121.23 |
| | 2 | Semi-Annual Travel (10a) | | | 7901900051 | Beth's C/C00017 | 06/03/2019 | 121.23 | | | |
| | 05/08/2019 | 4447 | SLATIBET000 | Slatinski BethAnne K | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 17.32 |
| | 2 | Semi-Travel (10a) | | | 7901900050 | Beth's C/C00018 | 06/03/2019 | 17.32 | | | |
| | 05/08/2019 | 4448 | SLATIBET000 | Slatinski BethAnne K | Canal Park Brewing Co, Duluth, | | 05/28/2019 | | Invoiced | A | 41.85 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 41.85 | | | |
| | 05/01/2019 | 4469 | SLATIBET000 | Slatinski BethAnne K | Big Sky Lodging, Big Sky, MT, 5 | | 05/28/2019 | | Invoiced | A | 172.51 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 172.51 | | | |
| | 05/01/2019 | 4470 | SLATIBET000 | Slatinski BethAnne K | Big Sky Lodging, Big Sky, MT, 5 | | 05/28/2019 | | Invoiced | A | 172.51 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 172.51 | | | |
| | 05/01/2019 | 4471 | SLATIBET000 | Slatinski BethAnne K | Big Sky Lodging, Big Sky, MT, 5 | | 05/28/2019 | | Invoiced | A | 172.51 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 172.51 | | | |
| | 05/01/2019 | 4472 | SLATIBET000 | Slatinski BethAnne K | Delta, Delta.Com, CA, 30354-198 | | 05/28/2019 | | Invoiced | A | 789.10 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 789.10 | | | |
| | 05/01/2019 | 4473 | SLATIBET000 | Slatinski BethAnne K | Delta, Delta.Com, CA, 30354-198 | | 05/28/2019 | | Invoiced | A | 789.10 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 789.10 | | | |
| | 05/01/2019 | 4474 | SLATIBET000 | Slatinski BethAnne K | Delta, Delta.Com, CA, 30354-198 | | 05/28/2019 | | Invoiced | A | 789.10 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 789.10 | | | |
| | 04/30/2019 | 4468 | SLATIBET000 | Slatinski BethAnne K | Meetings Northwest Llc, 406-273 | | 05/28/2019 | | Invoiced | A | 2,544.00 |
| | 1 | | | | | Beth's C/C00015 | 06/03/2019 | 2,544.00 | | | |
| | | | | | | | | | 29 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==> | | 10,465.59 |
| XXXXXXXXXXXX2314 | 05/24/2019 | 4491 | OLSONKAR000 | Olson-Line Karla A | Ronnings, International, MN, 56 | RONNINGS000 | 05/28/2019 | | Invoiced | A | 255.82 |
| | 1 | PBIS | | | | Karla's C/C00000 | 06/03/2019 | 255.82 | | | |
| | 05/23/2019 | 4490 | OLSONKAR000 | Olson-Line Karla A | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 38.31 |
| | 1 | food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 38.31 | | | |

24

| Card Number | Tran Date | Tran ID | Used By | Name | Where Used | Purch Vendor | Imp Date | Post Date | Status | App | Amount |
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| | Line | Description | | | PO Number | Invoice Number | Invoice Dt | Amount | | | |
| XXXXXXXXXXXX2314 | continued... | | | | | | | | | | |
| | 05/21/2019 | 4488 | OLSONKAR000 | Olson-Line Karla A | Amzn Mktp | Us*mn21k08ul, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 456.19 |
| | 1 | PBIS | | | | Karla's C/C00002 | 06/03/2019 | 456.19 | | | |
| | 05/21/2019 | 4489 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 130.11 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 130.11 | | | |
| | 05/17/2019 | 4485 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 32.59 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 32.59 | | | |
| | 05/17/2019 | 4486 | OLSONKAR000 | Olson-Line Karla A | Amazon.Com* | mn2yl2pu2 A, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 14.79 |
| | 1 | Food Service | | | | Karla's C/C00002 | 06/03/2019 | 14.79 | | | |
| | 05/17/2019 | 4487 | OLSONKAR000 | Olson-Line Karla A | Amzn Mktp | Us*mn2mz9gl0, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 149.99 |
| | 1 | PBIS | | | | Karla's C/C00002 | 06/03/2019 | 149.99 | | | |
| | 05/16/2019 | 4484 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 71.32 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 71.32 | | | |
| | 05/14/2019 | 4483 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 162.45 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 162.45 | | | |
| | 05/13/2019 | 4482 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 72.11 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 72.11 | | | |
| | 05/10/2019 | 4478 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 104.53 |
| | 1 | PIBS | | | | Karla's C/C00001 | 06/03/2019 | 104.53 | | | |
| | 05/10/2019 | 4479 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 32.92 |
| | 1 | Cleaning supplies | | | | Karla's C/C00001 | 06/03/2019 | 32.92 | | | |
| | 05/10/2019 | 4480 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 52.13 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 52.13 | | | |
| | 05/10/2019 | 4481 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 12.45 |
| | 1 | PBIS | | | | Karla's C/C00001 | 06/03/2019 | 12.45 | | | |
| | 05/09/2019 | 4477 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 79.73 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 79.73 | | | |
| | 05/08/2019 | 4476 | OLSONKAR000 | Olson-Line Karla A | S And H Uniforms, | White Plains, | S & H BU000 | 05/28/2019 | Invoiced | A | -21.98 |
| | 1 | Food service refund | | | | Karla's C/C00003 | 06/03/2019 | -21.98 | | | |
| | 05/03/2019 | 4475 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 74.47 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 74.47 | | | |
| | 05/02/2019 | 4494 | OLSONKAR000 | Olson-Line Karla A | Super One, | International, MN, 5 | SUPER ON000 | 05/28/2019 | Invoiced | A | 20.88 |
| | 1 | Food for instruction | | | | Karla's C/C00001 | 06/03/2019 | 20.88 | | | |
| | 05/01/2019 | 4493 | OLSONKAR000 | Olson-Line Karla A | The Sports Shop, | International, | THE SPOR000 | 05/28/2019 | Invoiced | A | 350.00 |
| | 1 | PBIS - money from donation for bike | | | | Karla's C/C00004 | 06/03/2019 | 350.00 | | | |
| | 04/30/2019 | 4492 | OLSONKAR000 | Olson-Line Karla A | Amzn Mktp | Us*mz8qp57ml, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 221.45 |
| | 1 | PBIS | | | | Karla's C/C00002 | 06/03/2019 | 221.45 | | | |

20 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==> 2,310.26

| 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 | | | | |
| XXXXXXXXXXXX2330 | 05/22/2019 | 4497 | OLSONDAV000 | Olson David W | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 33.52 | |
| | | 3 | METALS SUPPLIES | | 2551900004 | Dave O's C/C00000 | 06/03/2019 | 33.52 | | | | |
| | 05/16/2019 | 4496 | OLSONDAV000 | Olson David W | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 233.60 | |
| | | 2 | COPPER PIPE | | 2551900042 | Dave O's C/C00001 | 06/03/2019 | 233.60 | | | | |
| | 05/14/2019 | 4495 | OLSONDAV000 | Olson David W | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 121.09 | |
| | | 2 | 2X4 LUMBER | | 2551900042 | Dave O's C/C00002 | 06/03/2019 | 59.00 | | | | |
| | 3 | COPPER FITTINGS | | 2551900042 | Dave O's C/C00002 | 06/03/2019 | 62.09 | | | | | |
| | | | | | 3 transaction(s) for XXXXXXXXXXXX2330. Total Amount ==> | | | | | | | 388.21 |
| XXXXXXXXXXXX2348 | 05/23/2019 | 4509 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 69.13 | |
| | | 1 | Awards Banquet Food/Bev | | | Rachel's C/C00000 | 06/03/2019 | 69.13 | | | | |
| | 05/17/2019 | 4507 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 23.67 | |
| | | 1 | | | | Rachel's C/C00000 | 06/03/2019 | 23.67 | | | | |
| | 05/17/2019 | 4508 | AMDAHRAC000 | Amdahl Rachel J | Arc*services/training, 800-733- | | | 05/28/2019 | Invoiced | A | 114.00 | |
| | | 2 | red cross lifeguard review certifications | | 5001900063 | Rachel's C/C00001 | 06/03/2019 | 114.00 | | | | |
| | 05/16/2019 | 4506 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 19.55 | |
| | | 1 | | | | Rachel's C/C00000 | 06/03/2019 | 19.55 | | | | |
| | 05/15/2019 | 4504 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 18.90 | |
| | | 2 | Supplies for Age to Age events | | 5001900004 | Rachel's C/C00002 | 06/03/2019 | 18.90 | | | | |
| | 05/15/2019 | 4505 | AMDAHRAC000 | Amdahl Rachel J | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 7.33 | |
| | | 1 | | | | Rachel's C/C00003 | 06/03/2019 | 7.33 | | | | |
| | 05/10/2019 | 4501 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 54.00 | |
| | | 1 | | | | Rachel's C/C00000 | 06/03/2019 | 54.00 | | | | |
| | 05/10/2019 | 4502 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 29.97 | |
| | | 1 | | | | Rachel's C/C00000 | 06/03/2019 | 29.97 | | | | |
| | 05/10/2019 | 4503 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 17.07 | |
| | 2 | Food and Beverages for Adult Classes | | 5001900002 | Rachel's C/C00004 | 06/03/2019 | 17.07 | | | | | |
| 05/03/2019 | 4499 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 7.73 | | |
| | 2 | Supplies for Age to Age events | | 5001900004 | Rachel's C/C00005 | 06/03/2019 | 7.73 | | | | | |
| 05/03/2019 | 4500 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 23.86 | | |
| | 2 | TAGS food and beverages | | 5001900013 | Rachel's C/C00006 | 06/03/2019 | 23.86 | | | | | |
| 05/02/2019 | 4498 | AMDAHRAC000 | Amdahl Rachel J | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000 | 05/28/2019 | | Invoiced | A | 29.00 | | |
| | 1 | | | | Rachel's C/C00007 | 06/03/2019 | 29.00 | | | | | |
| 05/01/2019 | 4511 | AMDAHRAC000 | Amdahl Rachel J | Safe Sitter Inc, 317-5965001, I | SAFE SIT000 | 05/28/2019 | | Invoiced | A | 61.00 | | |
| | 2 | Safe on My Own Books | | 5001900062 | Rachel's C/C00008 | 06/03/2019 | 61.00 | | | | | |
| 04/29/2019 | 4510 | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 20.25 | | |
| | 1 | | | | Rachel's C/C00000 | 06/03/2019 | 20.25 | | | | | |
| | | | | | 14 transaction(s) for XXXXXXXXXXXX2348. Total Amount ==> | | | | | | | 495.46 |

26

| Card Number | Tran Date | Tran ID | Used By | Name | Where Used | Purch Vendor | Imp Date | Post Date | Status | App | Amount |
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| | Line | Description | | | PO Number | Invoice Number | Invoice Dt | Amount | | | |
| XXXXXXXXXXXX2355 | 05/01/2019 | 4512 | JORGELOR000 | Jorgenson Lori Rae | Int*in *volt Athletics, 206-701 | | 05/28/2019 | | Invoiced | A | 1,750.00 |
| | 2 | VOLT MEMBERSHIP 1ST PAYMENT | | | 2921900066 | Lori's C/C00000 | 06/03/2019 | 1,750.00 | | | |
| XXXXXXXXXXXX3600 | 05/24/2019 | 4345 | HUMBELAU002 | Humbert Laurie A | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000 | 05/28/2019 | | Invoiced | A | 57.71 |
| | 2 | Supplies for K & PreK Graduation | | | 1301900257 | Laurie's C/C00000 | 06/03/2019 | 57.71 | | | |
| | 05/24/2019 | 4346 | HUMBELAU002 | Humbert Laurie A | Innovative Office Solu, 9528089 | INNOVATI000 | 05/28/2019 | | Invoiced | A | 36.17 |
| | 1 | | | | | Laurie's C/C00001 | 06/03/2019 | 36.17 | | | |
| | 05/24/2019 | 4347 | HUMBELAU002 | Humbert Laurie A | County Mkt. #574, International | COUNTY M000 | 05/28/2019 | | Invoiced | A | 49.83 |
| | 2 | FES Birthday Book Club | | | 1301900264 | Laurie's C/C00002 | 06/03/2019 | 49.83 | | | |
| | 05/24/2019 | 4348 | HUMBELAU002 | Humbert Laurie A | Educationcom Premium, 650362403 | | 05/28/2019 | | Invoiced | A | 160.00 |
| | 2 | Lifetime Membership | | | 1301900216 | Laurie's C/C00003 | 06/03/2019 | 160.00 | | | |
| | 05/24/2019 | 4349 | HUMBELAU002 | Humbert Laurie A | County Mkt. #574, International | COUNTY M000 | 05/28/2019 | | Invoiced | A | 26.61 |
| | 2 | Supplies for K & PreK Graduation | | | 1301900256 | Laurie's C/C00004 | 06/03/2019 | 26.61 | | | |
| | 05/24/2019 | 4350 | HUMBELAU002 | Humbert Laurie A | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000 | 05/28/2019 | | Invoiced | A | 6.41 |
| | 2 | Tablecover & Balloons for FES Library Birthday | | | 1301900263 | Laurie's C/C00005 | 06/03/2019 | 6.41 | | | |
| | 05/24/2019 | 4351 | HUMBELAU002 | Humbert Laurie A | Innovative Office Solu, 9528089 | INNOVATI000 | 05/28/2019 | | Invoiced | A | 401.04 |
| | 2 | WIPES,NATURAL,GGN | | | 1301900247 | Laurie's C/C00006 | 06/03/2019 | 401.04 | | | |
| | 05/17/2019 | 4342 | HUMBELAU002 | Humbert Laurie A | Walmart.Com, 800-966-6546, AR, | WALMART.000 | 05/28/2019 | | Invoiced | A | 16.03 |
| | 2 | Lysport Outdoor Tripod Stool | | | 1301900248 | Laurie's C/C00007 | 06/03/2019 | 9.39 | | | |
| | 3 | S&H | | | 1301900248 | Laurie's C/C00007 | 06/03/2019 | 5.99 | | | |
| | 4 | Tax | | | 1301900248 | Laurie's C/C00007 | 06/03/2019 | 0.65 | | | |
| | 05/17/2019 | 4343 | HUMBELAU002 | Humbert Laurie A | Amzn Mktp Us*mn9yk3hnl, Amzn.Co | AMAZON B000 | 05/28/2019 | | Invoiced | A | 11.98 |
| | 3 | Rehear Hearing Amplifier Cleaning Brush with W | | | 1301900246 | Laurie's C/C00008 | 06/03/2019 | 5.99 | | | |
| | 4 | Shipping - Cost of shipping, not including shi | | | 1301900246 | Laurie's C/C00008 | 06/03/2019 | 5.99 | | | |
| | 05/17/2019 | 4344 | HUMBELAU002 | Humbert Laurie A | Amzn Mktp Us*mn6a791x2, Amzn.Co | AMAZON B000 | 05/28/2019 | | Invoiced | A | 21.99 |
| | 2 | | | | | Laurie's C/C00009 | 06/03/2019 | 21.99 | | | |
| | 05/16/2019 | 4339 | HUMBELAU002 | Humbert Laurie A | Teacherspayteachers.Co, 6465880 | TEACHERS007 | 05/28/2019 | | Invoiced | A | 71.82 |
| | 2 | | | | | Laurie's C/C00010 | 06/03/2019 | 71.82 | | | |
| | 05/16/2019 | 4340 | HUMBELAU002 | Humbert Laurie A | Amazon.Com*mnlsjle02 A, Amzn.Co | AMAZON B000 | 05/28/2019 | | Invoiced | A | 32.16 |
| | 2 | Creative Teaching Press Incentive, Award Emoji | | | 1301900243 | Laurie's C/C00011 | 06/03/2019 | 32.16 | | | |
| | 05/16/2019 | 4341 | HUMBELAU002 | Humbert Laurie A | Teacherspayteachers.Co, 6465880 | TEACHERS007 | 05/28/2019 | | Invoiced | A | 71.82 |
| | 2 | | | | | Laurie's C/C00010 | 06/03/2019 | 71.82 | | | |
| | 05/15/2019 | 4338 | HUMBELAU002 | Humbert Laurie A | Walmart.Com, 800-966-6546, AR, | WALMART.000 | 05/28/2019 | | Invoiced | A | 718.11 |
| | 3 | Tiggly Learner Kit | | | 1301900218 | Laurie's C/C00013 | 06/03/2019 | 671.92 | | | |
| | 4 | | | | | Laurie's C/C00012 | 06/03/2019 | 46.19 | | | |
| | 05/10/2019 | 4334 | HUMBELAU002 | Humbert Laurie A | Subway 00112250, Intl Falls, MN | SUBWAY 000 | 05/28/2019 | | Invoiced | A | 155.99 |
| | 2 | Sub Party Platter for Teacher Appreciation Lun | | | 1301900240 | Laurie's C/C00014 | 06/03/2019 | 145.96 | | | |
| | 3 | Sales Tax | | | 1301900240 | Laurie's C/C00014 | 06/03/2019 | 10.03 | | | |

27

| Card Number | Tran Date | Tran ID | Used By | Name | Where Used | Purch Vendor | Imp Date | Post Date | Status | App | Amount |
|------------------|--------------|---|-------------|------------------|---------------------------------|-------------------|------------|-----------|----------|-----|--------|
| | Line | Description | | | PO Number | Invoice Number | Invoice Dt | Amount | | | |
| XXXXXXXXXXXX3600 | continued... | | | | | | | | | | |
| | 05/10/2019 | 4335 | HUMBELAU002 | Humbert Laurie A | Dollar General 15619, Internati | DOLLAR G000 | 05/28/2019 | | Invoiced | A | 11.45 |
| | 2 | Lunch supplies for Teacher Appreciation Lunch | | | 1301900241 | Laurie's C/C00015 | 06/03/2019 | 11.45 | | | |
| | 05/10/2019 | 4336 | HUMBELAU002 | Humbert Laurie A | Innovative Office Solu, 9528089 | INNOVATI000 | 05/28/2019 | | Invoiced | A | 100.17 |
| | 2 | PENCIL,#2,UNIVERSAL | | | 1301900237 | Laurie's C/C00016 | 06/03/2019 | 7.80 | | | |
| | 3 | HIGHLIGHTER,DESK,FYW | | | 1301900237 | Laurie's C/C00016 | 06/03/2019 | 40.56 | | | |
| | 4 | SHARPENER,ELEC PENCIL,BK | | | 1301900237 | Laurie's C/C00016 | 06/03/2019 | 36.64 | | | |
| | 5 | PEN,ROUND STIC 60 BOX,BE | | | 1301900237 | Laurie's C/C00016 | 06/03/2019 | 5.33 | | | |
| | 6 | PEN,STK,WRITBROGRP,MED,BK | | | 1301900237 | Laurie's C/C00016 | 06/03/2019 | 9.84 | | | |
| | 05/10/2019 | 4337 | HUMBELAU002 | Humbert Laurie A | Discountmugs.Com, 8005691980, F | DISCOUNT004 | 05/28/2019 | | Invoiced | A | 431.23 |
| | 2 | | | | | Laurie's C/C00017 | 06/03/2019 | 431.23 | | | |
| | 05/09/2019 | 4331 | HUMBELAU002 | Humbert Laurie A | Innovative Office Solu, 9528089 | INNOVATI000 | 05/28/2019 | | Invoiced | A | 530.84 |
| | 2 | CLIP,STIKKICLPS,20/PK,WHT | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 38.16 | | | |
| | 3 | GLUE,STCK, .24OZ,30/BX,CLR | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 67.98 | | | |
| | 4 | TAPE,PACKG,2"X800",6PK,CR | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 38.58 | | | |
| | 5 | MARKER,SHARPIE,FINE PT,BK | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 38.48 | | | |
| | 6 | MARKER,BRDLINE,12/ST,AST | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 13.98 | | | |
| | 7 | PAINT,TMPRA,ARTSTA II,WHT | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 8 | PAINT,TMPRA,ARTSTA II,BE | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 9 | PAINT,TMPRA,ARTSTA II,GN | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 10 | PAINT,TMPRA,ARTSTA 11,BK | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 11 | PAINT,TMPRA,ARTSTA II,RD | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 12 | PAINT,TMPRA,ARTSTA II,OR | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 13 | PAINT,TMPRA,ARTSTA II,YL | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 14 | PAINT,TMPRA,WSH,16OZ,MG | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 15 | PAINT,TMPRA,ARTSTA II,BR | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.14 | | | |
| | 16 | PAPER,CNST12X18,50PK,SKBE | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 13.44 | | | |
| | 17 | PAPER,CONST12X18,50PK,LBE | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 16.98 | | | |
| | 18 | PAPER,CNST,9X12,50PK,MA | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 6.84 | | | |
| | 19 | PAPER,CONST,12X18,PE | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 18.96 | | | |
| | 20 | PAPER,CONST,9X12,PE | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 12.36 | | | |
| | 21 | PAPER,CNST,9X12,50PK,LBN | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 6.60 | | | |
| | 22 | PAPER,CONST,12X18,TN | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 21.12 | | | |
| | 23 | PAPER,CONST,9X12,TN | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 12.36 | | | |
| | 24 | PAPER,CNST,12X18,50PK,WE | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 22.44 | | | |
| | 25 | PAPER,CNST,9X12,50PK,WE | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 13.08 | | | |
| | 26 | PAPER,CNST,9X12,50PK,OE | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 6.30 | | | |
| | 27 | PAPER,CNST,12X18,50PK,BK | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 25.32 | | | |

| Card Number | Tran Date | Tran ID | Used By | Name | Where Used | Purch Vendor | Imp Date | Post Date | Status | App | Amount |
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| XXXXXXXXXXXX3600 | continued... | | | | | | | | | | |
| | 28 | PAPER,CNST,9X12,50PK,BK | | | 1301900233 | Laurie's C/C00018 | 06/03/2019 | 12.60 | | | |
| | 05/09/2019 | 4332 | HUMBELAU002 | Humbert Laurie A | Innovative | Office Solu, 9528089 | INNOVATI000 | 05/28/2019 | Invoiced | A | 59.88 |
| | 1 | | | | | Laurie's C/C00001 | 06/03/2019 | 59.88 | | | |
| | 05/09/2019 | 4333 | HUMBELAU002 | Humbert Laurie A | Amzn Mktp | Us*mn0co7fp0, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 60.93 |
| | 3 | FLY2SKY Tent Lamp Portable LED Tent Light 4 Pa | | | 1301900236 | Laurie's C/C00019 | 06/03/2019 | 9.99 | | | |
| | 4 | New Version 6 Amazing Arrow Rocket Copters. Le | | | 1301900236 | Laurie's C/C00019 | 06/03/2019 | 10.99 | | | |
| | 5 | 16 PCs Sports Outdoor Games Set with Scoop Bal | | | 1301900236 | Laurie's C/C00019 | 06/03/2019 | 39.95 | | | |
| | 05/07/2019 | 4330 | HUMBELAU002 | Humbert Laurie A | Amzn Mktp | Us*mz63w2r72, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 12.98 |
| | 3 | Gruffalo: The Gruffalo's Child | | | 1301900232 | Laurie's C/C00020 | 06/03/2019 | 7.39 | | | |
| | 4 | | | | | Laurie's C/C00009 | 06/03/2019 | 5.59 | | | |
| | 05/06/2019 | 4328 | HUMBELAU002 | Humbert Laurie A | Innovative | Office Solu, 9528089 | INNOVATI000 | 05/28/2019 | Invoiced | A | 83.00 |
| | 2 | PAPER,CNST,12X18,50PK,WE | | | 1301900228 | Laurie's C/C00021 | 06/03/2019 | 18.70 | | | |
| | 3 | PAPER,CNST,12X18,50PK,BK | | | 1301900228 | Laurie's C/C00021 | 06/03/2019 | 25.32 | | | |
| | 4 | PAPER,CNST,9X12,50PK,YW | | | 1301900228 | Laurie's C/C00021 | 06/03/2019 | 10.90 | | | |
| | 5 | PAPER,CNST,9X12,50PK,PK | | | 1301900228 | Laurie's C/C00021 | 06/03/2019 | 11.00 | | | |
| | 6 | PAPER,CNST,9X12,50PK,LGN | | | 1301900228 | Laurie's C/C00021 | 06/03/2019 | 5.50 | | | |
| | 7 | MARKER,CLASSIC,BROAD,8/ST | | | 1301900228 | Laurie's C/C00021 | 06/03/2019 | 11.58 | | | |
| | 05/06/2019 | 4329 | HUMBELAU002 | Humbert Laurie A | Amzn Mktp | Us*mz61k4i50, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 28.98 |
| | 2 | Gruffalo: The Gruffalo DVD | | | 1301900232 | Laurie's C/C00022 | 06/03/2019 | 24.99 | | | |
| | 3 | | | | | Laurie's C/C00009 | 06/03/2019 | 3.99 | | | |
| | 04/30/2019 | 4353 | HUMBELAU002 | Humbert Laurie A | Amzn Mktp | Us*mz9op4su0, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 335.40 |
| | 2 | Didax Educational Resources Unifix Ten Frames | | | 1301900214 | Laurie's C/C00023 | 06/03/2019 | 32.64 | | | |
| | 3 | Raymond Geddes Its your Birthday Pencil, 72 Pa | | | 1301900214 | Laurie's C/C00023 | 06/03/2019 | 18.58 | | | |
| | 4 | 100 Colors Glitter Gel Pen Set, 30% More Ink N | | | 1301900214 | Laurie's C/C00023 | 06/03/2019 | 33.96 | | | |
| | 5 | Crayola Air-Dry Clay, White, 5 Pound Resealabl | | | 1301900214 | Laurie's C/C00023 | 06/03/2019 | 55.80 | | | |
| | 6 | Play-Doh Modeling Compound 36-Pack Case of Col | | | 1301900214 | Laurie's C/C00023 | 06/03/2019 | 94.56 | | | |
| | 7 | Lanyard With ID Badge Holder Name Tags Card La | | | 1301900214 | Laurie's C/C00023 | 06/03/2019 | 39.94 | | | |
| | 8 | TREND enterprises, Inc. Happy Birthday Smile R | | | 1301900214 | Laurie's C/C00023 | 06/03/2019 | 20.44 | | | |
| | 9 | Birthday Crowns for Kids Classroom School VBS | | | 1301900214 | Laurie's C/C00023 | 06/03/2019 | 39.48 | | | |
| | 04/29/2019 | 4352 | HUMBELAU002 | Humbert Laurie A | Amzn Mktp | Us*mz7mf77yl, Amzn.Co | AMAZON B000 | 05/28/2019 | Invoiced | A | 28.91 |
| | 2 | hand2mind 1.5-Inch Ceramic Bar Magnets for Cla | | | 1301900223 | Laurie's C/C00024 | 06/03/2019 | 11.02 | | | |
| | 3 | 12 Pack Combo Sooper Beads Decoration Vase Fil | | | 1301900223 | Laurie's C/C00024 | 06/03/2019 | 11.90 | | | |
| | 4 | Shipping - Cost of shipping, not including shi | | | 1301900223 | Laurie's C/C00024 | 06/03/2019 | 5.99 | | | |
| | | | | | 26 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==> | | | | | | 3,521.44 |
| XXXXXXXXXXXX2606 | 05/24/2019 | 4432 | HOLT THO000 | Holt Thomas T | Grainger, 877-2022594, IL, 6004 | GRAINGER000 | 05/28/2019 | | Invoiced | A | 135.43 |
| | 2 | 50pk dust mask | | | 8101900142 | Tom's C/C00000 | 06/03/2019 | 6.07 | | | |

29

| Card Number | Tran Date | Tran ID | Used By | Name | Where Used | Purch Vendor | Imp Date | Post Date | Status | App | Amount |
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| XXXXXXXXXXXX2606 | continued... | | | | | | | | | | |
| | 3 | 36" squeeze handle trash grabber | | | 8101900142 | Tom's C/C00000 | 06/03/2019 | 85.00 | | | |
| | 4 | Safety glasses | | | 8101900142 | Tom's C/C00000 | 06/03/2019 | 13.40 | | | |
| | 5 | work gloves | | | 8101900142 | Tom's C/C00000 | 06/03/2019 | 30.96 | | | |
| 05/22/2019 | 4431 | HOLT THO000 Holt Thomas T | | | Dalco Enterprises, 6512516657, | DALCO 000 | 05/28/2019 | | Invoiced | A | 166.70 |
| | 2 | GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE | | | 8101900136 | Tom's C/C00001 | 06/03/2019 | 166.70 | | | |
| 05/17/2019 | 4430 | HOLT THO000 Holt Thomas T | | | American Time, 8003288996, MN, | AMAZON B000 | 05/28/2019 | | Invoiced | A | 782.94 |
| | 2 | 12" allsync room clocks | | | 8101900140 | Tom's C/C00002 | 06/03/2019 | 705.35 | | | |
| | 3 | Shipping & Handling | | | 8101900140 | Tom's C/C00002 | 06/03/2019 | 77.59 | | | |
| 05/16/2019 | 4428 | HOLT THO000 Holt Thomas T | | | State Supply, 6517745985, MN, 5 | STATE SU000 | 05/28/2019 | | Invoiced | A | 122.54 |
| | 2 | Faucet repair kits | | | 8101900139 | Tom's C/C00003 | 06/03/2019 | 105.40 | | | |
| | 3 | Shipping | | | 8101900139 | Tom's C/C00003 | 06/03/2019 | 17.14 | | | |
| 05/16/2019 | 4429 | HOLT THO000 Holt Thomas T | | | Dalco Enterprises, 6512516657, | DALCO 000 | 05/28/2019 | | Invoiced | A | 1,494.17 |
| | 2 | DAL LASER PRESPRAY 4X1GACARPET CARE | | | 8101900135 | Tom's C/C00004 | 06/03/2019 | 82.11 | | | |
| | 3 | DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN | | | 8101900135 | Tom's C/C00004 | 06/03/2019 | 174.44 | | | |
| | 4 | JP 4277285 OXIVIR TB RTU 12X1QTDISINFECTANT CL | | | 8101900135 | Tom's C/C00004 | 06/03/2019 | 120.88 | | | |
| | 5 | DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN | | | 8101900135 | Tom's C/C00004 | 06/03/2019 | 308.64 | | | |
| | 6 | GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER | | | 8101900135 | Tom's C/C00004 | 06/03/2019 | 332.28 | | | |
| | 7 | GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE | | | 8101900135 | Tom's C/C00004 | 06/03/2019 | 166.70 | | | |
| | 8 | VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA | | | 8101900135 | Tom's C/C00004 | 06/03/2019 | 309.12 | | | |
| 05/09/2019 | 4427 | HOLT THO000 Holt Thomas T | | | 1st Ayd Corp, 8476220001, IL, 6 | | 05/28/2019 | | Invoiced | A | 175.71 |
| | 2 | Squeegees and mop heads | | | 7601900029 | Tom's C/C00005 | 06/03/2019 | 175.71 | | | |
| 05/03/2019 | 4424 | HOLT THO000 Holt Thomas T | | | Royal Tire Inc 940, St Cloud, M | ROYAL TI000 | 05/28/2019 | | Invoiced | A | 806.09 |
| | 1 | Tires and service | | | Tom's C/C00006 | | 06/03/2019 | 806.09 | | | |
| 05/03/2019 | 4425 | HOLT THO000 Holt Thomas T | | | Grainger, 877-2022594, IL, 6004 | GRAINGER000 | 05/28/2019 | | Invoiced | A | 90.48 |
| | 1 | pool pump parts | | | Tom's C/C00007 | | 06/03/2019 | 90.48 | | | |
| 05/03/2019 | 4426 | HOLT THO000 Holt Thomas T | | | State Supply, 6517745985, MN, 5 | STATE SU000 | 05/28/2019 | | Invoiced | A | 359.05 |
| | 2 | Lavatory faucet | | | 8101900134 | Tom's C/C00008 | 06/03/2019 | 280.00 | | | |
| | 3 | Faucet rebuild kits Vacuum Breakers | | | 8101900134 | Tom's C/C00008 | 06/03/2019 | 79.05 | | | |
| 05/02/2019 | 4423 | HOLT THO000 Holt Thomas T | | | Grainger, 877-2022594, IL, 6004 | GRAINGER000 | 05/28/2019 | | Invoiced | A | 105.19 |
| | 2 | Fire alarm pull station shield with alarm | | | 8101900133 | Tom's C/C00009 | 06/03/2019 | 105.19 | | | |
| 04/30/2019 | 4433 | HOLT THO000 Holt Thomas T | | | Dalco Enterprises, 6512516657, | DALCO 000 | 05/28/2019 | | Invoiced | A | 462.70 |
| | 2 | DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN | | | 8101900125 | Tom's C/C00011 | 06/03/2019 | 261.66 | | | |
| | 3 | GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE | | | 8101900125 | Tom's C/C00011 | 06/03/2019 | 200.04 | | | |
| | 4 | shipping | | | Tom's C/C00010 | | 06/03/2019 | 1.00 | | | |
| 04/30/2019 | 4434 | HOLT THO000 Holt Thomas T | | | Dalco Enterprises, 6512516657, | DALCO 000 | 05/28/2019 | | Invoiced | A | 366.70 |
| | 2 | SPEC SLRS385815K BLACK 100CA38X58 1.5M ROLL CA | | | 8101900130 | Tom's C/C00012 | 06/03/2019 | 366.70 | | | |

12 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>

5,067.70

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| | Line | Description | | | PO Number | Invoice Number | Invoice Dt | Amount | | | | |
| XXXXXXXXXXXX5690 | 05/27/2019 | 4361 | HEISSVIC000 | Heiss Victoria L | Subway 00112250, Intl Falls, MN | SUBWAY 000 | 05/28/2019 | | Invoiced | A | 20.00 | |
| | 1 | PRIZES FOR ROCKETS SCIENCE CAROL JAKSA | | | | Vicki's C/C00000 | 06/03/2019 | 20.00 | | | | |
| | 05/24/2019 | 4359 | HEISSVIC000 | Heiss Victoria L | Amazon Marketplace | AMAZON B000 | 05/28/2019 | | Invoiced | A | 302.84 | |
| | 1 | H Thompson PO # 3001900150 | | | | Vicki's C/C00001 | 06/03/2019 | 302.84 | | | | |
| | 05/24/2019 | 4360 | HEISSVIC000 | Heiss Victoria L | Dairy Queen #11342, Internation | DAIRY QU000 | 05/28/2019 | | Invoiced | A | 25.00 | |
| | 1 | PRIZES FOR ROCKETS SCIENCE CAROL JAKSA | | | | Vicki's C/C00002 | 06/03/2019 | 25.00 | | | | |
| | 05/10/2019 | 4358 | HEISSVIC000 | Heiss Victoria L | Innovative Office Solu, 9528089 | INNOVATI000 | 05/28/2019 | | Invoiced | A | 100.28 | |
| | 2 | PAPER,92 BRITE #20,WHT | | | 3001900148 | Vicki's C/C00003 | 06/03/2019 | 50.89 | | | | |
| | 3 | BACKREST,PROF,SRES,ADJ,BK | | | 3001900148 | Vicki's C/C00003 | 06/03/2019 | 49.39 | | | | |
| | 05/03/2019 | 4356 | HEISSVIC000 | Heiss Victoria L | Usps Po 2647200549, Intl Falls, | POSTMAST000 | 05/28/2019 | | Invoiced | A | 120.00 | |
| | 1 | POSTAGE FOR THE OFFICE | | | | Vicki's C/C00004 | 06/03/2019 | 120.00 | | | | |
| | 05/03/2019 | 4357 | HEISSVIC000 | Heiss Victoria L | Soundnorth., International, MN, | SOUND NO000 | 05/28/2019 | | Invoiced | A | 165.00 | |
| | 1 | OFFICE ADMIT TO CLASS SLIPS | | | | Vicki's C/C00005 | 06/03/2019 | 165.00 | | | | |
| | 05/02/2019 | 4355 | HEISSVIC000 | Heiss Victoria L | Amzn Mktp Us*mz7n90r41, Amzn.Co | AMAZON B000 | 05/28/2019 | | Invoiced | A | 125.68 | |
| | 2 | AmazonBasics Hanging File Folders - Letter Siz | | | 3001900144 | Vicki's C/C00006 | 06/03/2019 | 19.98 | | | | |
| | 3 | Duracell Procell AA 24 Pack PC1500BKD09 | | | 3001900144 | Vicki's C/C00006 | 06/03/2019 | 12.50 | | | | |
| | 4 | AIRSUNNY 6pc Coil Stretch Wristband Keychain - | | | 3001900144 | Vicki's C/C00006 | 06/03/2019 | 23.96 | | | | |
| | 5 | AmazonBasics 3-Ring Binder, 1.5 Inch - 4-Pack | | | 3001900144 | Vicki's C/C00006 | 06/03/2019 | 12.49 | | | | |
| | 6 | Duracell Procell-48 Battery Super Size Package | | | 3001900144 | Vicki's C/C00006 | 06/03/2019 | 18.09 | | | | |
| | 7 | Swingline Desktop Hole Punch, Hole Puncher, Li | | | 3001900144 | Vicki's C/C00006 | 06/03/2019 | 31.58 | | | | |
| | 8 | USA Gold Series #2 Pencils, Cedar, Yellow, 24/ | | | 3001900144 | Vicki's C/C00006 | 06/03/2019 | 7.08 | | | | |
| | 05/01/2019 | 4354 | HEISSVIC000 | Heiss Victoria L | Amzn Mktp Us*mz3is5d42, Amzn.Co | AMAZON B000 | 05/28/2019 | | Invoiced | A | 54.80 | |
| | 2 | Lysol Advanced Disinfecting Wipes, 6 Packs of | | | 3001900144 | Vicki's C/C00007 | 06/03/2019 | 54.80 | | | | |
| | | | | | | | | | | | 8 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>> | 913.60 |
| XXXXXXXXXXXX7373 | 05/24/2019 | 4376 | HEISSVIC000 | Heiss Victoria L | Ovesons Pelican Lake R, Orr, MN | | 05/28/2019 | | Invoiced | A | 50.00 | |
| | 1 | ORR MN FISHING TRIP NORM WOOD | | | | FHS Staff C/C00000 | 06/03/2019 | 50.00 | | | | |
| | 05/21/2019 | 4373 | HEISSVIC000 | Heiss Victoria L | Country Inn&suities Cha, Chanhas | | 05/28/2019 | | Invoiced | A | 120.80 | |
| | 1 | LODGING CHOIR TRIP-KATHY TOMPKINS | | | | FHS Staff C/C00000 | 06/03/2019 | 120.80 | | | | |
| | 05/21/2019 | 4374 | HEISSVIC000 | Heiss Victoria L | Country Inn&suities Cha, Chanhas | | 05/28/2019 | | Invoiced | A | 120.80 | |
| | 1 | LODGING CHOIR TRIP-KATHY TOMPKINS | | | | FHS Staff C/C00000 | 06/03/2019 | 120.80 | | | | |
| | 05/21/2019 | 4375 | HEISSVIC000 | Heiss Victoria L | Country Inn&suities Cha, Chanhas | | 05/28/2019 | | Invoiced | A | 120.80 | |
| | 1 | LODGING CHOIR TRIP-KATHY TOMPKINS | | | | FHS Staff C/C00000 | 06/03/2019 | 120.80 | | | | |
| | 05/17/2019 | 4371 | HEISSVIC000 | Heiss Victoria L | Subway 00178541, Moose Lake, MN | SUBWAY 000 | 05/28/2019 | | Invoiced | A | 640.28 | |
| | 1 | 6TH CLASS TRIP MEALS | | | | FHS Staff C/C00001 | 06/03/2019 | 640.28 | | | | |
| | 05/17/2019 | 4372 | HEISSVIC000 | Heiss Victoria L | McDonald S F2567, Apple Valley, | MCDONALD004 | 05/28/2019 | | Invoiced | A | 430.86 | |
| | 1 | 6TH CLASS TRIP MEALS | | | | FHS Staff C/C00002 | 06/03/2019 | 430.86 | | | | |

| Card Number | Tran Date | Tran ID | Used By | Name | Where Used | Purch Vendor | Imp Date | Post Date | Status | App | Amount |
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| | 05/15/2019 | 4366 | HEISSVIC000 | Heiss Victoria L | Arbys #682 | Burnsville, Burnsvil | | 05/28/2019 | Invoiced | A | 170.07 |
| | 1 | 6TH CLASS TRIP MEALS | | | | FHS Staff C/C00000 | 06/03/2019 | 170.07 | | | |
| | 05/15/2019 | 4367 | HEISSVIC000 | Heiss Victoria L | Arbys #682 | Burnsville, Burnsvil | | 05/28/2019 | Invoiced | A | 63.98 |
| | 1 | 6TH CLASS TRIP MEALS | | | | FHS Staff C/C00000 | 06/03/2019 | 63.98 | | | |
| | 05/15/2019 | 4368 | HEISSVIC000 | Heiss Victoria L | Mn Zoo Cash Room, | Apple Valley, | | 05/28/2019 | Invoiced | A | 516.00 |
| | 1 | 6TH GRADE TRIP -MN ZOO | | | | FHS Staff C/C00000 | 06/03/2019 | 516.00 | | | |
| | 05/15/2019 | 4369 | HEISSVIC000 | Heiss Victoria L | Arbys #682 | Burnsville, Burnsvil | | 05/28/2019 | Invoiced | A | 44.70 |
| | 1 | 6TH CLASS TRIP MEALS | | | | FHS Staff C/C00000 | 06/03/2019 | 44.70 | | | |
| | 05/15/2019 | 4370 | HEISSVIC000 | Heiss Victoria L | Arbys #682 | Burnsville, Burnsvil | | 05/28/2019 | Invoiced | A | 206.18 |
| | 1 | 6TH GRADE TRIP MEALS | | | | FHS Staff C/C00000 | 06/03/2019 | 206.18 | | | |
| | 05/10/2019 | 4362 | HEISSVIC000 | Heiss Victoria L | Black Bear Casino | Reso, Carlton | BLACK BE000 | 05/28/2019 | Invoiced | A | 208.27 |
| | 1 | DINNER FOR QUIZ BOWL | | | | FHS Staff C/C00003 | 06/03/2019 | 208.27 | | | |
| | 05/10/2019 | 4363 | HEISSVIC000 | Heiss Victoria L | Black Bear Casino | Reso, Carlton | BLACK BE000 | 05/28/2019 | Invoiced | A | 10.68 |
| | 1 | FOOD FOR QUIZ BOWL TOM VOLLLOM | | | | FHS Staff C/C00003 | 06/03/2019 | 10.68 | | | |
| | 05/10/2019 | 4364 | HEISSVIC000 | Heiss Victoria L | Black Bear Casino | Reso, Carlton | BLACK BE000 | 05/28/2019 | Invoiced | A | 53.37 |
| | 1 | FOOD FOR QUIZ BOWL TOM VOLLLOM | | | | FHS Staff C/C00003 | 06/03/2019 | 53.37 | | | |
| | 05/10/2019 | 4365 | HEISSVIC000 | Heiss Victoria L | Black Bear Casino | Reso, Carlton | BLACK BE000 | 05/28/2019 | Invoiced | A | 10.68 |
| | 1 | FOOD FOR QUIZ BOWL TOM VOLLLOM | | | | FHS Staff C/C00003 | 06/03/2019 | 10.68 | | | |
| | 04/29/2019 | 4377 | HEISSVIC000 | Heiss Victoria L | M1 Grand Casino | Hotel, Onamia, | | 05/28/2019 | Invoiced | A | 59.00 |
| | 1 | Lodging for quiz bowl - Tom Vollom | | | | FHS Staff C/C00000 | 06/03/2019 | 59.00 | | | |
| | 04/29/2019 | 4378 | HEISSVIC000 | Heiss Victoria L | M1 Grand Casino | Hotel, Onamia, | | 05/28/2019 | Invoiced | A | 59.00 |
| | 1 | LODGING FOR QUIZ BOWL TOM VOLLLOM | | | | FHS Staff C/C00000 | 06/03/2019 | 59.00 | | | |
| | 04/29/2019 | 4379 | HEISSVIC000 | Heiss Victoria L | M1 Grand Casino | Hotel, Onamia, | | 05/28/2019 | Invoiced | A | 59.00 |
| | 1 | LODGING FOR QUIZ BOWL TOM VOLLLOM | | | | FHS Staff C/C00000 | 06/03/2019 | 59.00 | | | |
| | 04/29/2019 | 4380 | HEISSVIC000 | Heiss Victoria L | M1 Grand Casino | Hotel, Onamia, | | 05/28/2019 | Invoiced | A | 59.00 |
| | 1 | LODGING FOR QUIZ BOWL TOM VOLLLOM | | | | FHS Staff C/C00000 | 06/03/2019 | 59.00 | | | |
| | 04/29/2019 | 4381 | HEISSVIC000 | Heiss Victoria L | M1 Grand Casino | Hotel, Onamia, | | 05/28/2019 | Invoiced | A | 59.00 |
| | 1 | LODGING FOR QUIZ BOWL TOM VOLLLOM | | | | FHS Staff C/C00000 | 06/03/2019 | 59.00 | | | |
| | | | | | | | | 20 transaction(s) for XXXXXXXXXXXX7373. Total Amount ==> | | | 3,062.47 |
| XXXXXXXXXXXX7407 | 04/29/2019 | 4422 | HOLT THO000 | Holt Thomas T | Superamerica | 04518, Woodbury, M | | 05/28/2019 | Invoiced | A | 36.40 |
| | 1 | anti freeze for bus #551 | | | | Staff Fuel C/C00000 | 06/03/2019 | 36.40 | | | |
| XXXXXXXXXXXX7423 | 05/24/2019 | 4419 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, | Intl Falls | MENARDS 000 | 05/28/2019 | Invoiced | A | 2.82 |
| | 2 | FHS | | | | 8101900031 Cust C/C00000 | 06/03/2019 | 2.82 | | | |
| | 05/24/2019 | 4420 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, | Intl Falls | MENARDS 000 | 05/28/2019 | Invoiced | A | 44.94 |
| | 2 | FHS | | | | 8101900031 Cust C/C00001 | 06/03/2019 | 44.94 | | | |

32

| 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 | | | |
| XXXXXXXXXXXX7423 | continued... | | | | | | | | | | |
| | 05/23/2019 | 4418 | HOLT THO000 | Holt Thomas T | Falls Lumber, International, MN | FALLS LU000 | 05/28/2019 | | Invoiced | A | 95.94 |
| | 2 | FHS | | | 8101900029 Cust C/C00002 | 06/03/2019 | | 95.94 | | | |
| | 05/17/2019 | 4417 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 15.98 |
| | 2 | FHS | | | 8101900031 Cust C/C00003 | 06/03/2019 | | 15.98 | | | |
| | 05/16/2019 | 4415 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 23.72 |
| | 2 | FHS | | | 8101900031 Cust C/C00004 | 06/03/2019 | | 23.72 | | | |
| | 05/16/2019 | 4416 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 38.72 |
| | 2 | FHS | | | 8101900031 Cust C/C00005 | 06/03/2019 | | 38.72 | | | |
| | 05/15/2019 | 4413 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | -48.64 |
| | 2 | FHS | | | 8101900031 Cust C/C00006 | 06/03/2019 | | -48.64 | | | |
| | 05/15/2019 | 4414 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 46.41 |
| | 2 | FHS | | | 8101900031 Cust C/C00007 | 06/03/2019 | | 46.41 | | | |
| | 05/13/2019 | 4411 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 48.64 |
| | 2 | FHS | | | 8101900031 Cust C/C00008 | 06/03/2019 | | 48.64 | | | |
| | 05/13/2019 | 4412 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 39.97 |
| | 2 | FHS | | | 8101900031 Cust C/C00009 | 06/03/2019 | | 39.97 | | | |
| | 05/10/2019 | 4408 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 32.62 |
| | 2 | FHS | | | 8101900031 Cust C/C00010 | 06/03/2019 | | 32.62 | | | |
| | 05/10/2019 | 4409 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 30.91 |
| | 2 | FHS | | | 8101900031 Cust C/C00011 | 06/03/2019 | | 30.91 | | | |
| | 05/10/2019 | 4410 | HOLT THO000 | Holt Thomas T | Oreilly Auto #3901, Internation | O'REILLY000 | 05/28/2019 | | Invoiced | A | 2.09 |
| | 2 | Transportaion | | | 8101900034 Cust C/C00012 | 06/03/2019 | | 2.09 | | | |
| | 05/08/2019 | 4407 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 9.58 |
| | 2 | FHS | | | 8101900031 Cust C/C00013 | 06/03/2019 | | 9.58 | | | |
| | 05/03/2019 | 4406 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 38.17 |
| | 2 | FHS | | | 8101900031 Cust C/C00014 | 06/03/2019 | | 38.17 | | | |
| | 05/02/2019 | 4421 | HOLT THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 05/28/2019 | | Invoiced | A | 6.87 |
| | 2 | FHS | | | 8101900031 Cust C/C00015 | 06/03/2019 | | 6.87 | | | |
| | 16 transaction(s) for XXXXXXXXXXXX7423. Total Amount ==>> | | | | | | | | | | 428.74 |
| XXXXXXXXXXXX8363 | 05/22/2019 | 4515 | HOPKIMIC000 | Hopkins Michelle L | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 33.37 |
| | 1 | FHS; Food for Meal Service | | | FHS Cafe's C/C00000 | 06/03/2019 | | 33.37 | | | |
| | 05/14/2019 | 4514 | HOPKIMIC000 | Hopkins Michelle L | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 1.76 |
| | 1 | FHS; Food for Meal Service | | | FHS Cafe's C/C00000 | 06/03/2019 | | 1.76 | | | |
| | 05/13/2019 | 4513 | HOPKIMIC000 | Hopkins Michelle L | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 15.21 |
| | 1 | FHS; Food for Meal Service | | | FHS Cafe's C/C00000 | 06/03/2019 | | 15.21 | | | |

33

| 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 | | | | | | |
| XXXXXXXXXXXX8363 | continued... | | | | | | | | | | |
| | 05/02/2019 | 4516 | HOPKIMIC000 | Hopkins Michelle L | Super One, International, MN, 5 | SUPER ON000 | 05/28/2019 | | Invoiced | A | 3.70 |
| 1 | FHS; Food for Meal Service | | | | FHS Cafe's | C/C00000 | 06/03/2019 | | | | 3.70 |
| | | | | | 4 transaction(s) for XXXXXXXXXXXX8363. Total Amount ==> | | | | | | 54.04 |
| | | | | | 189 transaction(s). Total Amount ==> | | | | | | 36,902.62 |

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

119 Riverview Boulevard
International Falls MN 56649
May 29, 2019

Dear Mr. Grover, Mr. Everson, and FHS Staff,

Thank you so much for the great experience of helping out with the junior and senior high choirs this year! You CAN teach an “old dog” new tricks! Mike and Casey were amazing and patient with me! My mentor kept popping in and helped me with so many details. Vicki and the office crew were always on top of everything. Thane was a good shoulder and advice-giver when I needed insight into the middle school mind. And no other school personnel that I talked to had the support and encouragement from their administrators like you two! The school board was open for discussion – I sure enjoyed talking to Ted. It was an amazing time working with Michelle and Jeannie – they are the best!! We have a great challenge in fighting to keep, maintain, and improve our arts education in “this day and age.” I will continue to support FHS and help look for the new choir director – our gifted and talented students DESERVE to have someone who will take them to the next level!

Again, thank you for the very fine support you gave to me as an educator. Your doors were always open and you went the extra mile to help me give our students the best I could. It was a great year!

A handwritten signature in cursive script that reads "Kathleen Tompkins". The signature is written in black ink and is positioned above the printed name.

Kathy Tompkins



CLA (CliftonLarsonAllen LLP)
PO Box 1067
St. Cloud, MN 56302-1067
320-203-5500 | fax 320-253-7696
CLAconnect.com

May 21, 2019

The School Board and Management of
Independent School District No. 361
1515 Eleventh Street
International Falls, MN 56649

Dear Board Members:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Independent School District No. 361 (“you,” “your,” or “the entity”) for the year ended June 30, 2019.

Mary Reedy is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 361, as of and for the year ended June 30, 2019, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

In addition, we will also audit the statement of cash receipts and disbursements of the student activity accounts of the entity for the year ended June 30, 2019.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.
- Preparation of adjusting journal entries.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost*

Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal

award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take

prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other

offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Department of Education, or its designee, a federal agency providing direct or indirect funding, or the

U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies and legislative staff.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for these services will be based on the time involved and the degree of responsibility and skills required, plus expenses including internal and administrative charges. Based on our preliminary estimates, the fee for the engagement should approximate \$20,050 for the audit and for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees, plus applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that Independent School District No. 361 and CLA have entered into a HIPAA Business Associate Agreement (BAA) dated April 20, 2016.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Independent School District No. 361's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Mary Reedy, CPA, CGFM
Principal
320-203-5534
Mary.reedy@CLAconnect.com

Response:

This letter correctly sets forth the understanding of Independent School District No. 361.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____



FALLS HIGH SCHOOL

(218) 283-2571 ~ FAX (218) 283-2384

1515 – 11th Street ~ International Falls, MN 56649-2188

6/10/19

To: ISD 361 School Board, and Superintendent Kevin Grover

This letter is in regards to painting the arena floor. After letting our arena floor cure for a season, we need to have it painted. Permanently painting the floor, in the long run, will save us money and the time of the labor and materials to temporarily paint the floor and also the cleanup. The cost of just the paint for temporarily painting the floor is \$3,801, than to that we add labor and cleanup which is very intensive because of the type of high florescence paint used, all of which goes into the sewer system.

I reached out to 3 companies for quotes, 2 of which specialize in arena floor paint and painting. One of the companies could not find a crew to come up and work on our project, and I have a letter from them stating that in my file, I have received quotes from the other 2.

Company A, could not find a crew to do project.

Company B, \$37,800

Company C, \$17,159.81

It is my recommendation that we go with company C, not only because of the great price difference but this company specializes in arena floor painting and supplies.

Thank you
Tom Holt

Tom Holt

Maintenance, Transportation, Security and Safety Director

International Falls, High School

District 361

(218) 283-2571 EXT. 1185 or (218) 417-0369

tholt@isd361.org

| F.Y. | Cost Center | Obj. Code | Amount | Vendor # | P.O. # |
|------|-------------|-----------|--------|----------|--------|
| 2020 | | | | | |
| 2021 | | | | | |
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STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

MESABI RANGE COLLEGE

INCOME CONTRACT

FOR POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between International Falls ISD #361 (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of MESABI RANGE COLLEGE (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

- I. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System Procedure 3.5.1 (Attachment B).
- II. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System Procedure 3.5.1 (Attachment B).
- III. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:

30 a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S.
31 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System
32 Procedure 3.5.1 (Attachment B); and all other duties as stipulated in Attachment
33 C.

34
35 IV. CONSIDERATION AND TERMS OF PAYMENT.

36 A. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this
37 contract shall be paid by the SCHOOL DISTRICT limited to the courses listed in
38 Attachment D as follows:

39
40 1) The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the
41 respective academic year rate for tuition, fees, and textbook rental per credit hour per
42 student as follows.

43

| Academic Year | Rate |
|---------------|--------------------------|
| 2019-2020 | \$211.66/semester credit |
| 2020-2021 | \$213.20/semester credit |
| | |
| | |

44
45 2) Additional fees required for students to complete course(s) shall be negotiated between
46 the two parties and described here.

47
48 3) Other non-required costs related to course specific software and tools are the
49 responsibility of the student and described here.

50
51 B. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

52
53 1) Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT
54 by **November 1** in the fall and **March 2** in the spring.

55
56 2) Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the
57 tuition/fees/textbooks charge for each semester will be made within **thirty (30) days**
58 of the SCHOOL DISTRICT receiving the invoice.

59
60 V. TERM OF CONTRACT. This contract shall be effective on **August 15, 2019, or upon the**
61 **date that the final required signature is obtained by the COLLEGE/UNIVERSITY,**
62 **whichever occurs later,** and shall remain in effect until **June 15, 2021,** or until all obligations
63 set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The
64 COLLEGE/UNIVERSITY understands that NO work should begin under this contract until
65 ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified
66 to begin work by the SCHOOL DISTRICT’s Authorized Representative.

67
68 This agreement is effective for the **2019-2020 and 2020-2021** Academic Year(s).
69

70 VI. CANCELLATION. This contract may be canceled by the COLLEGE/UNIVERSITY or
71 the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days'
72 written notice to the other party. In the event of such a cancellation, the
73 COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis,
74 for work or services satisfactorily performed.

75
76 VII. AUTHORIZED REPRESENTATIVES.

77
78 THE COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The
79 COLLEGE'S Authorized Representative for the purposes of administration of this
80 contract is:

81 Name: Shelly McCauley Jugovich, Interim Provost
82 Address: 1001 Chestnut St., Virginia, MN 55792
83 Telephone: 218-748-2416
84 E-Mail: s.mccauley@mesabirange.edu
85 Fax:

86
87 THE SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL
88 DISTRICT'S Authorized Representative for the purposes of administration of this
89 contract is:

90 Name:
91 Address:
92 Telephone:
93 E-Mail:
94 Fax:

95
96 The SCHOOL DISTRICT'S Authorized Representative shall have final authority for
97 acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted
98 as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph
99 B.

100
101 VIII. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or
102 obligations under this contract without the prior written consent of the
103 COLLEGE/UNIVERSITY.

104
105 IX. LIABILITY. Each party will be responsible for its own acts and behavior and the results
106 thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is
107 governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable
108 laws.

109 X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The
110 SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101,
111 et seq. and regulations promulgated pursuant to it for educational services it provides to its
112 students. The COLLEGE/UNIVERSITY will inform students of support services available

113 at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to
114 compliance with the ADA beyond its own routine use of facilities, services, or other areas
115 covered by the ADA.

116 XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be
117 executed by the same parties who executed the original contract or their successors in
118 office.

119 XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the
120 Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to
121 all data provided by either party in accordance with this contract, and as it applies to all
122 data, created, collected, received, stored, used, maintained, or disseminated by either party
123 in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08,
124 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT
125 or the COLLEGE/UNIVERSITY. In the event either party receives a request to release
126 the data referred to in this Article, the receiving party must immediately notify the other
127 and receive instructions from the other party concerning the release of the data to the
128 requesting party before the data is released.

129 XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State
130 of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach
131 thereof, shall be in the state or federal court with competent jurisdiction in St. Louis
132 County, Minnesota.

133 XIV. AUDITS. The books, records, documents, and accounting procedures and practices of
134 either party relevant to this contract shall be subject to examination by the contracting
135 department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State
136 Auditor for the SCHOOL DISTRICT.

137 XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

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

140 **APPROVED:**

141 **1. MINNESOTA STATE COLLEGES AND UNIVERSITIES**

142 **Mesabi Range College**

143

| |
|---|
| By (authorized college/university/office of the chancellor initiating agreement) |
| Title |
| Date |

144

145 **2. SCHOOL DISTRICT:**

146 **School District certifies that the appropriate person(s) have executed the contract on**
147 **behalf of the School District as required by applicable articles, by-laws, resolutions, or**
148 **ordinances.**

149

| |
|---------------------------|
| By (authorized signature) |
| Title |
| Date |

150

151 **3. AS TO FORM AND EXECUTION:**

| |
|---|
| By (authorized college/university/office of the chancellor initiating agreement) |
| Title |
| Date |



INTERNATIONAL FALLS FIRE/RESCUE/EMS

600 Fourth Street
International Falls, Minnesota 56649
Telephone (218) 283-9073
Fax (218) 283-9151
adamm@ci.international-falls.mn.us

FIRE CHIEF

Adam C. Mannausau

June 10, 2019

Mr. Kevin Grover
ISD 361 Superintendent
1515 11th Street
Int'l Falls, MN 56649

Dear Sir,

The City of International Falls Fire Department again requests the use of ISD #361 property for the purpose of the July 4, 2019 fireworks display. The school district's property (between the track and RRCC) would fulfill our needs because of its large size and proximity to viewing areas. It also satisfies safety distances needed.

We have the appropriate insurance coverage and the school district will be added as an additional insurer on City's Liability Insurance. We also have trained personnel needed for a safe, professional display. Please be assured we won't be rutting the turf and any mess will be cleaned up to your satisfaction. Your prompt consideration and approval of this request would be greatly appreciated.

Sincerely,

Adam C. Mannausau

**MEMBERSHIP RENEWAL
INVOICE**

2019-20 MEMBERSHIP YEAR

BILL TO:
Kevin Grover, Superintendent
International Falls Public Schools
1515 - 11th St
International Falls MN 56649-2501

Date: June 3, 2019
Invoice #: 2020-1504
Due: **June 30, 2019**

Membership expiration: June 30, 2019
New membership year: July 1, 2019-June 30, 2020
2019-20 Membership type: Full ISD Membership
***APU =** 1118
****Shared Districts:** NA

| | |
|--------------------------------|------------------|
| Base Fee: | \$1100.00 |
| *Legislative Fee: | +\$1118.00 |
| Shared Discount: | -\$NA |
| 2019-20 Dues: | \$2218.00 |

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2019-20.
**Districts with Shared Superintendents must EACH join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

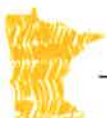
Verify the information below and correct as needed:

Organization: International Falls Public Schools **Website:** www.isd361.k12.mn.us
Primary Contact: 1504 **County:** Koochiching
Position Title: Superintendent **Service Coop:** NESC
Email Address: kgrover@isd361.k12.mn.us **MASA Region:** 7
Address: 1515 - 11th St **State House District:** 03A
City, State, Zip: International Falls, MN 56649-2501 **State Senate District:** 003
Phone: 218 - 283-~~8468~~ 2571 **Federal District:** 08

Update and return this form with membership dues payment.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 46% of FY20 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.

Questions? Contact Diane Vosen, Administrative Coordinator



MREA Subscriber List

Mark district changes on here. Then email to info@mreavoice.org (only if there are changes or additions).
 ADD SUBSCRIBERS at www.mreavoice.org/subscribe.

| Dist./Org. Name | First Name | Last Name | Email Address | Position |
|---|------------|-----------|---------------------------------------|----------------|
| International Falls Public Schools | Kevin | Grover | kgrover@isd361.k12mmts <i>org</i> | Superintendent |
| International Falls Public Schools | Michelle | Hebner | mhebner70@gmail.com | School Board |
| International Falls Public Schools | Toni | Korpi | tkorpi@isd361.k12.mn.us | Board Member |
| International Falls Public Schools | Terry | Murray | tmurray@isd361.k12mmts <i>org</i> | Board Member |
| International Falls Public Schools | Jennifer | Windels | jwindels@isd361.k12mmts <i>org</i> | School Board |
| International Falls Public Schools Count | 5 | | | |

*For best information sharing within your district, include all administrators, school board members, department heads, superintendent assistant, and teacher leaders.
 Email changes/additions to info@mreavoice.org*

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

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

Adopted ___ By Reference ___

Revised ___ June 2016 _____

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

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

I. PURPOSE

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

II. DEFINITIONS

A. Grants

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

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

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

conditions of the invitation for bids, is the lowest in price.

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

III. CONFLICT OF INTEREST

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

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

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

IV. ACCEPTABLE METHODS OF PROCUREMENT

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

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

following circumstances apply:

- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making sub awards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., sub awards to sub recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

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

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

- B. Equipment

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

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

VI. FINANCIAL MANAGEMENT REQUIREMENTS

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

the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

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

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

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

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

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

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

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

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

2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;

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

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

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

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

E. Program Allowability

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

F. Federal Cost Principles

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

used for federal program purposes.

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

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

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

H. Approved Plans, Budgets, and Special Conditions

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

I. Training

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

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

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

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

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

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

B. Compensation – Fringe Benefits

1. During leave.

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

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

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

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

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

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

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

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

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in

compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

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

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

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

**BOARD POLICY 903
Visitors to School District Buildings and Sites**

Adopted ___ By Reference ___

Revised ___ August 2017 _____

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall ~~present recommended~~ develop visitor and post-secondary enrollment options student procedures and requirements ~~to the school board for review and approval~~. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. ~~Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.~~
- B. ~~It shall be the responsibility of~~ The superintendent shall be responsible for ~~to~~ providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, ~~post-secondary enrollment options student~~, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, ~~including post-secondary enrollment options students~~, are authorized to park vehicles on school property at times and in locations specified ~~in the approved visitor procedures and requirements which are an addendum to this policy~~ or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school property.
- C. An individual, ~~post-secondary enrollment options student~~, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
~~Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)~~
 Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References:

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

**BOARD POLICY 805
Waste Reduction and Recycling**

Adopted ___ By Reference ___

Revised ___ May 2017 _____

[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed ~~municipal~~ solid waste” means garbage, refuse, ~~source-separated compostable materials~~ and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, ~~mining waste~~, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste ~~materials streams~~. (Minn. Stat. § 115A.03, Subd. 21)

- C. “Packaging” means a container and any appurtenant materials that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- ~~D. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))~~
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed **municipal** solid waste for the purpose of recycling, **or composting**, including paper, glass, plastics, metals, automobile oil, **and** batteries, **source-separated compostable materials, and sole source food waste streams that are managed through bio degradative processes**. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a (b))
- K. “Source-separated compostable materials” means mixed solid waste that:
 - 1. are separated at the source by waste generators for the purpose of preparing it for use as compost;

2. are collected separately from ~~other~~ mixed municipal solid wastes and are governed by state licensing provisions ;
3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the ~~director~~ Commissioner has determined that no other person is willing to accept the paper for recycling;
4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the ~~agency's~~ PCA's class I or class II, or equivalent, compost standards and where process ~~residues rejects~~ do not exceed 15 percent by weight of the total material delivered to the facility; and
5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32(a))

- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;

3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility ~~will have containers for at least three of the following shall also collect at least three~~ recyclable materials ~~such as, but not limited to~~, the following: paper, glass, plastic and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed **municipal** solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 2. develop and implement a plan for managing the potential liability; and
 3. submit the information in (1) and (2) above to the ~~Pollution Control Agency-PCA~~.
- If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the ~~district~~ county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)
- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. the land unless approved by the ~~Pollution Control Agency PCA~~; or

3. the waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the ~~Pollution Control Agency~~ PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subs. 2 and 4.
(Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in

mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district

may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16B.122, Subd.3a)
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § ~~16B.122~~ 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated **copy paper**, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 2. purchase recycled content **copy** paper with at least ~~ten~~ **30** percent postconsumer material by weight **and purchase office and printing paper with at least 10 percent postconsumer material by weight;**
 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 4. purchase recycled content **copy, office, and printing** paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 - ~~5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;~~
 - 6.5 use reusable binding materials or staples and bind documents by methods that do not use glue;
 7. 6 use soy-based inks;
 7. **purchase printer or duplication cartridges that:**
 - a. **have 10 percent post-consumer material; or**
 - b. **are purchased as remanufactured; or**
 - c. **are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges**

are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b.

8. produce reports, publications and periodicals that are readily recyclable;
9. purchase paper which has been made on a paper machine located in Minnesota; and
10. print documents on both sides of the paper where commonly accepted publishing practices allow. ; ~~and~~
- ~~10. purchase copier paper that contains at least ten percent post-consumer material by fiber content.~~

~~(Minn. Stat. § 16B.122, Subd. 2)~~ (Minn. Stat. § 16C.073, Subd. 2)

- D. ~~After July 1, 1998,~~ The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § ~~16B.122, Subd. 3b~~) 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16B.122, Subd. 3b)

VI. OTHER

~~It is~~ The policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

~~**Legal References:** Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.9651 (Toxics in Specified Products, Enforcement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)~~

~~**Cross References:** *National Solid Waste Management Ass'n v. Williams, et al.*, 966 F. Supp. 844, (D. Minn. 1997), *aff'd* 146 F.3d 595 (8th Cir.1998)~~

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

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

**BOARD POLICY 620
Credit for Learning**

Adopted ___ By Reference ___

Revised ___ August 2017 ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools,

post-secondary or higher education institutions, other learning environments, and online courses and programs.

~~It is the policy of the school district to develop and provide processes and procedures by which students may meet a graduation requirement for a content standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions, and credit for standards achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The school district may also waive the content standards for certain students if the criteria for such waivers are met.~~

III. DEFINITIONS

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

- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **6** credits from the school district.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **6** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district’s high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

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

students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

Weighted grades will be earned for the following courses:

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

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

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section ~~VIII~~ IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

~~III. TRANSFER OF CONTENT STANDARDS~~

- ~~A. The school district will transfer high school content standards achieved in earlier grades or in other schools on standards-based programs to the student's record upon admission, completion of a summer school program or the like.~~
- ~~B. When a student transfers into the school district from another Minnesota public school district, any standards completed in the sending school district, along with scores recorded by the sending district, shall be recorded as completed with a notation indicating the identity of the school district from which the records are transferred.~~

- ~~C. Students shall be advised of the opportunities available to complete further requirements and electives.~~

~~IV. RECOGNITION OF COMPLETED WORK~~

- ~~A. The school district will translate work completed by students, including those with special needs, in schools (K-12, post-secondary or other) which have not reported achievement according to the Minnesota Graduation Standards, into standards completion equalizations.~~
- ~~B. When a student transfers into the school district with a transcript from a school or school district other than a Minnesota public school district, the following shall be the policy and procedure for recognizing such previous achievement:
 - ~~1. When the student has been scored with a performance assessment that fulfills or approximates the provisions of a full standard, the standards completed shall be treated as if they had been accomplished in a Minnesota public school;~~
 - ~~2. When the course, topic or content of a Minnesota high school content standard has been completed, but through requirements which do not parallel or approximate the Minnesota Profile of Learning rules, the standard shall be declared achieved, no score shall be assigned, and the transcript shall indicate that the standard has been “equalized from a transcript from [name of sending institution].”~~
 - ~~3. Effort shall be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for previous learning. This may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.~~~~

~~V. CREDIT BY ASSESSMENT~~

- ~~A. The school district will provide students, including those with special needs, with the opportunity to receive credit for standards achieved in extracurricular activities, activities outside of school, previous learning, and community and work experiences.~~
- ~~B. When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the principal.~~
- ~~C. Not more than sixty (60) days after the application is filed, the principal shall inform the student and the student’s parents what evidence must be presented to certify the completion of the standard. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student’s demonstration of the standard, oral or written tests or interviews, actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the standard, and/or other as appropriate for the individual situation.~~

- ~~D. Upon the principal's determination of successful submission of the required evidence, the standard shall be noted on the transcript, with a score if appropriate, and a notation of where and when the standard was completed and verified.~~

~~VI. VARIATIONS OF CONTENT STANDARDS~~

~~A. Rigorous Course of Study Waiver.~~

- ~~1. Upon application of a student, with approval of the student's parent or guardian and with the recommendation of the student's teacher, the school district must declare that a student has completed a content standard if the school board determines that:
 - ~~a. the student is participating in a course of study, including an advanced placement or international baccalaureate course or a learning opportunity outside the curriculum of the school district that is equally or more rigorous than the content standard required by the school district or state Graduation Rule; and~~
 - ~~b. achieving the content standard to be waived would preclude the student from participating in the rigorous course of study or learning opportunity.~~~~
- ~~2. A student who satisfactorily completes a post-secondary enrollment options course or program under Minnesota Statutes Section 124D.09, that has been approved as meeting the necessary requirements, is not required to complete other requirements of the content standards corresponding to that specific rigorous course of study. A list of the courses or programs meeting the necessary requirements may be obtained from the Commissioner of the Department.~~
- ~~3. Notwithstanding Paragraphs VI.A.1. and VI.A.2., a student who entered ninth grade before the 2001-2002 school year and satisfactorily completes an advanced placement or international baccalaureate course, or a post-secondary enrollment options course under Minnesota Statutes Section 124D.09, satisfies the requirements of the content standards corresponding to that specific rigorous course of study.~~
- ~~4. A waiver may not have the effect of a student's graduating with no completed content standards in any of the learning areas one through nine of the Profile of Learning and a waiver should rarely be granted from more than one requirement.~~
- ~~5. Application for a waiver will be considered only if the application is submitted not more than eighteen (18) months and not less than six (6) months prior to the student's anticipated graduation date.~~
- ~~6. A waiver will be revoked if the student fails to successfully complete the alternative rigorous program.~~

~~B. Students Held Harmless Waiver.~~

~~The school board may waive any content standard for a student or group of students who entered ninth grade before the 2000-2001 school year if the school board determines that the students could not meet a content standard due to~~

~~circumstances related to implementing the profile of learning that were beyond the students' control.~~

~~C. The school district shall annually inform the Department of the numbers, type and conditions of waivers granted in a format prescribed by the Department and shall work with the Department to reduce the number of waivers needed.~~

Legal References: ~~Minn. Stat. § 120B.02 (Results Oriented Graduation Rule)
Minn. Stat. § 120B.031 (Implementing the Profile of Learning)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Rules Parts 3501.0010—3501.0180 (Rules Relating to Graduation Standards—Mathematics and Reading)
Minn. Rules Parts 3501.0200—3501.0290 (Rules Relating to Graduation Standards—Written Composition)
Minn. Rules Parts 3501.0300—3501.0469 (Rules Relating to Graduation Standards—Profile of Learning)
Minn. Rules Part 3501.0420 (Implementation Reporting)~~

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.11 (School District Process)

Minn. Stat. § 120B.14 (Advanced Academic Credit)

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.445 (Nonpublic Education Council)

Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)

Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)

Minn. Stat. § 124D.095 (Online Learning Option)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

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

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

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

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 612.1

Development of ~~Parental Involvement~~ **Parent and Family Engagement**
Policies for Title 1 Programs

Adopted ___ By Reference ___

Revised ___ May 2017 ___

[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I LEA in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the ~~involvement of those parents~~ engagement of parents and families in its Title I programs.
- B. ~~It is the~~ The policy of the school district is to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written ~~parental involvement~~ parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written ~~parental~~ **parent** and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for ~~parental~~ **meaningful parent** and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share

the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a ~~supportive and effective learning~~ environment that ~~will~~ enables participating students to meet state student ~~performance academic achievement~~ standards;
 2. Describe the ways each parent will be responsible for supporting ~~their~~ his or her child's learning by ~~monitoring school attendance and homework completion, monitoring television watching,~~ volunteering in the his or her child's classroom and participating, ~~discussions about their~~ as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in their child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student ~~academic~~ achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in ~~such areas as understanding federal and state education goals, state content and student performance standards, assessments, monitoring their child's progress, working with educators to improve their child's performance, and participating in decisions regarding their child's education;~~ understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;

2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and **utility of** contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent ~~home in the language used in the homes of the participating children; and to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;~~ and
 6. Provide other reasonable supports for parental involvement **activities** as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of **such training; the instruction and services to participating children;**
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs to enable parents to participate in **school-related** meetings and training sessions;
 4. Train ~~and support~~ parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental **opportunities for involvement and** participation in school-related activities;

6. Adopt and implement model approaches to improving parental involvement; ~~such as Even Start.~~
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of ~~parental involvement~~ parent and family engagement, the school district and schools, ~~to the extent practicable,~~ will provide ~~full~~ opportunities for the informed participation of parents ~~with~~ and family members (including parents and family members who have limited English proficiency, ~~or~~ parents and family members with disabilities, and parents and family members of migratory children), including providing information and school ~~profiles reports~~ in a format and, to the extent practicable, in a language ~~and form~~ that is understandable by the parents.
- F. The school district and each school will ~~assist~~ inform parents and parent organizations of the existence of family engagement in education programs. ~~in learning of and about parental information and resource centers.~~

Legal References: 20 U.S.C. § 6318 (~~Parental Involvement~~ Parent and Family Engagement)

Cross References:

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

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

Adopted ___ By Reference ___

Revised ___ May 2017 ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Promotion.

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

B. Retention.

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

C. Program Design.

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

such programs. ~~A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs.~~ Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.

~~2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:~~

- ~~a. assess a student's readiness and motivation for acceleration; and~~
- ~~b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.~~

2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:

- a. multiple objective criteria; and
- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:

- a. assess a student's readiness and motivation for acceleration; and
- b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.

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

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 ~~Accommodation Plans~~, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

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

**BOARD POLICY 425
Staff Development**

Adopted ___ By Reference ___

Revised ___ May 2017 _____

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

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the School Board. Committee members shall serve a one-year term* based upon nominations by ~~board members~~, teachers and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The School Board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a one-year term* based upon nominations by ~~board members~~, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Site Professional

Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board ~~annually~~ ~~twice a year.*~~

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;

[Note: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum , including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and

- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;

- h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[Note: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board ~~annually~~ on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. ~~The Each~~ Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plan for consistency with the Staff Development Plan ~~annually~~ twice a year.*

- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. **On a yearly* basis** the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth **proposals** for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development

Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan. ~~on a quarterly basis.*~~

- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. The School District and site **staff** development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.

1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. staff development training models, workshops, and conferences; and
 - c. the cost of **releasing** teachers or **providing** substitute teachers for staff development purposes.

~~Within each of the foregoing categories, the School District will The report also must indicate on the report~~ whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. ~~The School District will utilize the reporting form and/or system designated by the Commissioner.~~ The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)

Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts;
Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the
First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subd. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

*This time period may be changed to accommodate individual school district needs.

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

**BOARD POLICY 405
Veteran's Preference**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

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

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, **upon stated charges**, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a)

the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
 - E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
 - F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. ~~including teaching positions, whenever possible.~~ **The school district may or may not use a 100-point hiring system for filling teaching positions.** If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
 - G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)

Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

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

**BOARD POLICY 303
Superintendent Selection**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school board and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Minn. Rules, Chapter 3512
MSBA Service Manual, Chapter 3, Superintendent ~~of Schools~~

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

**BOARD POLICY 701
Establishment and Adoption of School District Budget**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

~~It is~~ The policy of ~~this~~ the school district ~~is~~ to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The School District must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. State. §123B.76.

- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. ~~These budgets, reports of revenue, expenditures, and fund balances must be published in a newspaper of general circulation in the school district.~~ A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.
- ~~G. The school district must also include the budget information specified in Paragraph III.D above in the materials provided as part of its truth in taxation hearing.~~

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting

Standards for Minnesota School Districts (UFARS).

- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~
~~Minn. Stat. § 275.065 (Truth in Taxation; Proposed Property Taxes; Notice)~~

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

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

**BOARD POLICY 623
Mandatory Summer School Instruction**

Adopted ___ By Reference ___

Revised ___ May 2017 _____

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

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

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

1. Remedial instruction at the **Junior High** level(s);
2. Make-up **for-credit and review courses** at the **Senior High** level(s);
3. Special education instruction and services related to mandatory summer school instruction consistent with applicable state and federal authority for all qualified disabled children where appropriate to their educational needs;

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

IV. MANDATORY SUMMER SCHOOL INSTRUCTION

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

[Also, pursuant to Minn. Stat. § 120B.12, as of the 2011-2012 school year, school districts must identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. School districts must also monitor the progress and provide reading

instruction appropriate to the specific needs of English learners. School districts must use a locally adopted, developmentally appropriate, and culturally responsive assessment. School districts are required to provide reading intervention methods for such students, which may include requiring student attendance in summer school.]

[Alternative]

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

V. TRANSPORTATION SERVICES

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

VI. SCHOOL BOARD REVIEW

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

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

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

~~INTERNATIONAL FALL PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361~~

| | |
|---|---------------------------|
| BOARD POLICY | 623 – Attachment A |
| SERIES: 600 | Education Programs |
| SUBJECT: Mandatory Summer School Instruction | |
| ADOPTED: By reference | |
| REVISED: 2002 (Attachment A on 5/12/04) | Page 1 of 4 |

~~Transition Procedure: Beginning with the 2004-2005 school year, 7th and 8th grade students failing a semester of the core classes will be required to make up that semester in summer school or will not be allowed to advance to the next level. Those failing a full year will repeat that class. Beginning with the 2005-2006 school year, if a 7th or 8th grade student fails three out of four of their core classes, they must repeat that grade.~~

~~*By Board resolution on May 12, 2004.*~~

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

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

Adopted ___ By Reference ___

Revised ___ May 2017 ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

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

C. Dates of Attendance

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

D. Directory Information

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

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

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

E. Education Records

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

employed by the school district which:

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

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

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

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student,

student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

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

J. Personally Identifiable

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

K. Record

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

L. Responsible Authority

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

M. Student

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

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a ~~police liaison officer,~~ secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]

O. Summary Data

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

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of ~~20 U.S.C. §1232g~~ FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Disabled Students

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

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

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

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

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

3. To officials of other schools, ~~or~~ school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See [Section XIX.](#)), suspension and expulsion information pursuant to section ~~7165~~ 7917 of the federal ~~No Child Left Behind Act~~ **Every Student Succeeds Act** and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with [Section XV.](#) of this policy;

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

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

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

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

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

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

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

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

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

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

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

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

request for information.

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

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

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

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

21. ~~[Information provided to the school district concerning sex offenders and other individuals required to register in accordance with the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and applicable federal guidelines.](#)~~

~~To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.~~

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives

shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

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

- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

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

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

explain the reasons for and understand the consequences of the request to deny access;

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

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

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

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with

the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

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

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

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

- A. The School District will release the names, addresses, and home telephone numbers of ~~secondary~~ students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data ~~to military recruiters~~ pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing by September 30 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released

to military [recruiting officers](#); and [post-secondary educational institutions](#); [and](#)

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

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure

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

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena, ~~or to parents of dependent students.~~

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall, ~~inform the party to whom a disclosure is made of the requirements set forth in this section,~~ except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, ~~or disclosures to a parent or student, or disclosures to parents of a dependent student, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071, the school district shall.~~ In the event that the Family Policy Compliance Office determines that a ~~state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31 (a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31 (a)(3), or a third party outside of the school district~~ improperly rediscloses personally identifiable information from education records, ~~the educational agency or fails to provide notification required under this section of this policy, the school district institution~~ may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

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

may disclose the information on behalf of the school district;

~~and~~

b. the legitimate interests under [Section VI.](#) of this policy which each of the additional parties has in requesting or obtaining the information; ~~and~~

~~and~~

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

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

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

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

a. the parent of the student or the eligible student;

b. the school official or his or her assistants who are responsible for the custody of the records; and

c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records

of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means **School Social Worker, Laurie Youso.**
- C. **Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.**~~superintendent of schools.~~

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by ~~20 U.S.C. §1232g~~ FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of ~~20 U.S.C. §1232g~~ FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to ~~20 U.S.C. §1232g~~ FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other

rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of [20 U.S.C. §1232g FERPA](#), and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll [or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include](#) suspension and expulsion records pursuant to the federal ~~No-Child-Left-Behind Act~~ [Every Student Succeeds Act](#) and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. [Ch. 14 \(Administrative Procedures Act§ 120A.22 \(Compulsory Instruction\)](#))
[Minn. Stat. § 120A.22 \(Compulsory Instruction\)](#)

[Minn. Stat. § 121A.40-121A.56 \(The Pupil Fair Dismissal Act\)](#)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
~~[Minn. Stat. § 121A.40-121A.56 \(The Pupil Fair Dismissal Act\)](#)~~
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 ([Data Practices](#))
[10 U.S.C. § 503\(b\) and \(c\) \(Enlistments: Recruiting Campaigns; Compilation of Directory Information\)](#)
[18 U.S.C. § 2331 \(Definitions\)](#)
[18 U.S.C. § 2332b \(Acts of Terrorism Transcending National Boundaries\)](#)
20 U.S.C. ~~§§~~ 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (~~No Child Left Behind~~ **Every Student Succeeds Act**)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. ~~§§~~ 151 and 152 (Internal Revenue Code)
~~42 U.S.C. § 14071 (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)~~
34 C.F.R. ~~§§~~ 99.1-99.67 ([Family Educational Rights and Privacy](#))
34 C.F.R. § 300.610-300.627 ([Confidentiality of Information](#))
42 C.F.R. § 2.1 *et seq.* ([Confidentiality of Drug Abuse Patient Records](#))
[Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 \(2002\)](#)

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

Cross References:

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

PUBLIC NOTICE

Independent School District No. 361 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records **within 45 days after the day the request for access is received by the school district**. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy ~~or other~~ rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to ~~section 7165~~ 20 U.S.C. § 7917, part of the federal ~~No Child Left Behind Act~~ Every Student Succeeds Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* [and data regarding a student’s history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

[optional]

- g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and

[optional]

- h. That copies of the school district’s policy regarding the protection and privacy of school records are located at 1515 11th Street, International Falls, MN 56649.

[optional]

2. Independent School District No. 361 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 361 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

[Note: The definition of directory information is found on page 515-2 of the school district's policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality.

A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

~~*This is an important policy decision for the local school board which must balance student privacy rights against public disclosure.]*~~

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.
- b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.
- c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:
 - (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
 - (2) HOME ADDRESS;

- (3) **SCHOOL PRESENTLY ATTENDED BY STUDENT;**
 - (4) **PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
 - (5) **SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**
5. Pursuant to applicable law, Independent School District No. 361 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, SUPERINTENDENT OF SCHOOLS, BY SEPTEMBER 30 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) **HOME ADDRESS;**
- (3) **STUDENT'S GRADE LEVEL;**
- (4) **SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) **PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**

- (6) **SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**
- (7) **SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. _____
 _____, MINNESOTA

Dated: _____

 Chair

~~[Note: The use of this form is not mandated by statute. However, the juvenile justice system is required by law to submit a written request for such data and to provide a written certification concerning nondisclosure to others without consent as provided below. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]~~

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(a)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

RESPONSE TO REQUEST:

The school must provide the following information on request:

INFORMATION REQUESTED: *(mark all that apply)* **RESPONSE PROVIDED:** *(yes/no)*

_____ Student's full name _____

_____ Home address _____

_____ Telephone number _____

_____ Date of birth _____

_____ Student's school schedule _____

~~_____ Attendance record _____~~

~~_____ Photographs, if any; and _____~~

~~_____ Parents' names, home addresses, and _____
_____ telephone numbers _____~~

~~A record of the written request and of the release must be maintained in the student's file.~~

~~**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.~~

~~_____

_____ Signature/Title _____~~

[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

- _____ Juvenile delinquency investigation/prosecution
- _____ Child protection assessment/investigation
- _____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: (*mark all that apply*) **RESPONSE PROVIDED:** (*yes / no*)

Indicate whether you have data that document the student's:

| | | |
|-------|---|-------|
| _____ | Use of a controlled substance, alcohol, or tobacco | _____ |
| _____ | Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8 | _____ |
| _____ | Possession or use of weapons or look-alike weapons | _____ |
| _____ | Theft | _____ |
| _____ | Vandalism and damage to property | _____ |

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2019 - 2020

| CAPITAL PROJECTS | | | | <i>Board Date</i> | | |
|----------------------------|------------------------------------|-----------------------|-----------------|--------------------------------------|-------------------------------|----------------|
| Building | Project Description | Funding Source | FIN Code | FY20 Original Budget 07/01/18 | Revised Budget 6/17/19 | |
| Arena | Mechanical Contingency | Capital | 302 | 7,500 | 7,500 | |
| | East Side Parking Lot Resurface | | | 90,000 | - | |
| | Flat Roof Replacement | | | | 36,825 | |
| | Locker Room Painting | | | | 7,057 | |
| Arena Total: | | | | 97,500 | 51,382 | |
| FES | Mechanical Contingency | Capital | 302 | 12,000 | 12,000 | |
| | Kitchen electric grill | | | 1,944 | - | |
| | Furniture | | | 14,000 | 30,000 | |
| FES Total: | | | | 27,944 | 42,000 | |
| FHS | Mechanical Contingency | Capital | 302 | 20,000 | 20,000 | |
| | Roof Replacement, Pool | | | 70,000 | 122,062 | |
| | Furniture | | | 40,000 | - | |
| | Corridor Painting, 1st & 2nd Floor | | | 25,000 | 25,000 | |
| | Batting Cage for Gym | | | 10,000 | 10,000 | |
| FHS Total: | | | | 165,000 | 177,062 | |
| Garage | Mechanical Contingency | Capital | 302 | 7,000 | 7,000 | |
| Garage Total: | | | | 7,000 | 7,000 | |
| Totals by Building: | | | | | | |
| | | | | Arena | 97,500 | 51,382 |
| | | | | FES | 27,944 | 42,000 |
| | | | | FHS | 165,000 | 177,062 |
| | | | | Garage | 7,000 | 7,000 |
| TOTAL CAPITAL: | | | | | 297,444 | 277,444 |

Revenue Summary:

| | | |
|--------------------------------|-----------------|-----------------|
| Revenue Projections: | 277,444 | 256,307 |
| Revenue Over (Under) Expenses: | (20,000) | (21,137) |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2019 - 2020

H&S FIN CODE

| LTFM PROJECTS: | | | | <i>Board Date</i> | 7/17/2018 | 6/17/2019 |
|-----------------------------------|--|-----------------------|-----------------|--------------------------------------|-------------------------------|------------------|
| Building | Project Description | Funding Source | FIN Code | FY20 Original Budget 07/01/18 | Revised Budget 6/17/19 | |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 | |
| Arena | Sidewalk Replacement | Site Projects | 384 | 18,000 | 18,000 | |
| Arena | Flat Roof Replacement | Roofing Systems | 383 | - | 22,874 | |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 | |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 | |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | 1,500 | |
| Districtwide | PPE | Physical Hazard | 347 | 2,000 | 2,000 | |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 | |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 4,000 | 4,000 | |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 | |
| FES | Playground Attenuation | Physical Hazard | 347 | 1,000 | 1,000 | |
| FES | Outside Lighting Replacement | Electrical | 370 | 21,500 | 4,000 | |
| FES | Student Locker Replacement | Bldg Hardware & Equip | 369 | 43,000 | 32,485 | |
| FES | Phase 2 Lighting Replacement | Electrical | 370 | - | 40,847 | |
| FES | Phase 2 Ceiling Replacement | Interior Surfaces | 379 | - | 43,511 | |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 | |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 | |
| FHS | Phase 2 Ceiling Replacement | Interior Surfaces | 379 | 60,000 | 63,289 | |
| FHS | Phase 2 Asbestos Removal | Asbestos Removal | 358 | 20,000 | - | |
| FHS | Phase 2 Lighting Replacement | Electrical | 370 | 50,000 | 67,765 | |
| FHS | Library Replace Carpet | Interior Surfaces | 379 | 38,500 | 9,690 | |
| FHS | Sidewalk Replacement | Site Projects | 384 | 38,351 | 38,351 | |
| FHS | Student and Faculty Parking Lot Lighting | Site Projects | 384 | 30,000 | 12,000 | |
| FHS | Gym Resurfacing | Interior Surfaces | 379 | 45,000 | 27,428 | |
| FHS | Girls LockerRoom Locker Replacement | Bldg Hardware & Equip | 369 | - | 9,050 | |
| Garage | Lighting Replacement | Electrical | 370 | 25,000 | - | |
| Garage | Fuel Tank Ballast / concrete slab/sidewalk | Site Projects | 384 | 20,000 | 20,000 | |
| | | | #N/A | | | |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 439,790 | |
| Revenue: | | | | 439,851 | 410,531 | |
| Net Revenue Over (Under) Expense: | | | | - | (29,259) | |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2020-2021

| CAPITAL PROJECTS | | | | Date: | | |
|----------------------------|---|----------------|----------|---------------|-------------------------------------|-----------------------------|
| Building | Project Description | Funding Source | FIN Code | | FY21 Original Budget 07/01/18 | Revised Budget 6/17/2019 |
| Arena | Mechanical Contingency | Capital | 302 | | 5,000 | 5,000 |
| | | | | Arena Total: | 5,000 | 5,000 |
| FES | Mechanical Contingency | Capital | 302 | | 12,000 | 12,000 |
| | Munchkin Water Heater Replacement? | | | | 15,000 | 25,000 |
| | Furniture | | | | | 40,000 |
| | Gym floor resurface | | | | | 65,000 |
| | | | | FES Total: | 27,000 | 142,000 |
| FHS | Mechanical Contingency | Capital | 302 | | 15,000 | 15,000 |
| | Pool Munchkin Water Heater Replacement | | | | 40,000 | 40,000 |
| | Pool LED lighting | | | | | |
| | Baseball/Softball Fields: New poles, lighting and speakers | | | | 185,444 | - |
| | Skid-Tech non-skid coating pool locker rooms | | | | | 5,000 |
| | Pool locker rooms lighting & Tile | | | | | 15,000 |
| | Baseball field fence guard mow strips | | | | | 10,000 |
| | | | | FHS Total: | 240,444 | 85,000 |
| Garage | Mechanical Contingency | Capital | 302 | | 5,000 | - |
| | | | | Garage Total: | 5,000 | - |
| Totals by Building: | | | | Arena | 5,000 | 5,000 |
| | | | | FES | 27,000 | 142,000 |
| | | | | FHS | 240,444 | 85,000 |
| | | | | Garage | 5,000 | - |
| TOTAL CAPITAL: | | | | | 277,444 | 232,000 |

Revenue Summary:

| | | |
|--------------------------------|---------|---------|
| Revenue Projections: | 277,444 | 277,444 |
| Revenue Over (Under) Expenses: | - | 45,444 |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2020-2021

H&S FIN CODE

| LTFM PROJECTS: | | | | <i>Date:</i> | |
|-----------------------------------|--------------------------------------|-----------------------|-----------------|--------------------------------------|-------------------------------|
| Building | Project Description | Funding Source | FIN Code | FY21 Original Budget 07/01/18 | Revised Budget 6/17/19 |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | 1,500 |
| Districtwide | PPE | Physical Hazard | 347 | 1,166 | 1,000 |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | 3,000 |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 |
| FES | Faculty Parking Lot Sealed & Painted | Site Projects | 384 | 60,000 | 10,000 |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 |
| FHS | Replace Exterior Doors & Jambs | Building Envelope | 368 | 70,000 | 51,000 |
| FHS | Student Locker Replacement | Bldg Hardware & Equip | 369 | 81,147 | 61,165 |
| FHS | Classroom Lighting Replacement | Electrical | 370 | 35,000 | 35,000 |
| FHS | Faculty Parking Lot Resurface | Site Projects | 384 | 50,000 | 100,000 |
| FHS | Roof Replacement, where needed | Roofing Systems | 383 | 115,000 | 115,000 |
| FHS | Playground Attenuation | Physical Hazard | 347 | 1,038 | 1,038 |
| | | | #N/A | | |
| | | | #N/A | | |
| | | | #N/A | | |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 400,703 |
| Revenue: | | | | 439,851 | 400,703 |
| Net Revenue Over (Under) Expense: | | | | - | - |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2021 - 2022

| CAPITAL PROJECTS | | | | <i>Date:</i> | |
|--------------------------------|--|-----------------------|-----------------|--|--|
| Building | Project Description | Funding Source | FIN Code | FY22 Original Budget 07/01/18 | Revised Budget 6/17/2019 |
| Arena | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 |
| Arena Total: | | | | 5,000 | 5,000 |
| FES | Mechanical Contingency Furniture | Capital | 302 | 12,000 50,000 | 12,000 50,000 |
| FES Total: | | | | 62,000 | 62,000 |
| FHS | Mechanical Contingency Classroom Casing Replacement Kitchen Convection Ovens Cement for dugout - Softball Locker Room Shower Replacement | Capital | 302 | 15,000 130,444 5,000 15,000 40,000 | 15,000 109,000 5,000 15,000 40,000 |
| FHS Total: | | | | 205,444 | 184,000 |
| Garage | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 |
| Garage Total: | | | | 5,000 | 5,000 |
| Totals by Building: | | | | | |
| | | | Arena | 5,000 | 5,000 |
| | | | FES | 62,000 | 62,000 |
| | | | FHS | 205,444 | 184,000 |
| | | | Garage | 5,000 | 5,000 |
| TOTAL CAPITAL: | | | | 277,444 | 256,000 |
| Revenue Summary: | | | | | |
| Revenue Projections: | | | | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | | | | - | - |

H&S FIN CODE

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2021 - 2022

| LTFM PROJECTS: | | | | <i>Date:</i> | |
|-----------------------------------|-----------------------------------|-----------------------|-----------------|--------------------------------------|-------------------------------|
| Building | Project Description | Funding Source | FIN Code | FY22 Original Budget 07/01/18 | Revised Budget 6/17/19 |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 |
| Arena | Sidewalk Replacement East Side | Site Projects | 384 | 10,000 | 10,000 |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | 1,500 |
| Districtwide | PPE | Physical Hazard | 347 | 300 | 300 |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | 3,000 |
| Districtwide | Lead in Water Testing | Other Hazardous Mat'l | 349 | 3,500 | - |
| Districtwide | Radon Testing | Other Hazardous Mat'l | 349 | 3,500 | - |
| Districtwide | Main Switch Gear Replacement | Electrical | 370 | 45,051 | 43,903 |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 |
| FES | Playground Attenuation | Physical Hazard | 347 | 1,000 | 1,000 |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 |
| FHS | Fire Alarm Equipment | Fire Safety | 363 | 2,000 | 2,000 |
| FHS | Exterior Window Panel Replacement | Building Envelope | 368 | 90,000 | 82,000 |
| FHS | Main Switch Gear Replacement | Electrical | 370 | 80,000 | 70,000 |
| FHS | Office AC/Heat Unit Replacement | Indoor Air Quality | 366 | 30,000 | 30,000 |
| FHS | Classroom Lighting Replacement | Electrical | 370 | 50,000 | 50,000 |
| FHS | Locker Room Shower Replacement | Plumbing | 381 | 83,000 | 70,000 |
| Garage | Lighting Replacement (Bus Barns) | | #N/A | 15,000 | 15,000 |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 400,703 |
| Revenue: | | | | 439,851 | 400,703 |
| Net Revenue Over (Under) Expense: | | | | - | - |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2022 - 2023

| CAPITAL PROJECTS | | | | <i>Date:</i> | | |
|----------------------------|--|----------------|----------|-------------------------------------|----------------------------|----------------|
| Building | Project Description | Funding Source | FIN Code | FY23 Original Budget 07/01/18 | Revised Budget 06/17/19 | |
| Arena | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 | |
| | | | | Arena Total: | 5,000 | 5,000 |
| FES | Mechanical Contingency Furniture | Capital | 302 | 12,000 40,000 | 12,000 40,000 | |
| | | | | FES Total: | 52,000 | 52,000 |
| FHS | Mechanical Contingency Classroom Casing Replacement | Capital | 302 | 15,000 200,444 | 15,000 200,444 | |
| | | | | FHS Total: | 215,444 | 215,444 |
| Garage | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 | |
| | | | | Garage Total: | 5,000 | 5,000 |
| Stadium | Mechanical Contingency | Capital | | | | |
| | | | | Stadium Total: | - | - |
| Totals by Building: | | | | Arena | 5,000 | 5,000 |
| | | | | FES | 52,000 | 52,000 |
| | | | | FHS | 215,444 | 215,444 |
| | | | | Garage | 5,000 | 5,000 |
| | | | | Stadium | - | - |
| | | | | TOTAL CAPITAL: | 277,444 | 277,444 |

Revenue Summary:

| | | |
|--------------------------------|---------|-----------------|
| Revenue Projections: | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | - | (21,444) |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2022 - 2023

H&S FIN CODE

| LTFM PROJECTS | | | | <i>Date:</i> | | |
|-----------------------------------|------------------------------------|-----------------------|-----------------|--------------|--------------------------------------|-------------------------------|
| Building | Project Description | Funding Source | FIN Code | | FY23 Original Budget 07/01/18 | Revised Budget 6/17/19 |
| Arena | Elevator Inspection | Physical Hazard | 347 | | 500 | 500 |
| Arena | Shower Fixtures Replacement | Plumbing | 381 | | 122,100 | 122,100 |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | | 2,500 | 2,500 |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | | 10,000 | 10,000 |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | | 1,500 | 1,500 |
| Districtwide | PPE | Physical Hazard | 347 | | 1,000 | 1,000 |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | | 6,000 | 6,000 |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | | 3,000 | 3,000 |
| Districtwide | Lead in Water Testing | Other Hazardous Mat'l | 349 | | 3,500 | 3,500 |
| Districtwide | Radon Testing | Other Hazardous Mat'l | 349 | | 3,500 | 3,500 |
| FES | Kitchen Inspection | Physical Hazard | 347 | | 1,000 | 1,000 |
| FES | Playground Attenuation | Physical Hazard | 347 | | 1,251 | 1,251 |
| FES | Exterior Doors & Jambs Replacement | Building Envelope | 368 | | 100,000 | 100,000 |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | | 500 | 500 |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | | 1,500 | 1,500 |
| FHS | Fire Alarm Equipment | Fire Safety | 363 | | 2,000 | 2,000 |
| FHS | Replace Window Panels | Building Envelope | 368 | | 180,000 | 140,852 |
| | | | #N/A | | | |
| | | | #N/A | | | |
| | | | #N/A | | | |
| TOTAL ALL LTFM PROJECTS: | | | | | 439,851 | 400,703 |
| Revenue: | | | | | 439,851 | 400,703 |
| Net Revenue Over (Under) Expense: | | | | | - | - |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2023 - 2024

| CAPITAL PROJECTS | | | | <i>Date:</i> | | |
|----------------------------|--|-----------------------|-----------------|-----------------------------|--------------------------------|----------------|
| Building | Project Description | Funding Source | FIN Code | FY24 Original Budget | Revised Budget 06/17/19 | |
| Arena | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 | |
| | | | | Arena Total: | 5,000 | 5,000 |
| FES | Mechanical Contingency Furniture | Capital | 302 | 12,000 43,000 | 12,000 43,000 | |
| | | | | FES Total: | 55,000 | 55,000 |
| FHS | Mechanical Contingency Classroom Casing Replacement | Capital | 302 | 15,000 197,444 | 15,000 197,444 | |
| | | | | FHS Total: | 212,444 | 212,444 |
| Garage | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 | |
| | | | | Garage Total: | 5,000 | 5,000 |
| Stadium | Mechanical Contingency | Capital | | | | |
| | | | | Stadium Total: | - | - |
| Totals by Building: | | | | Arena | 5,000 | 5,000 |
| | | | | FES | 55,000 | 55,000 |
| | | | | FHS | 212,444 | 212,444 |
| | | | | Garage | 5,000 | 5,000 |
| | | | | Stadium | - | - |
| | | | | TOTAL CAPITAL: | 277,444 | 277,444 |

Revenue Summary:

| | | |
|--------------------------------|---------|-----------------|
| Revenue Projections: | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | - | (21,444) |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2023 - 2024

H&S FIN CODE

| LTFM PROJECTS | | | | <i>Date:</i> | |
|-----------------------------------|-----------------------------------|-----------------------|-----------------|-----------------------------|--------------------------------|
| Building | Project Description | Funding Source | FIN Code | FY24 Original Budget | Revised Budget 06/17/19 |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | 1,500 |
| Districtwide | PPE | Physical Hazard | 347 | 2,000 | 2,000 |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | 3,000 |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 |
| FES | Playground Attenuation | Physical Hazard | 347 | 1,051 | 1,051 |
| FES | Classroom Lighting Replacement | Electrical | 370 | 35,000 | - |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 |
| FHS | Classroom Lighting Replacement | Electrical | 370 | 35,000 | 30,852 |
| FHS | Fire Alarm Equipment | Fire Safety | 363 | 2,000 | 2,000 |
| FHS | Exterior Door & Jambs Replacement | Building Envelope | 368 | 88,000 | 88,000 |
| FHS | Roof Replacement, where needed | Roofing Systems | 383 | 150,300 | 150,300 |
| FHS | Corridor Flooring Replacement | Interior Surfaces | 379 | 100,000 | 100,000 |
| | | | #N/A | | |
| | | | #N/A | | |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 400,703 |
| Revenue: | | | | 439,851 | 400,703 |
| Net Revenue Over (Under) Expense: | | | | - | - |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2024 - 2025

| CAPITAL PROJECTS | | | | Date: | | |
|----------------------------|--|----------------|----------|---------------------------------------|---------------------------------------|----------------|
| Building | Project Description | Funding Source | FIN Code | FY25 Original Budget | Revised Budget 6/17/19 | |
| Arena | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 | |
| | | | | Arena Total: | 5,000 | 5,000 |
| FES | Mechanical Contingency Furniture | Capital | 302 | 12,000 60,000 | 12,000 60,000 | |
| | | | | FES Total: | 72,000 | 72,000 |
| FHS | Mechanical Contingency Furniture Saw Dust Collection System Mower - Toro 100" zero turn | Capital | 302 | 15,000 100,000 45,444 35,000 | 15,000 100,000 45,444 35,000 | |
| | | | | FHS Total: | 195,444 | 195,444 |
| Garage | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 | |
| | | | | Garage Total: | 5,000 | 5,000 |
| Stadium | Mechanical Contingency | Capital | | | | |
| | | | | Stadium Total: | - | - |
| Totals by Building: | | | | Arena | 5,000 | 5,000 |
| | | | | FES | 72,000 | 72,000 |
| | | | | FHS | 195,444 | 195,444 |
| | | | | Garage | 5,000 | 5,000 |
| | | | | Stadium | - | - |
| | | | | TOTAL CAPITAL: | 277,444 | 277,444 |

| Revenue Summary: | | |
|--------------------------------|---------|----------|
| Revenue Projections: | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | - | (21,444) |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2025 - 2026

| CAPITAL PROJECTS | | | | Date: | | |
|----------------------------|------------------------|----------------|-----------------------|----------------|----------------------|-------------------------|
| Building | Project Description | Funding Source | FIN Code | | FY26 Original Budget | Revised Budget 06/17/19 |
| Arena | Mechanical Contingency | Capital | 302 | | 5,444 | 5,444 |
| | De-Humidifying System | | | | 150,000 | 150,000 |
| | | | | Arena Total: | 155,444 | 155,444 |
| FES | Mechanical Contingency | Capital | 302 | | 12,000 | 12,000 |
| | | | | FES Total: | 12,000 | 12,000 |
| FHS | Mechanical Contingency | Capital | 302 | | 15,000 | 15,000 |
| | Furniture | | | | 90,000 | 90,000 |
| | | | | FHS Total: | 105,000 | 105,000 |
| Garage | Mechanical Contingency | Capital | 302 | | 5,000 | 5,000 |
| | | | | Garage Total: | 5,000 | 5,000 |
| Stadium | Mechanical Contingency | Capital | | | | |
| | | | | Stadium Total: | - | - |
| Totals by Building: | | | Arena | | 155,444 | 155,444 |
| | | | FES | | 12,000 | 12,000 |
| | | | FHS | | 105,000 | 105,000 |
| | | | Garage | | 5,000 | 5,000 |
| | | | Stadium | | - | - |
| | | | TOTAL CAPITAL: | | 277,444 | 277,444 |

Revenue Summary:

| | | |
|--------------------------------|---------|-----------------|
| Revenue Projections: | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | - | (21,444) |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2025 - 2026

H&S FIN CODE

| LTFM PROJECTS | | | | <i>Date:</i> | |
|-----------------------------------|----------------------------------|-----------------------|-----------------|-----------------------------|-----------------------|
| Building | Project Description | Funding Source | FIN Code | FY26 Original Budget | Revised Budget |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,800 | 1,800 |
| Districtwide | PPE | Physical Hazard | 347 | 1,155 | 1,155 |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | 3,000 |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 |
| FES | Playground Attenuation | Physical Hazard | 347 | 1,000 | 1,000 |
| FES | Fuel Tank Monitoring System | Mechanical Systems | 380 | 30,000 | 30,000 |
| FES | Gymnasium Floor Replacement | Interior Surfaces | 379 | 50,000 | - |
| FES | Classroom Whiteboard Conversion | Interior Surfaces | 379 | 27,896 | 27,896 |
| FES | Elevator from 2025 over spending | Interior Surfaces | 379 | | 75,000 |
| FES | Corridor Flooring Replacement | Interior Surfaces | 379 | | 135,852 |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 |
| FHS | Fire Alarm Equipment | Fire Safety | 363 | 3,000 | 3,000 |
| FHS | Fuel Tank Monitoring System | Mechanical Systems | 380 | 30,000 | 30,000 |
| FHS | Classroom Whiteboard Conversion | Interior Surfaces | 379 | 40,000 | 40,000 |
| FHS | Gymnasium Floor Replacement | Interior Surfaces | 379 | 200,000 | - |
| Garage | Fuel Tank Monitoring System | Mechanical Systems | 380 | 30,000 | 30,000 |
| | | | #N/A | | |
| | | | #N/A | | |
| | | | #N/A | | |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 400,703 |
| Revenue: | | | | 439,851 | 400,703 |
| Net Revenue Over (Under) Expense: | | | | - | - |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2026 - 2027

| CAPITAL PROJECTS | | | | <i>Date:</i> | |
|----------------------------|---|-----------------------|-----------------|-----------------------------|--------------------------------|
| Building | Project Description | Funding Source | FIN Code | FY27 Original Budget | Revised Budget 06/17/19 |
| Arena | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 |
| | | | | Arena Total: | 5,000 |
| FES | Mechanical Contingency | Capital | 302 | 12,000 | 12,000 |
| | Classroom Blackboard conversion to Whbd | | | 1,000 | 1,000 |
| | | | | FES Total: | 13,000 |
| FHS | Mechanical Contingency | Capital | 302 | 15,000 | 15,000 |
| | Curbing, Sidewalk resurface to roadway | | | 188,000 | 188,000 |
| | Classroom Blackboard conversion to Whbd | | | 1,000 | 1,000 |
| | | | | FHS Total: | 204,000 |
| Garage | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 |
| | Above Ground Fuel Storage Tanks | | | 50,444 | 50,444 |
| | | | | Garage Total: | 55,444 |
| Stadium | Mechanical Contingency | Capital | | - | - |
| | | | | Stadium Total: | - |
| Totals by Building: | | | | Arena | 5,000 |
| | | | | FES | 13,000 |
| | | | | FHS | 204,000 |
| | | | | Garage | 55,444 |
| | | | | Stadium | - |
| TOTAL CAPITAL: | | | | | 277,444 |

Revenue Summary:

| | | |
|--------------------------------|---------|-----------------|
| Revenue Projections: | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | - | (21,444) |

H&S FIN CODE

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2026 - 2027

| LTFM PROJECTS | | | | <i>Date:</i> | | |
|-----------------------------------|----------------------------------|-----------------------|----------|----------------------|----------------|--|
| Building | Project Description | Funding Source | FIN Code | FY27 Original Budget | Revised Budget | |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 | |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 | |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 | |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | 1,500 | |
| Districtwide | PPE | Physical Hazard | 347 | 1,100 | 1,100 | |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 | |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | 3,000 | |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 | |
| FES | Playground Attenuation | Physical Hazard | 347 | 1,000 | 1,000 | |
| FES | Gym Floor Resurface | Interior Surfaces | 379 | 50,000 | - | |
| FES | Replace 3 Sets double jamb doors | Building Envelope | 368 | 45,000 | 45,000 | |
| FES | Replace exterior door & jamb set | Building Envelope | 368 | 20,000 | 30,852 | |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 | |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 | |
| FHS | Fire Alarm Equipment | Fire Safety | 363 | 2,000 | 2,000 | |
| FHS | Media Center Heating/Ventilation | Indoor Air Quality | 366 | 50,000 | 50,000 | |
| FHS | Roofing | Roofing Systems | 383 | 243,851 | 243,851 | |
| FHS | Bleacher Certification | Physical Hazard | 347 | 400 | 400 | |
| | | | #N/A | | | |
| | | | #N/A | | | |
| | | | #N/A | | | |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 400,703 | |
| Revenue: | | | | 439,851 | 400,703 | |
| Net Revenue Over (Under) Expense: | | | | - | - | |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2027 - 2028

| CAPITAL PROJECTS | | | | <i>Date:</i> | |
|----------------------------|---|-----------------------|-----------------|-----------------------------|-------------------------------|
| Building | Project Description | Funding Source | FIN Code | FY28 Original Budget | Revised Budget 6/17/19 |
| Arena | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 |
| | | | | Arena Total: | 5,000 |
| FES | Mechanical Contingency | Capital | 302 | 12,000 | 12,000 |
| | Classroom Blackboard conversion to Whbd | | | 1,000 | 1,000 |
| | | | | FES Total: | 13,000 |
| FHS | Mechanical Contingency | Capital | 302 | 15,000 | 15,000 |
| | Classroom Blackboard conversion to Whbd | | | 1,000 | 1,000 |
| | Bath/Changing Facility, Spring Sports | | | 88,000 | 88,000 |
| | | | | FHS Total: | 104,000 |
| Garage | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 |
| | Above Ground Fuel Storage Tanks | | | 150,444 | 150,444 |
| | | | | Garage Total: | 155,444 |
| Stadium | Mechanical Contingency | Capital | | | |
| | | | | Stadium Total: | - |
| Totals by Building: | | | | Arena | 5,000 |
| | | | | FES | 13,000 |
| | | | | FHS | 104,000 |
| | | | | Garage | 155,444 |
| | | | | Stadium | - |
| TOTAL CAPITAL: | | | | | 277,444 |

Revenue Summary:

| | | |
|--------------------------------|---------|----------|
| Revenue Projections: | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | - | (21,444) |

H&S FIN CODE

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2027 - 2028

| LTFM PROJECTS | | | | <i>Date:</i> | |
|-----------------------------------|-------------------------------------|-----------------------|-----------------|-----------------------------|-------------------------------|
| Building | Project Description | Funding Source | FIN Code | FY28 Original Budget | Revised Budget 6/17/19 |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | 1,500 |
| Districtwide | PPE | Physical Hazard | 347 | 1,500 | 1,500 |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | 3,000 |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 |
| FES | Playground Attenuation | Physical Hazard | 347 | 1,000 | 1,000 |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 |
| FHS | Fire Alarm Equipment | Fire Safety | 363 | 2,000 | 2,000 |
| FHS | Lead in Water Testing | Other Hazardous Mat'l | 349 | 3,500 | 3,500 |
| FHS | Radon Testing | Other Hazardous Mat'l | 349 | 3,500 | 3,500 |
| FHS | Roofing | Roofing Systems | 383 | 201,851 | 201,851 |
| Stadium | Football Field Lighting Replacement | Electrical | 370 | 180,000 | 140,852 |
| Stadium | Replace potable water piping | Plumbing | 381 | 20,000 | 20,000 |
| | | | #N/A | | |
| | | | #N/A | | |
| | | | #N/A | | |
| | | | #N/A | | |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 400,703 |
| Revenue: | | | | 439,851 | 400,703 |
| Net Revenue Over (Under) Expense: | | | | - | - |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2028 - 2029

| CAPITAL PROJECTS | | | | Date: | |
|----------------------------|---|----------------|----------|----------------------|------------------------|
| Building | Project Description | Funding Source | FIN Code | FY29 Original Budget | Revised Budget 6/17/19 |
| Arena | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 |
| Arena Total: | | | | 5,000 | 5,000 |
| FES | Mechanical Contingency | Capital | 302 | 12,000 | 12,000 |
| | Classroom Blackboard conversion to Whbd | | | 1,000 | 1,000 |
| | Furniture | | | 40,000 | 40,000 |
| FES Total: | | | | 53,000 | 53,000 |
| FHS | Mechanical Contingency | Capital | 302 | 15,000 | 15,000 |
| | Bath/Changing Facility, Spring Sports | | | 93,000 | 93,000 |
| | Classroom Blackboard conversion to Whbd | | | 1,000 | 1,000 |
| | Furniture | | | 55,444 | 55,444 |
| | Softball Scoreboard | | | 40,000 | 40,000 |
| | Water Supply to Rec Football Field | | | 10,000 | 10,000 |
| FHS Total: | | | | 214,444 | 214,444 |
| Garage | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 |
| Garage Total: | | | | 5,000 | 5,000 |
| Stadium | Mechanical Contingency | Capital | | | |
| Stadium Total: | | | | - | - |
| Totals by Building: | | | | | |
| | | | Arena | 5,000 | 5,000 |
| | | | FES | 53,000 | 53,000 |
| | | | FHS | 214,444 | 214,444 |
| | | | Garage | 5,000 | 5,000 |
| | | | Stadium | - | - |
| TOTAL CAPITAL: | | | | 277,444 | 277,444 |

Revenue Summary:

| | | |
|--------------------------------|---------|----------|
| Revenue Projections: | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | - | (21,444) |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2028 - 2029

H&S FIN CODE

| LTFM PROJECTS | | | | <i>Date:</i> | |
|-----------------------------------|---------------------------------|-----------------------|-----------------|-----------------------------|-------------------------------|
| Building | Project Description | Funding Source | FIN Code | FY29 Original Budget | Revised Budget 6/17/19 |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | 1,500 |
| Districtwide | PPE | Physical Hazard | 347 | 1,100 | 1,100 |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | 3,000 |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 |
| FES | Playground Attenuation | Physical Hazard | 347 | 1,000 | 1,000 |
| FES | Office / Classroom LED Lighting | Electrical | 370 | 45,000 | - |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 |
| FHS | Fire Alarm Equipment | Fire Safety | 363 | 2,000 | 2,000 |
| FHS | Fire Alarm System Replacement | Fire Safety | 363 | 65,000 | 70,852 |
| FHS | Roofing | Roofing Systems | 383 | 198,851 | 198,851 |
| FHS | Epoxy Flooring | Interior Surfaces | 379 | 100,000 | 100,000 |
| FHS | Bleacher Certification | Physical Hazard | 347 | 400 | 400 |
| | | | #N/A | | |
| | | | #N/A | | |
| | | | #N/A | | |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 400,703 |
| Revenue: | | | | 439,851 | 400,703 |
| Net Revenue Over (Under) Expense: | | | | - | - |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2029 - 2030

| CAPITAL PROJECTS | | | | Date: | | |
|----------------------------|---|-----------------------|-----------------|-----------------------------|-------------------------------|---------|
| Building | Project Description | Funding Source | FIN Code | FY19 Original Budget | Revised Budget 6/17/19 | |
| Arena | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 | 5,000 |
| | | | | Arena Total: | 5,000 | 5,000 |
| FES | Mechanical Contingency | Capital | 302 | 12,000 | 12,000 | 12,000 |
| | Classroom Blackboard conversion to Whbd | | | 1,000 | 1,000 | 1,000 |
| | | | | FES Total: | 13,000 | 13,000 |
| FHS | Mechanical Contingency | Capital | 302 | 15,000 | 15,000 | 15,000 |
| | Classroom Blackboard conversion to Whbd | | | 1,000 | 1,000 | 1,000 |
| | Pool Shower Stalls & Lockerroom Floor | | | 10,000 | 10,000 | 10,000 |
| | Convert Classroom Locks to FOBS | | | 84,444 | 84,444 | 84,444 |
| | Pole Barn FHS/FES Storage 40x60 | | | 60,000 | 60,000 | 60,000 |
| | | | | FHS Total: | 170,444 | 170,444 |
| Garage | Mechanical Contingency | Capital | 302 | 5,000 | 5,000 | 5,000 |
| | Replace East Bus Barn Doors | | | 9,000 | 9,000 | 9,000 |
| | | | | Garage Total: | 14,000 | 14,000 |
| Stadium | Concession Stand Rebuild | Capital | | 75,000 | 75,000 | 75,000 |
| | | | | Stadium Total: | 75,000 | 75,000 |
| Totals by Building: | | | Arena | 5,000 | 5,000 | 5,000 |
| | | | FES | 13,000 | 13,000 | 13,000 |
| | | | FHS | 170,444 | 170,444 | 170,444 |
| | | | Garage | 14,000 | 14,000 | 14,000 |
| | | | Stadium | 75,000 | 75,000 | 75,000 |
| TOTAL CAPITAL: | | | | | 277,444 | 277,444 |

Revenue Summary:

| | | |
|--------------------------------|---------|----------|
| Revenue Projections: | 277,444 | 256,000 |
| Revenue Over (Under) Expenses: | - | (21,444) |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2029 - 2030

H&S FIN CODE

| LTFM PROJECTS | | | | <i>Date:</i> | | |
|-----------------------------------|--|-----------------------|-----------------|-----------------------------|-------------------------------|--|
| Building | Project Description | Funding Source | FIN Code | FY30 Original Budget | Revised Budget 6/17/19 | |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | 500 | |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | 2,500 | |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | 10,000 | |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | 1,500 | |
| Districtwide | PPE | Physical Hazard | 347 | 1,100 | 1,100 | |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | 6,000 | |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | 3,000 | |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | 1,000 | |
| FES | Playground Attenuation | Physical Hazard | 347 | 1,000 | 1,000 | |
| FES | Air Exchanger Upgrade | Indoor Air Quality | 366 | 50,000 | 50,000 | |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | 500 | |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | 1,500 | |
| FHS | Fire Alarm Equipment | Fire Safety | 363 | 2,000 | 2,000 | |
| FHS | Pool Ext wall vapor barrier / brick effloresen | Building Envelope | 368 | 100,000 | 100,000 | |
| FHS | Roofing Phase A,B,C,D | Roofing Systems | 383 | 258,851 | 219,703 | |
| FHS | Bleacher Certification | Physical Hazard | 347 | 400 | 400 | |
| | | | #N/A | | | |
| | | | #N/A | | | |
| | | | #N/A | | | |
| | | | #N/A | | | |
| TOTAL ALL LTFM PROJECTS: | | | | 439,851 | 400,703 | |
| Revenue: | | | | 439,851 | 400,703 | |
| Net Revenue Over (Under) Expense: | | | | - | - | |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2030 - 2031

| CAPITAL PROJECTS | | | | Date: |
|----------------------------|---|----------------|-----------------------|--------------------|
| Building | Project Description | Funding Source | FIN Code | FY Original Budget |
| Arena | Mechanical Contingency | Capital | 302 | |
| | | | Arena Total: | - |
| FES | Mechanical Contingency | Capital | 302 | |
| | | | FES Total: | - |
| FHS | Mechanical Contingency Baseball/Softball Fields: New poles, lighting and speakers | Capital | 302 | 185,444 |
| | | | FHS Total: | 185,444 |
| Garage | Mechanical Contingency | Capital | 302 | |
| | | | Garage Total: | - |
| Stadium | Mechanical Contingency | Capital | | |
| | | | Stadium Total: | - |
| Totals by Building: | | | Arena | - |
| | | | FES | - |
| | | | FHS | 185,444 |
| | | | Garage | - |
| | | | Stadium | - |
| | | | TOTAL CAPITAL: | 185,444 |

| Revenue Summary: | |
|--------------------------------|---------------|
| Revenue Projections: | 256,000 |
| Revenue Over (Under) Expenses: | 70,556 |

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2030 - 2031

H&S FIN CODE

| LTFM PROJECTS | | | | Date: | 6/17/2019 |
|--|--------------------------------|-----------------------|-----------------|-----------------------------|-----------|
| Building | Project Description | Funding Source | FIN Code | FY31 Original Budget | |
| Arena | Elevator Inspection | Physical Hazard | 347 | 500 | |
| Districtwide | H&S Management Assistance | Environ. H&S Mgmt | 352 | 2,500 | |
| Districtwide | H&S Consulting Service | Environ. H&S Mgmt | 352 | 10,000 | |
| Districtwide | Hazardous Waste Disposal | Other Hazardous Mat'l | 349 | 1,500 | |
| Districtwide | PPE | Physical Hazard | 347 | 1,500 | |
| Districtwide | Fire Safety Monitoring Svc | Fire Safety | 363 | 6,000 | |
| Districtwide | Fire Extinguisher Inspect/Mtce | Fire Safety | 363 | 3,000 | |
| FES | Kitchen Inspection | Physical Hazard | 347 | 1,000 | |
| FES | Playground Attenuation | Physical Hazard | 347 | - | |
| FHS | Elevator & Lift Inspection | Physical Hazard | 347 | 500 | |
| FHS | Kitchen & Pool Inspection | Physical Hazard | 347 | 1,500 | |
| FHS | Epoxy flooring | Interior Surfaces | 379 | 195,203 | |
| Districtwide | Playground Attenuation | Physical Hazard | 347 | 177,500 | |
| | | | #N/A | | |
| | | | #N/A | | |
| | | | #N/A | | |
| TOTAL ALL LTFM PROJECTS: | | | | 400,703 | |
| Revenue: | | | | 400,703 | |
| Net Revenue Over (Under) Expense: | | | | - | |

*FALLS HIGH SCHOOL
STUDENT HANDBOOK
2019-2020*



INDEX

| | | | |
|---------------------------------------|-------|------------------------------------|-------|
| Absences | 7 | Intimacy..... | 12 |
| Academic Excellence Award | 19 | Leaving School Grounds..... | 15 |
| Activities | 19 | Lock Down Drills | 14 |
| Alcohol & Drugs | 10 | Locker | 14 |
| Annual Staff | 19 | Lunch Detention..... | 8 |
| Assault..... | 9 | MCA Refusal to Participate..... | 22 |
| Assemblies | 15 | MCA Refusal to Part. Form..... | 23 |
| Attendance..... | 7 | Media Center..... | 17 |
| Attendance (Extra-Cir.)..... | 7 | Medication..... | 18 |
| Background Check | 17 | MN Honor Society | 19 |
| Behavior Contract | 13 | M.S.H.S.L | 20 |
| Books & Fines..... | 17 | Music..... | 19 |
| Bullying and Harassment..... | 9 | Obscenity | 9 |
| Bus Policy | 21 | Officers..... | 21 |
| Cafeteria | 15 | Open Study Hall..... | 13 |
| Canine Detection Services | 13 | Out of Town Trips..... | 14 |
| Cheerleading | 19 | Parent/Teacher Conferences..... | 15 |
| Class Schedule | 16 | Parking | 14 |
| Closed Noon Hour | 15 | PBIS..... | 8 |
| Daily Announcement..... | 16 | Pre-Excused Absence..... | 7 |
| Dances | 16 | Preface..... | 3 |
| Data Privacy Act | 7 | Prom | 19 |
| Detention | 8 | Physical Education Class..... | 17 |
| Directory Information | 21 | Race/Religious/Sexual Harass | 20 |
| Disciplinary Actions..... | 12 | Removal From Class..... | 8 |
| Disciplinary Guidelines..... | 9 | School Calendar | 5 |
| Disorderly Conduct | 9 | Searches..... | 14 |
| Distribution of Lit./Posters.17&36-39 | | Speech | 19 |
| District Bully Policy..... | 29-34 | Student Council..... | 16 |
| District Harassment Policy..... | 24-29 | Student on School Board..... | 17 |
| Dress Code | 12 | Suspension | 8 |
| Dropping Classes | 13 | Tardy Regulations | 8 |
| Early Dismissal Schedule..... | 6 | Technology/WIFI Use..... | 17 |
| Electronic Devices..... | 11 | Terroristic Threat | 11 |
| Emergency Contact..... | 15 | Testing Plan & Procedures..... | 47-52 |
| Extension List..... | 4 | Tobacco Violations | 10 |
| Fees | 17 | Transportation Safety Policy.... | 39-46 |
| Fire & Tornado Drills..... | 14 | Truancy | 9 |
| Fund Raising | 17 | Unpaid Meal Charges..... | 35-36 |
| Grading System..... | 18 | Vandalism & Theft..... | 10 |
| Grad. Requirements..... | 18 | Visitors | 15 |
| Hall Passes | 16 | Weapons..... | 10 |
| Hazing | 16 | Weather Policy | 22 |
| Health Service | 18 | Weighted Grades..... | 18 |
| Homebound Instructions | 18 | Welcome | 3 |
| Honor Policy..... | 13 | | |
| Honor Roll..... | 18 | | |

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 and Alternative Learning Center at Backus.

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.

ISD #361 EXTENSION/ROOM ASSIGNMENTS

2019-2020 School Year

All Extensions Dial: **(218) 283-2571** (updated 5/31/19)

| EXT | NAME | ROOM | EXT | NAME | ROOM | EXT | NAME | |
|-------------|-----------------------|----------------|-------------|------------------------|---------------|-------------|------------------------|---------------|
| 1186 | Amdahl, R Comm. Ed. | CE157 | 1112 | Grover, Kevin | FHSOfc | 1234 | Nosan, Shelby | FESGym |
| 1107 | Anderson, Charlie | FHS218 | 1194 | Grover, Stacy | FHS122 | 1137 | Olson, David | FHS149/147 |
| 1282 | Auran, Lisa | FES106 | 1123 | Hall Monitor | FHS206A | 1108 | OT/PT | FHS102 |
| 1153 | Awe, Will | FHS210 | 1164 | Hamers, Katie | FHS217 | 1239 | Pavleck, Molly | FES110 |
| 1131 | Bacon, Leah | FHS/FES | 1256 | Hamilton, Jody | FES208B | 1242 | Peterson, Paul | FES112 |
| 1273 | Baron, Mandi | FES2 | 1257 | Hayward, Laura | FES100 | 1135 | Peterson, Sarah | FHS140 |
| 1182 | Besch, Tina | FHS122 | 1169 | Health Room | FHS226 | 1174 | Renberg, Lela | FHS116 |
| 1119 | Blesi, Mike | FHS221 | 1100 | Heiss, Vicki | FHSOfc | 1155 | Ringhofer, Timm | FHS212 |
| 1172 | Boelk, Michelle | FHS241 | 1279 | Hemstad, Chris | FHS107 | 1126 | Rolando, Don | FHS119 |
| 1175 | Boiler Room | FHS141 | 1230 | Hell, Jamie | FESOfc | 1152 | Rudolph, Jeanna | FHS209 |
| 1312 | Boyle, Jay | FHS200 | 1244 | Hjelle, Paul | FES114 | 1120 | Sandberg, John | FHS113 |
| 1258 | Boyle, Karli | FES101 | 1185 | Holt, Tom | FHSOfc | 1146 | Schindeldecker, D | FES203 |
| 1139 | CADD Room | FHS147 | 1181 | Hopkins, Michelle | FHS122 | 1276 | Schwartz, Angie | FES5 |
| 1122 | Casareto, Tony | FHS115 | 1275 | Humbert, Laurie | FESOfc | 1235 | Sick Room-FES | FESOfc |
| 1272 | Christianson, Ginger | FES3 | 1128 | Jaksa, Carol | FHS121 | 1127 | Simon, Lisa | FHS120 |
| 1161 | Christianson, Rosa | FHS213 | 1183 | Johnson, Barb | FHSOfc | 1176 | Slatinski, Bethanne | FHS118 |
| 1246 | Christianson, Rosa | FES116 | 1264 | Johnson, Shawn | FES107 | 1147 | Staples, Sarah | FHS204 |
| 1255 | Cipriano, Ariana | FES207 | 1103 | Jorgenson, Lori | FHSOfc | 1151 | Stenberg, Casey | FHS221 |
| 1145 | Computer Lab | FHS202 | 1254 | Katrin, Jill | FES206 | 1246 | Strand, Jeanne | FES116 |
| 1201 | Conf Room FES | FESOfc | 1189 | Kaviuk, Nick (Equip) | FHS163 | 1124 | Study Hall | FHS206A |
| 1001 | Conf Room FHS | FHSOfc | 1266 | Kitchen FES | FESCaf | 1232 | Tate, Melissa | FESOfc |
| 1121 | Copy Room FHS | FHS133A | 1133 | Kitchen FHS | FHS135 | 1162 | Taylor, Jenny | FHS104 |
| 1178 | Copy Room WEE | FHS100 | 1140 | Koenig, Josh | FHS150A | 1170 | Tompkins, Kathy | FHS229 |
| 1167 | Cowman, Maria | FHS222 | 1168 | Kujala, Kasey | FHS205 | 1191 | Thompson, Heidi | FHS101 |
| 1265 | Custodians FES | FESCust | 1268 | LaVigne, Kristie | FES1 | 1105 | Toninato, Josie | FHSOfc |
| 1134 | Custodians FHS | FHS137 | 1187 | LaVigne, Sandy | FHS157 | 1163 | Vang, Brandon | FHS219 |
| 1193 | Dowty, Derek | FHS114 | 1160 | Library-FHS | FHSLMC | 1113 | Vollom, Tom | FHS214 |
| 1260 | Ebel, Heather | FES103 | 1237 | Library-FES | FESLMC | 1267 | Walls, Missy | FES4 |
| 1262 | Eldien, Brittany | FES105 | 1132 | Line, Karla | FHS130 | 1277 | Wenber, Jen | FES111/5 |
| 1248 | Erickson, Kevin | FES201 | 1247 | Little, Jeanne | FES200 | 1240 | Wenber, Jen | FES111/5 |
| 1102 | Erickson, Jen | FHSOfc | 1154 | Mannausau, Alex | FHS211 | 1251 | Wendt, Sara | FES203 |
| 1269 | Ettestad, Seth | FES108A | 1138 | Mason, Bill-AD | FHSOfc | 1101 | West, Lisa | FHS106 |
| 1158 | Ettestad, Seth | FHS100A | 1236 | Mason, Terry | FES108 | 1243 | Winkel, Katie | FES113 |
| 1104 | Everson, Tim | FHSOfc | 1142 | McDonald, George | FHS155 | 1249 | Wood, Nicci | FES202 |
| 1280 | Faculty Lounge FES | FESOfc | 1245 | McDonald, Kim | FES115 | 1144 | Wood, Norman | FHS201 |
| 1156 | Faculty Lounge FHS | FHS216 | 1117 | McDonald, Michele | FHS108 | 1288 | Youso, Laurie | FHS112 |
| 1118 | Forsythe, Val | FHS215 | 1259 | Morrison, Jill | FES102 | 1252 | Zika, Luke | FES204 |
| 1271 | Forsythe, Val | FES208A | 1253 | Nemec, Marci | FES205 | | | |
| 1110 | Glowack, Marc | FHSOfc | | | | | | |
| 1106 | Grewatz, Thane | FHSOfc | | | | | | |

| Special Numbers | Special Numbers/Fax Numbers | Fax Numbers |
|----------------------------------|--------------------------------|---------------------------------|
| Bronco Arena: 283-2424 ext. 1301 | ALC/Backus: 283-5141 ext. 1 | Falls High School Fax: 283-2384 |
| Bus Garage: 283-2050 ext. 1300 | Falls Elementary Fax: 283-3133 | Central Office Fax: 283-8104 |

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA
2019-20 FALLS HIGH SCHOOL CALENDAR

| | | |
|-----------------|--------------------|--|
| MONDAY | AUGUST 27 | TEACHER IN-SERVICE/WORK DAY |
| MONDAY | AUGUST 27 | 6 th /7 th /New Student Orientation (5:00-5:30 p.m.) |
| MONDAY | AUGUST 27 | FHS Meet the Teacher Night (5:30-7:30 p.m.) |
| TUESDAY | AUGUST 28 | TEACHER IN-SERVICE |
| WEDNESDAY | AUGUST 29 | TEACHER IN-SERVICE |
| <i>MONDAY</i> | <i>SEPTEMBER 2</i> | <i>NO CLASSES – LABOR DAY</i> |
| <i>TUESDAY</i> | <i>SEPTEMBER 3</i> | <i>FIRST DAY OF CLASSES</i> |
| TBD | OCTOBER | FHS MID-TERM REPORTS |
| WEDNESDAY | OCTOBER | FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.) |
| THURSDAY | OCTOBER | FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.) |
| <i>THURSDAY</i> | <i>OCTOBER 17</i> | <i>NO CLASSES-EDUCATION MINNESOTA BREAK</i> |
| <i>FRIDAY</i> | <i>OCTOBER 18</i> | <i>NO CLASSES-EDUCATION MINNESOTA BREAK</i> |
| TBD | NOVEMBER | END OF FIRST QUARTER |
| <i>FRIDAY</i> | <i>NOVEMBER 15</i> | <i>NO CLASSES–EXCHANGE DAY FOR PARENT TEACHER CONFERENCES</i> |
| <i>THURSDAY</i> | <i>NOVEMBER 28</i> | <i>NO CLASSES-THANKSGIVING RECESS</i> |
| <i>FRIDAY</i> | <i>NOVEMBER 29</i> | <i>NO CLASSES-THANKSGIVING RECESS</i> |
| TBD | DECEMBER | FHS MID-TERM REPORTS |
| WEDNESDAY | DECEMBER | FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.) |
| FRIDAY | DECEMBER 20 | LAST DAY FOR CLASSES BEFORE WINTER BREAK |
| WEDNESDAY | JANUARY 2 | SCHOOL REOPENS |
| <i>FRIDAY</i> | <i>JANUARY</i> | <i>END OF SECOND QUARTER/FIRST SEMESTER</i> |
| <i>FRIDAY</i> | <i>JANUARY 17</i> | <i>NO CLASSES – TEACHER IN SERVICE</i> |
| <i>MONDAY</i> | <i>JANUARY 20</i> | <i>NO CLASSES - TEACHER IN SERVICE</i> |
| <i>MONDAY</i> | <i>FEBRUARY 17</i> | <i>NO CLASSES-PRESIDENT’S DAY</i> |
| TBD | FEBRUARY | FHS MID-TERM REPORTS |
| WEDNESDAY | FEBRUARY | FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.) |
| <i>FRIDAY</i> | <i>MARCH 20</i> | <i>NO CLASSES – EXCHANGE DAY</i> |
| TBD | MARCH | END OF THIRD QUARTER |
| <i>FRIDAY</i> | <i>APRIL 10</i> | <i>NO CLASSES-GOOD FRIDAY</i> |
| <i>MONDAY</i> | <i>APRIL 13</i> | <i>NO CLASSES-SPRING BREAK</i> |
| TBD | APRIL | FHS MID-TERM REPORTS |
| <i>MONDAY</i> | <i>MAY 25</i> | <i>NO CLASSES-MEMORIAL DAY</i> |
| THURSDAY | MAY 28 | LAST DAY OF CLASSES |
| FRIDAY | MAY 29 | TEACHER WORK DAY |
| SUNDAY | MAY 31 | 2020 GRADUATION–3:00 PM |

Updated-

WEDNESDAY EARLY DISMISSAL SCHEDULE

Falls Elementary & West End Elementary Schools

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

Falls High School

School Day 8:30 AM - 3:20 PM M, T, Th, F
 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. 1100 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.

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.

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.

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 cafeteria in an assigned area, 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 is ISS will turn their cell phones in to the ISS Monitor as soon as they enter the ISS room.

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.** Students who habitually do not serve detention may be put on room restriction and loose hall passes until detention is served.

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. 1100. (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. Student athlete will lose eligibility for the next 6 consecutive games or 3 weeks (21 calendar days), whichever is greater from extracurricular events 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. Student athlete will lose eligibility for the next 12 consecutive contests or 4 weeks (28 calendar days), whichever is greater 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.**

***Any device 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 4.

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, 1st offense 2 weeks and 2nd offense the remainder of the 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 reinstate. Applications may be picked up in the high school office the week of September 4th. Parents may stop in the FHS office to complete the form or a student may take the form with them 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. Students are to remain in the cafeteria, lobby, gymnasium, 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. Individuals caught using another student's personal pin number to purchase items from the cafeteria vending machines will be written up for stealing and be responsible for paying back in full the amount spent on the purchase(s). 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 students with positive balances in their meal accounts.
- 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.

Daily FHS Announcements

Daily announcements will be electronically available on the school webpage 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 Jen Erickson 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.

2018-2019 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 | |
| 1st Lunch | 12:10 | 12:39 | 29 |
| 2nd Lunch | 12:35 | 1:04 | 29 |
| 3rd Lunch | 1:00 | 1:29 | 29 |
| 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 | |
| 1st Lunch | 11:46 | 12:15 | 29 |
| 2nd Lunch | 12:08 | 12:37 | 29 |
| 3rd Lunch | 12:31 | 1:00 | 29 |
| 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.

2019-2020 STUDENT COUNCIL MEMBERS

Advisor: RACHEL AMDAHL

EXECUTIVE BOARD MEMBER:

President: TENNEYSON AMDAHL

Vice President: BEN SKIFSTAD

Secretary: ELLA BAHR

Treasurer: WESTON PIEKARSKI

Historian: HARPER AMDAHL

Public Relations: N/A

| ~2019-20 Falls High Student Council Members~ | | | | | |
|--|-----------------------|--|---|--|--|
| 7 TH GRADE | 8 TH GRADE | 9 TH GRADE <i>Freshmen</i> | 10 TH GRADE <i>Sophomores</i> | 11 TH GRADE <i>Juniors</i> | 12 TH GRADE <i>Seniors</i> |
| KEIRA MAGEL | MITCH ERICKSON | HARPER AMDAHL | PARKER SIVONEN | CHLOE SULLIVAN | BEN SKIFSTAD |
| ALAINA GATES | KARSEN KORPI | JOSIE MASON | OWEN WHERLEY | MADDY LORENSEN | TENNEYSON AMDAHL |
| LOLA WADE | GRACIE SWENSON | CAMBRIA KEEP | WILL SERRANO | ANNA WINDELS | GRACIE BAHR |
| BRENNA CROSBY | | PATRICK SHINNERS | DIEGO CHRISTIANSON | ELLA BAHR | WESTON PIEKARSKI |
| PIPER MORFF | | OLIVIA LINE | | BRYANT KOENIG | |
| LILA WOOD | | | | GWENYTH SHINNERS | |
| | | | | EMMA ERICKSON | |
| | | | | MITCHELL NEMEC | |

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 Collection Agency. 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.138 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. 1131) 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).

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. 6.5 additional credits are 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 3.95 or higher through their 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.

Semester 1

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 select classes at FHS. 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 3.85 or higher, or a 12th grader with a cumulative GPA of 3.95 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 an Academic Excellence Award ceremony 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: | <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
| | Football | Basketball | Track |
| | Cross-Country | Hockey | Baseball |
| | Trap | Swimming | Golf |
| | | Wrestling | Trap |
| • Girls' Sports: | <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
| | 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. Prom-Junior & Senior

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, and chorus. 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 Minnesota 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. 1232

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. 1110

Alternate: 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. 1112

Title IX Officer (Alternate)

Tim Everson, FHS Principal

1515 11th Street, International Falls, MN 56649

218-283-2571 ext. 1104

Human Rights Officer

Tim Everson, FHS Principal

1515 11th Street, International Falls, MN 56649

218-283-2571 ext. 1104

Human Rights Officer (Alternate)

Missy Tate, FES Principal

1414 11th Avenue, International Falls, MN 56649

218-283-2571 ext. 1232

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 a 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.

Minnesota Comprehensive Assessments (MCA) Refusal to Participate

Parents have the right to refuse to have their student participate in the state-required standardized assessments. Parents need to complete and return the attached form to the school no later than January 15th if they wish to opt their student out of testing in the spring.

We encourage parents to allow their students to participate in the MCA testing in the spring at our school. This is a way that we can measure how well the academic standards have been aligned to our curriculum and daily instruction. Having our students participate in the assessments and then analyzing the results is an effective way to measure how well we are doing as a school and helps us to make necessary changes to help improve our instruction.

More information regarding MCA testing can be found at the following website: <http://education.state.mn.us/MDE/fam/tests/index.htm>

Minnesota Statutes, section 120B.31, subdivision 4a requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information.



Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, this form must be completed by the parent/guardian and returned to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. Parents/guardians are required to submit a refusal form **each year** they wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

I understand that by signing this form I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff

Student ID or MARSS Number _____

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 413

SERIES: 400

SUBJECT: DISTRICT HARASSMENT AND VIOLENCE

ADOPTED: By reference

REVISED: 1999, Revised 2010

Page 1 of 7

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: Bullying Prohibition Policy | _____ |
| ADOPTED: By reference | _____ |
| REVISED: June 2012, Feb. 2014, June 2014 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. 1104
Marc Glowack, Dean of Students: Falls High School; 218-283-2571 ext. 1110
Melissa Tate; Falls Elementary School; 218-283-2571 ext. 1232
 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. 1112

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 conducts 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)

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

BOARD POLICY : 534 Unpaid Meal Chargers (formerly 725 Student Meal Accounts)

SERIES: 500 _____ Students

SUBJECT: Student Meal Charge/Collection Policy

ADOPTED: 12/15/14; combined w/725 & adopted 7/2017

REVISED: 6/2017

Page 1 of 4

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.

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.
- 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. 1181.
- 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. 1181.

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 Monday & Thursday 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 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. 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

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

**INTERNATIONAL FALLS PUBLIC SCHOOLS
 INDEPENDENT SCHOOL DISTRICT #361
 BOARD POLICY 505**

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

Revised June 2018

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. 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.

III. DEFINITIONS

- A. “Distribute” or “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. “Non-school-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. “Obscene to minors” means:
 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that non-school persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. *If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.*
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be

taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

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

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

Legal References: U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1986)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7

School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #361 BOARD POLICY 709 Student Transportation Safety Policy

Revised June 2018

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades pre-kindergarten through 10 with age-appropriate school bus safety training of the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe vehicle lane crossing; and
- g. school bus evacuation and other emergency procedures.

2. All students in grades pre-K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades pre-K through 10 who enroll in a school after the second

week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades pre-K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide pre-kindergarten and kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.
 - g. Do not throw any object.
 - h. No eating, drinking, or use of alcohol, tobacco, or drugs.
 - i. Do not bring any weapons or dangerous objects on the school bus.
 - j. Do not damage the school bus.
 4. Consequences

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. When a student breaks a ridership rule the driver will enter the infraction on the student

management system. It will then be determined if the infraction deserves a warning or if points need to be given to the student. The bus driver may consult the building principal on the severity of the infraction, but the building principal will have final say on the allocation of points and/or other disciplinary actions. The point system is as follows

| | |
|----------------------------|---------------|
| Warning..... | 0 points |
| Excessive noise..... | 1 – 5 points |
| Abusive language..... | 1 – 15 points |
| Damaging bus property..... | 5 – 15 points |
| Unsafe behavior..... | 5 – 15 points |
| Disobeying the driver..... | 5 – 10 points |
| Injury to others..... | 5 – 15 points |
| Other..... | 1 – 15 points |

15 points = 3 day suspension

30 points = 5 day suspension

45 points = 10 day suspension

60 points = loss of bus riding privileges for the remainder of the school year

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

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.

5. **Other Discipline**

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

6. **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

7. **Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

8. **Notice**

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

9. **Criminal Conduct**

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. **Parent and Guardian Notification**

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. **Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
 3. Communicate safety concerns to their school administrators;
 4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
 7. Have a plan in case the bus is late.
 8. Be visible to driver when dropping off students ages pre-K through 1st grade.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:
 - 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 - 2. reckless driving;
 - 3. improper or erratic traffic lane changes;
 - 4. following the vehicle ahead too closely;
 - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 - 6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus, who has a Minnesota commercial driver’s license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction, and who loses the right to operate a commercial vehicle for any period, or who is disqualified from operating a commercial motor vehicle for any period, shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (*i.e.*, driving while impaired offenses), VII.C.1.h. (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person’s employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

- A. Training
 - 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

 - 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.
- B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

 - 1. Safely operate the type of school bus the driver will be driving;
 - 2. Understand student behavior, including issues relating to students with disabilities;
 - 3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - 4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
 - 5. Handle emergency situations; and
 - 6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. A type III vehicle cannot be older than 12 years old unless accepted by state and federal law.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

- a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
- b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections; and
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and
 - (d) placing the type III vehicle in "park" during loading and unloading.
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V,F. concerning reporting convictions to the employer within 10 days of the date of conviction.
 - c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator's employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating, or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).

- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
 - 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d (physical examination) and VII.C.1.e (drug testing), above.
- D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement
- 1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
 - 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

- Cross References:** MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361
BOARD POLICY 614
School District Testing Plan and Procedure
Revised October 2018

- I. PURPOSE:** It is the purpose of this policy to set forth the school district’s testing plan and procedure.
- II. GENERAL STATEMENT OF POLICY:** The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.
- III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**
[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a) Designate a district assessment coordinator and district technology coordinator.
- b) The superintendent, or designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c) Annually review and recertify staff who have access to MDE secure systems.
- d) Read and complete the *Assurance of Test Security and Non-Disclosure*. *[Note: This form is included in the 614 Form file of the Policy Reference Manual.]*
- e) Establish a culture of academic integrity.
- f) Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g) Ensure student information is current and accurate.
- h) Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i) Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g. staff providing assistance, paraprofessionals, etc.)
- j) Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k) Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l) Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a) Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b) Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c) Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d) Confirm the district assessment coordinator has finalized the district’s assessment information prior to the close of Post-test Editing in Test WES.
- e) Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f) Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a) Serve as primary contact with MDE regarding policy and procedure questions related to test administration.

- b) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c) Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - 1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d) Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e) Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f) Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g) Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h) Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - 1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - 2) Verify staff complete any and all test-specific training.
- i) Maintain security of test content, test materials, and record of all staff involved.
 - 1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - 2) Organize secure test materials for online administrations and keep them secure.
 - 3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j) Confirm that all students have appropriate test materials.

2) Responsibilities on testing day(s).

- a) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
- b) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- c) Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
- d) Address invalidations and test or accountability codes.

3) Responsibilities after testing.

- a) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- b) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c) Return secure test materials as outlined in applicable manuals and resources.
- d) Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e) Review student assessment data and resolve any issues.
- f) Distribute Individual Student Reports no later than fall parent/teacher conferences.

C. School Principal

1) Responsibilities before testing.

- a) Designate a school assessment coordinator and technology coordinator for the building.
- b) Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- d) Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e) Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f) Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
- g) Verify that all test monitors and test administrators receive proper training for test administration.
- h) Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.

- i) Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2) Responsibilities on testing day(s).

- a) Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
- b) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3) Responsibilities after testing.

- a) Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
- b) Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1) Responsibilities before testing.

- a) Implement test administration and test security policies and procedures.
- b) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c) Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
- d) Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- e) Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
- f) Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g) Maintain security of test content and test materials.
 - 1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - 2) Organize secure test materials for online administrations and keep them secure.
 - 3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - 4) Identify need for additional test materials to district assessment coordinator.
 - 5) Provide MTAS student data collection forms if necessary.
 - 6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - 7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2) Responsibilities on testing day(s).

- a) Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b) Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c) Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e) Report testing irregularities to district assessment coordinator using the *Test Administration Report*. [Note: This form is included in the 614 Form file of the Policy Reference Manual.]
- f) Report security breaches to the district assessment coordinator as soon as possible.
- g) Responsibilities after testing.
- h) Ensure that all paper test materials are kept locked and secure and security checklists completed.
- i) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- j) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

- k) Return secure test materials as outlined in applicable manuals and resources.
- l) Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- m) Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1) Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2) Acquire all necessary user identifications and passwords.
- 3) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5) Attend district training and any service provider technology training.
- 6) Review, use, and be familiar with all service provider technical documentation.
- 7) Prepare computers and devices for online testing.
- 8) Confirm site readiness.
- 9) Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1) Responsibilities before testing.

- a) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b) Attend trainings related to test administration and security.
- c) Complete required training course(s) for tests administering.
- d) Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
- e) Be knowledgeable regarding student accommodations.
- f) Remove or cover any instructional posters or visual materials in the testing room.

2) Responsibilities on testing day(s).

- a) Before test.
 - 1) Receive and maintain security of test materials.
 - 2) Verify that all test materials are received.
 - 3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - 4) Verify student testing tickets and appropriate allowable materials.
 - 5) Assign numbered test books to individual students.
 - 6) Complete information as directed.
 - 7) Record extra test materials.
- b) During test.
 - 1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - 2) Follow all directions and scripts exactly.
 - 3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - 4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing. *[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]*
 - 5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - 6) Do not review, discuss, capture, email, post, or share test content in any format.
 - 7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - 8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - 9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.)
 - 10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - 11) Report any possible security breaches as soon as possible.
- c) After test.
 - 1) Follow directions and scripts exactly.
 - 2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - 3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1) Responsibilities before testing.

- a) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b) Attend trainings related to test administration and security.
- c) Complete required training course(s) for tests administering.
- d) Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
- e) Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2) Responsibility on testing day(s).

- a) Before the test.
 - 1) Maintain security of materials.
 - 2) Confirm appropriate MTAS materials are available and prepared for student.
 - 3) During the test.
 - 4) Administer each task to each student and record the score.
 - 5) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - 6) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - 7) Document and report any unusual circumstances to district or school assessment coordinator.
- b) After the test.
 - 1) Keep materials secure.
 - 2) Return all materials.
 - 3) Return objects and manipulatives to classroom.
 - 4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1) Responsibilities before testing.

- a) Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- b) Ensure English language and special education designations are current and correct for students testing based on those designations.
- c) Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2) Responsibilities after testing.

- a) Ensure accurate enrollment of students in schools during the accountability windows.
- b) Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c) Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.
[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference manual.]
- B. Students will be informed of the following:
 - 1) The importance of test security;
 - 2) Expectation that students will keep test content secure;
 - 3) Expectation that students will act with honesty and integrity during test administration;
 - 4) Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
 - 5) Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- C. Staff will be informed of the following:

- 1) Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2) Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:
- 1) Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
 - 2) School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place
 - 3) School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 4) Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place. *[Note: This form is included in the 614 Form file of the Policy Reference Manual.]*
 - 5) School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
 - 6) ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 7) Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
 - 8) *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
 - 9) *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
 - 10) Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References: Minn. Stat. § 13.34 (Examination Data)

- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
- Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
- Minn. Rules Parts 3501.0010 - 3501.0180 (Graduation Standards - Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
- Minn. Rules Parts 3501.0200 - 3501.0290 (Graduation Standards - Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
- Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
- Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
- Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
- Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
- Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
- Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
- Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
- 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

- MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
- MSBA/MASA Model Policy 613 (Graduation Requirements)
- MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
- MSBA/MASA Model Policy 616 (School District System Accountability)



Bronco

PRIDE

Falls Elementary School

Principal: Melissa Tate

Student Handbook

2019-2020

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:

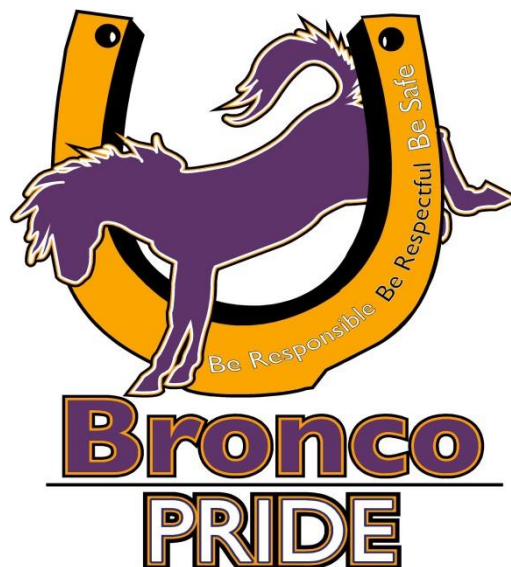
Being Respectful, Being Responsible and Being Safe

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.

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 AGGREMENT: 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, 2019

Dear Parents, Guardians and Students,

This year we are excited to be in our fifth 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.**
- **Visitors are not allowed in the lunch room or on the playground.**

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 48 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 48 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 48 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 three (3) unexcused absences from school, a student is deemed "Continuing Truant" by law and after five (5) unexcused absences, the school will notify the Koochiching County Truancy Team, which will require the student and parent to meet with the team.

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.

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.

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) REFUSAL TO PARTICIPATE

Parents have the right to refuse to have their student participate in the state-required standardized assessments. Parents need to complete and return the included form to the school no later than January 15 if they wish to opt their student out of testing in the spring.

We encourage parents to allow their students to participate in the MCA testing in the spring at our school. This is a way that we can measure how well the academic standards have been aligned to our curriculum and daily instruction. Having our students participate in the assessments and then analyzing the results is an effective way to measure how well we are doing as a school and helps us to make necessary changes to help improve our instruction.

More information regarding MCA testing can be found at the following website:

<http://education.state.mn.us/MDE/fam/tests/index.htm>

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 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

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

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

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

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

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

District donations:

Mrs. Wenberg-Anderson Class “Hat Days”

FES Gym Equipment \$206.00

Bronco Baseball Boosters

Baseball Equipment \$80.77

Kerry Park Hockey Tournament

Bronco Arena Banners \$2335.00

Rainy Lake Sport Fishing Club

Future Scholarships \$1000.00

Donations to Weight Room Wellness

Girls Hockey Boosters \$120.54

PCA Mill of International Falls

2 Bikes, Helmets and Sleeping Bags \$750.00

PCA Mill of International Falls

2 – 6’ X 10’ American Flags

Kantor Electric

2 LED Lights for the Arena \$570.85

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.



Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | www.mshsl.org

May 2019

Dear Superintendent:

Minnesota Statutes, Section 128C.01, requires individual school boards to authorize membership in the Minnesota State High School League. The Resolution for Membership (Resolution) affirms (1) that your school board delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the MSHSL Constitution, Bylaws and Rules and Regulations; and, (3) that the administration and responsibility for supervising your registered activities is assigned to your official school representative(s).

Section 208.00 of the MSHSL Constitution found in the Official Handbook and online at mshsl.org provides that each member school shall identify a **Designated School Representative** and **Designated School Board Member**. In addition, each school must identify individuals to represent boys' sports, girls' sports, speech and music; schools are also urged to form a **Local Advisory Committee** to address MSHSL matters. Page 2 of the Resolution provides language from the Constitution and space for your school to identify those persons who will represent your school.

Please return one copy of pages 1 and 2 of the 2019-2020 Resolution for Membership, for each high school, to the Minnesota State High School League and retain one copy of each for your school files. The deadline for returning the Resolution Form(s) is as soon as possible but not later than August 31, 2019. If your Designated School Board Member, Designated School Representative, Activity Representatives or Mailing Representative has changed from the previous year, please have your school's activity director make the change on your school's page on the MSHSL website database. If the Resolution is not received by the above date, a \$250 late fee will be assessed. No school is eligible to compete in regular or post-season tournaments unless the completed Resolution is on file in the League office.

A billing for services, rule books, and other supplies ordered for your school will be mailed in mid-August.

Please be reminded of the following:

1. August 1 begins the MSHSL fiscal year and the Resolution for Membership for the 2019-2020 school year must be approved by your local school board.
2. **Augusts 31, 2019 is the due date for return of the Resolution Form.** A late fee will be assessed if the Resolution is not returned by that date; **your students WILL NOT BE COVERED** by the catastrophic insurance plan; your school district must assume that responsibility; and your students will not be allowed to participate in League-sponsored events.
3. **The Resolution must be completed in full**, including viewing of the *WHY WE PLAY* training video and a review of the Code of Conduct Statement. Signatures of the superintendent and clerk/secretary of the school board affirm such compliance. Please contact your school's Activities Director to provide you access to the video.

(over)

4. At their April 4, 2019 Meeting, the Board of Directors approved the following membership and activity fees:


| Year | Membership Fee | Activity Fee (per activity) | Late Fee (after May 15) |
|-----------|----------------|-----------------------------|-------------------------|
| 2019-2020 | \$110.00 | \$110.00 | \$10.00 |
| 2020-2021 | \$120.00 | \$120.00 | \$10.00 |
| 2021-2022 | \$130.00 | \$130.00 | \$10.00 |
| 2022-2023 | \$140.00 | \$140.00 | \$10.00 |
| 2023-2024 | \$150.00 | \$150.00 | \$10.00 |

This mailing has been sent to all current member schools. If your school chooses *not* to become a member for the 2019-2020 school year, please email Lynne Johnson at ljohnson@mshsl.org. This does not prevent you from re-establishing your membership with the League in the future.

The focus of the Minnesota State High School League is “Education and Leadership for a Lifetime” and membership in the MSHSL will provide your students with rewarding benefits as they participate in the education-based athletics and fine arts activities sponsored by your school.

The League staff looks forward to an on-going partnership with your school, your school personnel, and the students in your school community.

Sincerely,



Erich Martens
Executive Director

Enclosure: 2019-2020 Resolution for Membership



**2019-2020 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number _____, County of _____, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
_____ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: _____
(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

Date: _____ Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2019
Retain one copy for the school files.**

2019-2020 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Please complete and return this form with your school's 2019-2020 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys' Sports – please print)

(Girls' Sports – please print)

(Speech – please print)

(Music – please print)

*(Mailing Representative - Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member – please print)

(Student - please print)

(Parent – please print)

(Faculty Member – please print)

The following resolution was moved by _____, and seconded by _____:

RESOLUTION REGARDING BOARD CONTROL OF EXTRACURRICULAR ACTIVITIES

WHEREAS, the District’s implementation of Governmental Accounting Standards Board (GASB) Statement No. 84, Fiduciary Activities, will require changes in the accounting for student activity funds, including that school boards have control of all student activities of the public schools in the district and that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the district;

THEREFORE, BE IT RESOLVED, that the School Board of International Falls Public Schools, Independent School District No. 361, directs the district’s administration to implement the requirements of GASB Statement No. 84.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: _____

School Board Chair

By: _____

School Board Clerk

OVERALL END-OF-YEAR SUMMATIVE EVALUATION

Place *one* [v] in each row for each goal and *one* [v] for overall rating.

| | 4 Distinguished | 3 Accomplished | 2 Satisfactory | 1 Unsatisfactory |
|---|----------------------------------|---------------------------------|---------------------------------|-----------------------------------|
| <p>Superintendent – School District Goal 1:</p> <p>a) An increase from a z score of -.1439 in 2018 to a z score of -.1189 in 2019 for students enrolled with the district on October 1st, 2018 in grades 4,5,6,7,8,abd 11 and take the 2019 MCA Math Assessment.</p> <p>b) An increase from a z score of -.0494 in 2018 to a z score of -.0244 in 2019 for students enrolled with the district on October 1st, 2018 in grades 4,5,6,7,8,abd 10 and take the 2019 MCA Reading Assessment.</p> | | | | |
| <p>Comment:</p> | | | | |
| <p>Superintendent – School District Goal 2: Work to learn more about Learning Sciences International (LSI) and participate in trainings as needed and be a part of the administrative team to make this a successful endeavor. Participate in the majority of trainings in the district and be an active part of this program.</p> | | | | |
| <p>Comment:</p> | | | | |
| <p>1) Superintendent – School District Goal 3: Spend a minimum of 1 hour a month observing students in settings that are not frequently observed by the superintendent to gain knowledge and experience of these student groups. Examples would be ALC, Indian Education class, Special Education class, Honors class,</p> | | | | |

| | | | | |
|--|--|--|--|--|
| Remediation class, etc. Goal is focused on getting out of the office to observe students and learn from the experiences. | | | | |
|--|--|--|--|--|

Comment:



| | 4 Distinguished | 3 Accomplished | 2 Satisfactory | 1 Unsatisfactory |
|-----------------------|---------------------------|--------------------------|--------------------------|----------------------------|
| OVERALL RATING | | | | |

A. In regard to the listed goals, which best illustrates the Superintendent's greatest strength and why?

B. In regard to the listed goals, which presented the Superintendent with the greatest challenge and why?

C. What supports might the School Board offer to enhance the Superintendent's strengths and assist him in overcoming existing challenges?

D. Overall Comment:

Evaluation Period: July 1, 2018 to June 30, 2019

Superintendent's Signature: _____

Date: _____

Board Chair's Signature: _____

Date: _____

Superintendent-School District Goal One:

- a) An increase from a z score of $-.1439$ in 2018 to a z score of $-.1189$ in 2019 for students enrolled with the district on October 1st, 2018 in grades 4,5,6,7,8,abd 11 and take the 2019 MCA Math Assessment.
- b) An increase from a z score of $-.0494$ in 2018 to a z score of $-.0244$ in 2019 for students enrolled with the district on October 1st, 2018 in grades 4,5,6,7,8, and 10 and take the 2019 MCA Reading Assessment.

Evidence: Working with administration and the leadership team to keep moving forward with our professional growth programs for staff and students. Updated World's Best Work Force plan and initiated discussion with principals on what we all have going in both buildings. Continue to keep standards based instruction in the forefront, but acknowledging that test scores are only one aspect of developing the whole child. Zscore results are not available until sometime in August.

Superintendent-School District Goal Two: Work to learn more about Learning Sciences International (LSI) and participate in trainings as needed and be a part of the administrative team to make this a successful endeavor. Participate in the majority of trainings in the district and be an active part of this program.

Evidence: Actively participated in trainings on full or partial days.

- 8-28-18: Full day inservice
- 9-7-18: Full day leadership training
- 9-12-18: C4I
- 9-13-18 & 9-14-18: Training with Missy at Fortune Bay – EIP/LSI
- 9-19-18: C4I
- 9-20-18: Rigor Walk (half day)
- 10-22-18: C4I
- 11-14-18: Leadership training & early out presentation
- 11-15-18: Rigor Walk (half day)
- 11-21-18: C4I and early out presentation
- 11-28-18 C4I and early out presentation
- 12-20-18 Meeting with Sue Akre
- 1-2-19 Leadership trainging
- 1-17-19 missed this C4I day as at MSBA conference
- 3-1-19 LSI meeting in Chisholm
- 3-27-19 conference call for FY 20 planning
- 5-14-19 Leadership trainging half day
- 5-15-19 Rigor diagnostic FHS
- 5-16-19 Rigor diagnostic FES

Superintendent-School District Goal Three: Spend a minimum of 1 hour a month observing students in settings that are not frequently observed by the superintendent to gain knowledge and experience of these student groups. Examples would be ALC, Indian Education class, Special Education class, Honors class, Remediation class, etc. Goal is focused on getting out of the office to observe students and learn from the experiences.

Evidence of Progress Toward Attainment:

10-3-18: Spent an hour in Art room

10-4-18: Hour in Michelle McDonald's room, worked with a student on some work

10-12-19: Spent 6th hour with a student and para (Heidi Thompson's room)

10-31-18: Spent 7th hour with Tom Vollom's class (Telepresence)

11-20-18: 1 hour with student and Parent of special needs student

1-9-19 1 hour in title room (Cipriano)

1-11-19 1 hour in foods room (Line)

2-5-19 1 hour sped room (Thompson)

2-27-19 half hour in honors classroom (Toninato)

4-16-19 hour and half in FES cafeteria

5-25-19 1 hour with ALC students

Overall comments: I feel it was a good school year and to a certain degree less "fires" as compared to some other years. I am proud of the job that the staff did and feel many are putting in a valiant effort to get better. How we do on MCA's is important, but I stand that this is not the end all be all. I am more focused on individual growth as I believe each student can and should grow, but we struggle with the applicable way to measure this. I also feel that more is being put on the educational plate and that is taking away from some instructional time. I believe we have made some great gains in student centered learning with rigor in both buildings. LSI had a rough start especially with the 1st presenter, but Sue was an amazing addition and has helped move us. Elementary is moving at a faster pace than the high school, but that is not unusual for such a program. I feel really good that we are investing in our professionals and commend those that are giving it a valiant try. Getting out of the office is always rewarding and it is really something that I should pencil in the calendar each week. Each place visited opens my eyes in different ways. It allowed me firsthand knowledge, but I also reserve judgement as an hour is a short time. Using a single data point to make a broad judgement is not right in my mind. Some of the LSI days also got me out into the classroom. We have so many great things going on. Overall I am pleased with the year, but I will be honest and feel my plate is full. I am finding it harder to take on more and feel that the quality of what I focus on is less as it is more of fighting to meet deadlines.

GENERAL OPERATING FUND
ISD 361 Budget Report with Fund Balance
As of June 13, 2019

| | FY 17 - 18 DRAFT ACTUAL 06/30/2018 | FY18 - 19 FINAL 05/20/2019 | FY18 - 19 FINAL 6/17/19 | FY19-20 Adopted 05/20/19 | FY19-20 Adopted 6/17/19 |
|--|---|----------------------------------|-------------------------------|--------------------------------|-------------------------------|
| GENERAL FUND: | | | | | |
| Revenue by Source: | | | | | |
| Local Property Taxes | 1,962,979 | 2,412,067 | 2,412,067 | 2,417,895 | 2,417,895 |
| Other Local & County Revenue | 365,507 | 280,700 | 270,335 | 264,350 | 264,350 |
| Revenues from State Sources | 10,310,142 | 9,706,955 | 9,663,615 | 9,453,093 | 9,343,672 |
| Revenues from Federal Sources | 733,527 | 804,863 | 804,863 | 762,555 | 762,555 |
| Sales and Other Conversions of Assets | 14,414 | 17,813 | 17,813 | - | - |
| Total Revenue: | 13,386,570 | 13,222,398 | 13,168,693 | 12,897,893 | 12,788,472 |
| Expense by Program Series: | | | | | |
| District and School Administration | 707,326 | 701,460 | 701,460 | 700,634 | 700,634 |
| District Support Services | 966,808 | 647,399 | 647,399 | 671,559 | 671,559 |
| Elementary & Secondary Regular Instruction | 6,058,783 | 6,210,568 | 6,210,568 | 6,391,552 | 6,411,545 |
| Vocational Instruction | 107,851 | 43,110 | 43,110 | 72,173 | 44,900 |
| Special Education Instruction | 1,679,937 | 1,812,394 | 1,812,394 | 1,799,630 | 1,799,630 |
| ECFE / School Readiness | 38,109 | 12,724 | 12,724 | 59,285 | 59,285 |
| Instructional Support Services | 438,793 | 484,220 | 484,220 | 437,073 | 452,221 |
| Pupil Support Services | 1,323,948 | 1,459,015 | 1,459,015 | 1,274,530 | 1,240,274 |
| Site, Building and Equipment | 1,750,066 | 1,976,306 | 1,976,306 | 1,920,721 | 1,920,721 |
| Fiscal and Other Fixed Costs | 47,756 | 48,000 | 48,000 | 48,000 | 48,000 |
| Total Expense: | 13,119,377 | 13,395,196 | 13,395,196 | 13,375,157 | 13,348,769 |
| Revenues Over (Under) Expenditure: | 267,193 | (172,798) | (226,503) | (477,264) | (560,297) |
| Donations (Fund 11): | | | | | |
| Revenue | 170,217 | 150,000 | 150,000 | 150,000 | 150,000 |
| Expense | 192,653 | 150,000 | 150,000 | 150,000 | 150,000 |
| Revenues Over (Under) Expenditures: | (22,436) | - | - | - | - |
| GASB 68 TRA Accounting Adjustment: | | | | | |
| Revenue | 41,777 | 33,450 | 33,450 | 33,450 | 33,450 |
| Expense | 41,777 | 33,450 | 33,450 | 33,450 | 33,450 |
| Total Revenue Less Expense: | - | - | - | - | - |
| TOTAL REVENUE OVER (UNDER) EXPENSE: | 244,756 | (172,798) | (226,503) | (477,264) | (560,297) |
| TOTAL FUND BALANCE: | | | | | |
| Beginning Fund Balance (7/01/20XX): | 3,848,098 | 4,092,855 | 4,092,855 | 3,920,057 | 3,866,352 |
| Revenue Over (Under) Expense: | 244,756 | (172,798) | (226,503) | (477,264) | (560,297) |
| Ending Fund Balance (6/30/20XX): | 4,092,855 | 3,920,057 | 3,866,352 | 3,442,793 | 3,306,055 |

ISD #361
Report of Fund Balances with Revenue and Expense Summary
As of June 13, 2019

| Fiscal Year: 2018 - 2019 - FINAL BUDGET 06/17/19 | | | | | | |
|--|------------------------|-------------------|-------------------|------------------------------|----------|---------------------|
| | Beginning Fund Balance | | | Revenue Over (Under) Expense | | Ending Fund Balance |
| | 7/1/2018 | Revenue Budget | Expense Budget | Expense | Adjust. | 6/30/2019 |
| Unassigned Fund Balance | 3,213,719 | 11,397,423 | 11,461,175 | (63,752) | (26,212) | 3,123,755 |
| Assigned - Setaside funds | | | | | | |
| <u>Reserved Fund Balances:</u> | | | | | | |
| 3rd Party Revenue (SPED) | 140,856 | 125,000 | 207,244 | (82,244) | | 58,612 |
| Basic Skills: | 0 | 540,826 | 540,826 | - | | 0 |
| Basic Skills Ext Time: | (0) | 19,102 | 19,102 | | | (0) |
| Career & Technical: | (26,212) | - | - | - | 26,212 | 0 |
| Gifted & Talented: | (0) | 14,204 | 14,204 | - | | (0) |
| Health & Safety: | 5,617 | (1,000) | - | (1,000) | (4,617) | 0 |
| Learning & Development: | 0 | 214,200 | 214,200 | - | | 0 |
| Long Term Facility Mtce: | 41,302 | 437,304 | 438,851 | (1,547) | 4,617 | 44,372 |
| Operating Capital: | 429,765 | 264,305 | 282,799 | (18,494) | | 411,271 |
| Safe Schools: | (0) | 42,845 | 42,845 | - | | (0) |
| Staff Development: | 123,991 | 137,934 | 205,400 | (67,466) | | 56,525 |
| Staff Dev. PBIS Allocation | (0) | - | - | - | | (0) |
| Total Reserved Fund Balance: | 715,319 | 1,794,720 | 1,965,471 | (170,751) | 26,212 | 570,780 |
| <u>Assigned Fund Balances:</u> | | | | | | |
| Arena Advertising: | 19,337 | 10,000 | 2,000 | 8,000 | | 27,337 |
| Non Spendable Fund Balance: | 79,822 | - | - | - | | 79,822 |
| Fund Balance before Donations: | 4,028,197 | 13,202,143 | 13,428,646 | (226,503) | - | 3,801,694 |
| <u>Donation Fund Balances:</u> | | | | | | |
| Committed Fund Balance: | 8,424 | 10,000 | 10,000 | - | | 8,424 |
| Assigned Fund Balance: | 56,241 | 140,000 | 140,000 | - | | 56,241 |
| | 64,665 | 150,000 | 150,000 | - | - | 64,665 |
| TOTAL FUND BALANCE: | 4,092,862 | 13,352,143 | 13,578,646 | (226,503) | - | 3,866,359 |

ADM SERVED BY BUILDING
Data as of 05/31/2019 Projection

| | | 5/29/19 | 5/29/19 | 5/29/19 | | | | | |
|------------------------------|---------------|------------|------------|------------|------------|------------|-----------------|-----------------|-----------------|
| Bldg | Grades Served | ADM Served | ADM Served | ADM Served | ADM Served | ADM Served | EST. ADM Served | EST. ADM Served | EST. ADM Served |
| | | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
| FES | HK/KG | 70 | 85 | 76 | 87 | 73 | 67 | 68 | 68 |
| | 1 | 70 | 76 | 85 | 69 | 82 | 61 | 66 | 64 |
| | 2 | 75 | 66 | 72 | 87 | 70 | 79 | 60 | 66 |
| | 3 | 78 | 75 | 64 | 74 | 83 | 68 | 79 | 60 |
| | 4 | 93 | 75 | 76 | 69 | 79 | 81 | 67 | 79 |
| | 5 | 75 | 94 | 73 | 80 | 63 | 80 | 80 | 67 |
| Total ADM Served FES: | | 461 | 471 | 446 | 466 | 450 | 436 | 420 | 404 |
| Average Class Size: | | 77 | 79 | 74 | 78 | 75 | 73 | 70 | 67 |
| FHS | 6 | 96 | 73 | 89 | 74 | 78 | 62 | 79 | 79 |
| | 7 | 93 | 94 | 73 | 90 | 80 | 72 | 60 | 79 |
| | 8 | 97 | 88 | 92 | 72 | 87 | 78 | 72 | 60 |
| | 9 | 96 | 96 | 88 | 92 | 77 | 86 | 77 | 71 |
| | 10 | 83 | 97 | 95 | 84 | 87 | 70 | 86 | 77 |
| | 11 | 71 | 74 | 90 | 98 | 77 | 86 | 69 | 86 |
| | 12 | 67 | 72 | 79 | 89 | 97 | 76 | 83 | 69 |
| Total ADM Served FHS: | | 603 | 594 | 606 | 599 | 583 | 530 | 526 | 521 |
| Average Class Size: | | 86 | 85 | 87 | 86 | 83 | 76 | 75 | 74 |
| TOTALS: | | 1,064 | 1,065 | 1,052 | 1,065 | 1,033 | 966 | 946 | 925 |

Reference:
ADM Served = Average Daily Membership Served
1) Includes Residents Attending, Non Residents In
2) Excludes ALC, Resident Tuition, C&T, Residents Out
3) PSEO Students are reported as residents attending.
4) Excludes Early Childhood Special Ed

ISD #361
Report of Fund Balances with Revenue and Expense Summary
As of June 13, 2019

| Fiscal Year: 2019 - 2020: Adopted 06/17/19 | | | | | | |
|--|------------------------|-------------------|-------------------|------------------------------|---------|---------------------|
| | Beginning Fund Balance | | | | | Ending Fund Balance |
| | 7/1/2019 | Revenue Budget | Expense Budget | Revenue Over (Under) Expense | Adjust. | 6/30/2020 |
| Unassigned Fund Balance | 3,123,755 | 11,154,622 | 11,646,294 | (491,672) | | 2,632,083 |
| Assigned - Setaside funds | | | | | | |
| Reserved Fund Balances: | | | | | | |
| 3rd Party Revenue (SPED) | 58,612 | 125,000 | 136,487 | (11,487) | | 47,125 |
| Basic Skills: | 0 | 488,192 | 488,192 | - | | 0 |
| Basic Skills Ext Time: | (0) | 17,192 | 17,192 | | | |
| Career & Technical: | 0 | - | - | - | | 0 |
| Gifted & Talented: | (0) | 13,762 | 13,762 | - | | (0) |
| Health & Safety: | 0 | - | - | - | | 0 |
| Learning & Development: | 0 | 215,330 | 215,330 | - | | 0 |
| Long Term Facility Mtce: | 44,372 | 337,495 | 337,415 | 80 | | 44,452 |
| Operating Capital: | 411,271 | 277,182 | 278,467 | (1,285) | | 409,986 |
| Safe Schools: | (0) | 45,337 | 45,337 | - | | (0) |
| Staff Development: | 56,525 | 136,310 | 192,743 | (56,433) | | 92 |
| Staff Dev. PBIS Allocation | (0) | - | - | | | (0) |
| Total Reserved Fund Balance: | 570,780 | 1,655,800 | 1,724,925 | (69,125) | - | 501,655 |
| Assigned Fund Balances: | | | | | | |
| Arena Advertising: | 27,337 | 11,500 | 11,000 | 500 | - | 27,837 |
| Non Spendable Fund Balance: | 79,822 | - | - | - | | 79,822 |
| Fund Balance before Donations: | 3,801,694 | 12,821,922 | 13,382,219 | (560,297) | - | 3,241,398 |
| Donation Fund Balances: | | | | | | |
| Committed Fund Balance: | 8,424 | 10,000 | 10,000 | - | - | 8,424 |
| Assigned Fund Balance: | 56,241 | 140,000 | 140,000 | - | - | 56,241 |
| | 64,665 | 150,000 | 150,000 | - | - | 64,665 |
| TOTAL FUND BALANCE: | 3,866,359 | 12,971,922 | 13,532,219 | (560,297) | - | 3,306,063 |

FUND 04 - COMMUNITY SERVICE
ISD 361 Budget Report with Fund Balance
June 14, 2019

| | FY 16 - 17 AUDITED | FY 17 - 18 Actual 06/30/2018 | FY 18 - 19 Final Budget 06/17/2019 | FY 19 - 20 Adopted Budget 06/17/2019 |
|---|-----------------------|------------------------------------|--|---|
| <u>COMMUNITY ED PROGRAMS:</u> | | | | |
| <u>Revenue:</u> | | | | |
| Levy & Local Revenue | 129,985 | 124,637 | 138,547 | 101,934 |
| State Revenue | 65,392 | 67,536 | 58,691 | 82,388 |
| Total Revenue: | 195,377 | 192,174 | 197,238 | 184,322 |
| <u>Expense:</u> | | | | |
| Community Ed & Youth: | 103,728 | 110,100 | 115,649 | 124,828 |
| AWD | 55,764 | 62,225 | 56,000 | 56,000 |
| ECFE / School Readiness | 0 | 16,900 | 10,000 | 15,059 |
| Grant Programs | 10,240 | 582 | 1,745 | 2,000 |
| Preschool Screening | 3,860 | 4,691 | 3,500 | 3,500 |
| NonPublic Program | 4,148 | 4,116 | 4,000 | 4,000 |
| Total Expense: | 177,741 | 198,614 | 190,894 | 205,387 |
| <u>Fund Balance Summary:</u> | | | | |
| Beginning Fund Balance (7/01/20XX): | 12,252 | 29,888 | 23,447 | 33,431 |
| Revenue Over (Under) Expense: | 17,636 | -6,440 | 6,344 | -21,065 |
| Ending Fund Balance (6/30/20XX): | 29,888 | 23,447 | 29,791 | 12,366 |
| <u>ECFE:</u> | | | | |
| <u>Revenue:</u> | | | | |
| Levy & Local Revenue | 29,674 | 36,678 | 28,219 | 27,338 |
| Tuition A/R Due | | 3,089 | 0 | |
| State Revenue | 22,818 | 23,312 | 33,865 | 39,968 |
| Total Revenue: | 52,491 | 63,079 | 62,084 | 67,306 |
| <u>Expense:</u> | | | | |
| Wages & Benefits: | 51,209 | 63,712 | 60,704 | 64,910 |
| Purchased Services, Supplies: | 1,082 | 0 | 1,380 | 3,029 |
| Total Expense: | 52,291 | 63,712 | 62,084 | 67,939 |
| <u>Fund Balance Summary:</u> | | | | |
| Beginning Fund Balance (7/01/20XX): | 433 | 633 | 0 | 633 |
| Revenue Over (Under) Expense: | 200 | -633 | 0 | -633 |
| Ending Fund Balance (6/30/20XX): | 633 | 0 | 0 | 0 |
| <u>SCHOOL READINESS:</u> | | | | |
| <u>Revenue:</u> | | | | |
| Tuition | 0 | 29,559 | 50,000 | 45,000 |
| Tuition A/R Due | | 15,385 | | |
| State Revenue | | 39,952 | 45,492 | 46,575 |
| Grant: Pathway I | | 5,896 | 12,000 | 7,500 |
| Grant: Pathway II | 85,632 | 37,500 | 37,500 | 37,500 |
| Total Revenue: | 85,632 | 128,292 | 144,992 | 136,575 |
| <u>Expense:</u> | | | | |
| Wages & Benefits: | 85,108 | 125,321 | 143,892 | 133,375 |
| Purchased Services, Supplies: | 360 | 3,881 | 1,100 | 3,200 |
| Total Expense: | 85,468 | 129,202 | 144,992 | 136,575 |
| <u>Fund Balance Summary:</u> | | | | |
| Beginning Fund Balance (7/01/20XX): | 749 | 913 | 2 | 913 |
| Revenue Over (Under) Expense: | 164 | -910 | 0 | 0 |
| Ending Fund Balance (6/30/20XX): | 913 | 2 | 2 | 913 |

FUND 02 - FOOD SERVICE FUND
ISD 361 Budget Report with Fund Balance
As of June 14, 2019

| | FY 2016 - 2017 Audited 06/30/2017 | FY 2017 - 2018 Audited 06/30/2018 | FY 2018 - 2019 Final Budget 06/17/2019 | FY 2019 - 2020 ADOPTED BUDGET 06/17/2019 |
|--|---|---|--|---|
| REVENUE: | | | | |
| State Sources | 37,206 | 33,831 | 33,807 | 33,500 |
| Federal Sources | 313,651 | 309,142 | 293,000 | 293,000 |
| Sales to Students/Adults | 252,897 | 236,250 | 234,315 | 234,000 |
| Total Revenue: | 603,754 | 579,223 | 561,122 | 560,500 |
| EXPENSE: | | | | |
| Food Service Staff Wages | 206,444 | 204,222 | 217,171 | 197,881 |
| Food Service Staff Benefits | 51,628 | 43,909 | 40,752 | 45,105 |
| Purchased Services | 9,116 | 18,798 | 9,805 | 8,500 |
| Interdepartment Chargebacks | (2,093) | (2,120) | (1,500) | (1,500) |
| Supplies | 17,868 | 21,513 | 19,000 | 19,000 |
| Food, Commodities & Milk | 285,016 | 290,855 | 293,000 | 293,000 |
| Equipment | 5,256 | - | - | - |
| Dues / Memberships | 2,070 | 1,755 | 1,755 | 500 |
| Total Expense: | 575,305 | 578,932 | 579,983 | 562,486 |
| Revenues Over (Under) Expense: | 28,449 | 292 | (18,861) | (1,986) |
| FUND BALANCE SUMMARY: | | | | |
| Non Spendable Fund Balance (<i>inventory</i>): | 15,083 | 13,722 | 15,083 | 15,083 |
| Restricted Fund Balance: | | | | |
| Beginning Fund Balance: | 38,003 | 62,546 | 64,200 | 45,339 |
| Revenue Over (Under) Expense: | 28,449 | 292 | (18,861) | (1,986) |
| Inventory Adjustment (nonspendable): | (3,906) | 1,362 | - | - |
| Ending Fund Balance 6/30/XX | 62,546 | 64,200 | 45,339 | 43,353 |