

Regular School Board Meeting

Monday, March 21, 2022 5:15 PM

FHS Library and via Zoom, 1515 11th Street, International Falls, Minnesota 56649

Zoom Meeting Information:

1. When: Mar 21, 2022 05:15 PM Central Time (US and Canada)

Please click the link below to join the webinar:
<https://isd361.zoom.us/j/88289219465?pwd=OGU4NFdpdUVVRaXVzZEY3U0NRA2R6QT09>
Passcode: 817953

Or One tap mobile :

US: +13126266799,,88289219465#,,,,*817953#

or +19292056099,,88289219465#,,,,*817953#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099

or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 882 8921 9465

Passcode: 817953

Call to Order

1. Roll Call:

___ Toni Korpi, Clerk

___ Emily McGonigle, Director

___ Bruce Raboin, Treasurer

___ Ted Saxton, Director

___ Roxanne Skogstad-Ditsch, Board Chair

___ JoAnn Smith, Clerk

___ Jennifer Windels, Vice Board Chair

Non Voting Members:

___ Kevin Grover, Superintendent

___ Mitch Erickson, Student Representative

2. Pledge of Allegiance

Approval of Agenda

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

Strategic Planning Update

1. Receive a brief strategic planning project update from TeamWorks.

Open Forum

1. Elk's Student's of the Month: Havyn Pelland and Colby Mark
2. Public Open Forum

Consent Agenda

1. Approve past meeting minutes for the regular school board meeting on February 22nd, February 28th and March 14th, 2022.
2. Approve current accounts payable due in the amount of \$681,307.32 .
3. Approve payroll in the amount of \$490,075.52 for pay periods February 25th and March 11th, 2022.
4. Accept resignation from Jay Boyle as Head Girls Basketball coach at the end of the 2021-2022 season.
5. Approve the hire of Paul Joslyn as an Assistant Baseball Coach for the 2021-2022 season. This position is sponsored by the Baseball Boosters at a total cost paid for by donation in the amount of \$2,200 (includes wages, fica, work comp).
6. Second reading of School Board Policy 515 - Protection and Privacy of Pupil Records
7. Approve awarding boiler burner bid replacement project to Twin Cities Boiler Repairs at a cost of \$282,000.
8. Approve purchase of a 30" Trident floor scrubber for FHS at a cost of \$15,142.21 and a 16" Trident floor scrubber for FES at a cost of \$4,297.84.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.
2. Approve request to add a School Resource Officer starting in school year 2022-2023 at cost of \$35,108.64 (9 months, 36 hours/week average). Motion by __, second by __. Motion carried / failed.
3. Adopt School Calendar _____ for the 2022 - 2023 school year. Motion by __, second by __. Motion carried / failed.

Committe and Administrative Reports

1. Mitch Erickson, Student Representative
2. Melissa Tate, Elementary Principal
3. Tim Everson, Secondary Principal
4. Kevin Grover, Superintendent:

4.a. COVID update: District

5. Beth Slatinski, Communtiy Education Coordinator

6. Committee Reports:

6.a. Community Education Advisory Board

6.b. Recreation Commission

Adjournment

1. Motion by __, second by __ to adjourn meeting
at __ p.m. Motion carried / failed.

**SPECIAL MEETING MINUTES
SPECIAL MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, March 14, 2022 at 5:15 p.m.
FHS Library and via Zoom**

Call to Order:

Present with voting rights: Ted Saxton, JoAnn Smith, Bruce Raboin, Roxanne Skogstad-Ditsch, Jennifer Windels. Absent: Emily McGonigle, Toni Korpi: Present 5, Absent 2

Non-Voting Members Present: Kevin Grover, Superintendent;

Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Ted Saxton, then second by Bruce Raboin.

Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 5, Nay: 0, Absent: 2

Budget Work Session

1. Budget review and discussion fiscal year 2023. Superintendent Grover and Business Manager, Stacy Grover reviewed COVID spending plans and draft view of fiscal 2024.

Adjournment

1. Motion by Bruce Raboin, then second by Ted Saxton to adjourn at 6:35 pm. Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 5, Nay: 0, Absent: 2

Approved Minutes:

District Clerk	Date	Board Chair	Date
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SPECIAL MEETING MINUTES
SPECIAL MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, February 28, 2022 at 5:15 p.m.
FHS Library and Zoom

Call to Order:

Present with voting rights: Ted Saxton, JoAnn Smith, Bruce Raboin, Roxanne Skogstad-Ditsch, Toni Korpi. Absent: Emily McGonigle, Jennifer Windels: Present 5, Absent 2

Non-Voting Members Present: Kevin Grover, Superintendent;

Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Ted Saxton, then second by Bruce Raboin. Motion Carried.

Emily McGonigle: Absent, Jennifer Windels: Absent, Toni Korpi: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 5, Nay: 0, Absent: 2

COVID Update:

1. Update on COVID plan and masks. Discussion between Superintendent Grover and Board Members regarding Administration's recommendation to move forward with dropping the face masks requirements immediately then transition to a monitoring action plan going forward.

Budget Work Session:

1. Budget update fiscal year 2022 and 2023. Superintendent Grover and Business Manager, Stacy Grover reviewed budget for both fiscal year 2022 and 2023.

Adjournment

1. Motion by Bruce Raboin, then second by Toni Korpi to adjourn meeting at 6:50 pm. Motion Carried.

Emily McGonigle: Absent, Jennifer Windels: Absent, Toni Korpi: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 5, Nay: 0, Absent: 2

Approved Minutes:

District Clerk	Date	Board Chair	Date
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REGULAR MEETING MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Tuesday, February 22, 2022 at 5:15 p.m.
FHS Library and via Zoom

Call to Order:

Present with voting rights: Ted Saxton, JoAnn Smith, , Roxanne Skogstad-Ditsch, Jennifer Windels and Emily McGonigle (5:20 pm). Absent: Bruce Raboin: Present 6, Absent 1

Non-Voting Members Present: Kevin Grover, Superintendent and Mitch Erickson, Student Representative.

Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Ted Saxton, then second by Toni Korpi. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

Presentation of School Board Certificates of Appreciation for School Board Appreciation Week.

Open Forum

1. Elk's Student's of the Month: Ryan Hedlund and Ryan Ford

2. Public Open Forum: Julius Maish

Consent Agenda

Motion by Ted Saxton, then second by Jennifer Windels. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

1. Approve past meeting minutes for the regular school board meeting on January 18, 2022 and special board meeting on February 3, 2022.

2. Approve current accounts payable due in the amount of \$1,568,099.61.

3. Approve payroll in the amount of \$484,116.21 for pay periods January 28th and February 11th.

4. Accept the resignation from Tonja Ruelle, Paraprofessional, effective Friday, February 4, 2022.

REGULAR MEETING MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Tuesday, February 22, 2022 at 5:15 p.m.
FHS Library and via Zoom

5. Approve the re-hire of Paul Fearing, Bus Driver, effective January 25, 2022.
6. First reading of School Board Policy 515 - Protection and Privacy of Pupil Records
7. Approve agreement with Nexus Solutions for Comprehensive Facility Needs Assessment and Improvement Plan.
8. Approve the annual vote of compliance from The American Indian Parent Advisory Committee.
9. Accept resignation from Ariana Zahradka as Assistant Girls Swimming Coach effective immediately.
10. Approve the hire of Elizabeth Offerdahl as Prom Advisor for school year 2021-2022.
11. Approve hire of John Sandberg as Head Boy's Track Coach for the 2021-2022 season. This position is hired contingent upon the activity season being held during the 2021-2022 school year. Payment of wages may be prorated based upon whether the season is cut short due to COVID.
12. Approve hire of Jen Erickson as Assistant Head Boy's Track Coach for the 2021-2022 season. This position is hired contingent upon the activity season being held during the 2021-2022 school year. Payment of wages may be prorated based upon whether the season is cut short due to COVID.
13. Approve hire of Sheryl Hendrickson as Head Cross Country Coach for the 2022-2023 season. This position is hired contingent upon the activity season being held during the 2022-2023 school year. Payment of wages may be prorated based upon whether the season is cut short due to COVID.
14. Acknowledge Paul Joslyn as volunteer Baseball Coach for the 2021-2022 season, contingent upon an approved background check.
15. Acknowledge Mike Pelland as volunteer Softball Coach for the 2021-2022 season.
16. Acknowledge Patrick Swenson as a volunteer Softball Coach for the 2021-2022 season, contingent upon an approved background check.
17. Approve hire of John MacLean as a full time Custodian effective March 7, 2022, contingent upon an approved background check. The position is classified as a fireman position.
18. Acknowledge Jay Boyle as volunteer Boy's Track Coach for the 2021-2022 season.
19. Approve compensation stipend in the amount of \$1,000 to members of the Strategic Planning Team for successful participation in the majority of TeamWorks planning sessions.

Action Items

REGULAR MEETING MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Tuesday, February 22, 2022 at 5:15 p.m.
FHS Library and via Zoom

1. Resolution Acceptance of Gifts and Donations. Motion by Jennifer Windels, then second by Toni Korpi. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

2. Approve an unpaid three year extended leave of absence request from Jill Katrin, Elementary Teacher, effective school year 2022-2023 through 2024-2025, Motion by Ted Saxton, then second by Toni Korpi. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

3. Approve the Superintendent contract with Kevin Grover for July 1, 2021 through June 30, 2023. Motion by Ted Saxton, then second by Jennifer Windels. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

4. Approve two \$500 recruitment/retention stipends for L4798 Paraprofessionals. The first \$500 stipend is to be paid to paraprofessionals employed by the District and actively working the majority of time from August 31, 2021 to December 31, 2021. First payment will be made no later than March 11, 2022. The second \$500 stipend is to be paid to paraprofessionals employed by the District and actively working the majority of the time January 1, 2022 through June 2, 2022. Second payment will be made on the last payroll in June 2022. Motion by Toni Korpi, then second by Emily McGonigle. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

Committee and Administrative Reports

1. Mitch Erickson, Student Representative: Winter Sportsweek; Blood Drive; Roses

2. Melissa Tate, Elementary Principal

3. Tim Everson, Secondary Principal

4. Kevin Grover, Superintendent: School pictures, Class Rings, Masks, Zoom Meetings, Next Special Board Meetings: All meetings are at 5:15 pm in the FHS Library - Monday, February 28th; Monday, March 14th

5. Beth Slatinski, Community Education Coordinator

6. Committee Reports:

6.a. Community Education Advisory Board

6.b. Recreation Commission

REGULAR MEETING MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Tuesday, February 22, 2022 at 5:15 p.m.
FHS Library and via Zoom

Adjournment

Motion by Emily McGonigle, then second by Jennifer Windels to adjourn at 6:40 pm. Motion Carried.

Bruce Raboin: Absent, Toni Korpi: Yea, Emily McGonigle: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea:

6, Nay: 0, Absent: 1

Approved Minutes:

District Clerk	Date	Board Chair	Date
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Payables Summary
March 22, 2022

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
201124945	White, Jonathan	3/15/2022	Bbasketball 1/4/22	Boys Basketball Official on 1/4/22 vs LOW		0 \$ (60.00)
	White, Jonathan	3/15/2022	Bbasketball 1/4/22	Boys Basketball Official on 1/4/22 vs LOW		0 \$ (85.00)
	White, Jonathan	3/15/2022	Bbasketball 1/4/22	Boys Basketball Official on 1/4/22 vs LOW		0 \$ (119.34)
201125119	KOOCH COUNTY PUBLIC HEALTH	2/23/2022	Mantoux	INTRO TO NURSING SUPPLIES LEAH BACON	3002200082	\$ 210.00
201125120	Anderson, Dakota	2/23/2022	BHockey 2/12/22	Boys Hockey Official on 2/12/22 vs Crookston		0 \$ 107.00
	Anderson, Dakota	2/23/2022	BHockey 2/12/22	Boys Hockey Official on 2/12/22 vs Crookston		0 \$ 119.34
201125121	Baudhuin, Chris	2/23/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor		0 \$ 60.00
	Baudhuin, Chris	2/23/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor		0 \$ 85.00
	Baudhuin, Chris	2/23/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor		0 \$ 145.08
201125122	BENDA, James	2/23/2022	BHockey 2/15/22	Boys Hockey Official on 2/15/22 vs North Shore		0 \$ 107.00
	BENDA, James	2/23/2022	BHockey 2/15/22	Boys Hockey Official on 2/15/22 vs North Shore		0 \$ 122.85
	BENDA, James	2/23/2022	BHockey 2/15/22	Boys Hockey Official on 2/15/22 vs North Shore		0 \$ 40.00
201125123	Benham, Damon	2/23/2022	BBasketball 2/18/22	Boys Basketball Official on 2/18/22 vs Eveleth Gilbert		0 \$ 85.00
	Benham, Damon	2/23/2022	BBasketball 2/18/22	Boys Basketball Official on 2/18/22 vs Eveleth Gilbert		0 \$ 119.34
	Benham, Damon	2/24/2022	BBasketball 2/18/22	Boys Basketball Official on 2/18/22 vs Eveleth Gilbert		0 \$ (85.00)
	Benham, Damon	2/24/2022	BBasketball 2/18/22	Boys Basketball Official on 2/18/22 vs Eveleth Gilbert		0 \$ (119.34)
201125124	Brink, Bill	2/23/2022	BBasketball 2/19/22	Boys Basketball Official on		0 \$ 85.00

Payables Summary
March 22, 2022

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
201125125	Clement, David Brian	2/23/2022	GBasketball 2/14/22	2/19/22 vs Duluth Marshall Girls Basketball Official on 2/14/22 vs Roseau	0	\$ 97.00
201125126	Fish, Dave	2/23/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor	0	\$ 60.00
	Fish, Dave	2/23/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor	0	\$ 85.00
	Fish, Dave	2/23/2022	BBasketball 2/18/22	Boys Basketball Official on 2/18/22 vs Eveleth Gilbert	0	\$ 85.00
	Fish, Dave	2/24/2022	BBasketball 2/18/22	Boys Basketball Official on 2/18/22 vs Eveleth Gilbert	0	\$ (85.00)
	Fish, Dave	2/24/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor	0	\$ (60.00)
	Fish, Dave	2/24/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor	0	\$ (85.00)
201125127	Fisher, Jayme	2/23/2022	BHockey 2/12/22	Boys Hockey Official on 2/12/22 vs Crookston	0	\$ 80.00
201125128	HAFDAHL, Jim	2/23/2022	BSwimming 2/15/22	Boys Swimming Official on 2/15/22 vs Chisholm	0	\$ 95.00
	HAFDAHL, Jim	2/23/2022	BSwimming 2/15/22	Boys Swimming Official on 2/15/22 vs Chisholm	0	\$ 115.83
	HAFDAHL, Jim	2/23/2022	BSwimming 2/19/22	Boys Swimming Official on 2/19/22 JH Invitational	0	\$ 115.00
	HAFDAHL, Jim	2/23/2022	BSwimming 2/19/22	Boys Swimming Official on 2/19/22 JH Invitational	0	\$ 110.88
201125129	Hirsch, Derek	2/23/2022	BHockey 2/15/22	Boys Hockey Official on 2/15/22 vs North Shore	0	\$ 107.00
	Hirsch, Derek	2/23/2022	BHockey 2/15/22	Boys Hockey Official on 2/15/22 vs North Shore	0	\$ 40.00
201125130	Ott, Robert	2/23/2022	BBasketball 2/18/22	Boys Basketball Official on 2/18/22 vs Eveleth Gilbert	0	\$ 85.00
	Ott, Robert	2/24/2022	BBasketball 2/18/22	Boys Basketball Official on 2/18/22 vs Eveleth Gilbert	0	\$ (85.00)

Payables Summary
March 22, 2022

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
201125131	Pellinen, Matthew	2/23/2022	BBasketball 2/19/22	Boys Basketball Official on 2/19/22 vs Duluth Marshall		0 \$ 85.00
	Pellinen, Matthew	2/23/2022	BBasketball 2/19/22	Boys Basketball Official on 2/19/22 vs Duluth Marshall		0 \$ 160.29
201125133	Schneider, KURT	2/23/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor		0 \$ 60.00
	Schneider, KURT	2/23/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor		0 \$ 85.00
	Schneider, KURT	2/23/2022	GBasketball 2/15/22	Girls Basketball Official on 2/15/22 vs Warroad		0 \$ 65.00
	Schneider, KURT	2/23/2022	GBasketball 2/15/22	Girls Basketball Official on 2/15/22 vs Warroad		0 \$ 97.00
	Schneider, KURT	2/23/2022	GBasketball 2/15/22	Girls Basketball Official on 2/15/22 vs Warroad		0 \$ 119.34
201125134	TAUS, Dave	2/23/2022	GBasketball 2/15/22	Girls Basketball Official on 2/15/22 vs Warroad		0 \$ 65.00
	TAUS, Dave	2/23/2022	GBasketball 2/15/22	Girls Basketball Official on 2/15/22 vs Warroad		0 \$ 97.00
201125135	Trevena, Brent	2/23/2022	BBasketball 2/19/22	Boys Basketball Official on 2/19/22 vs Duluth Marshall		0 \$ 85.00
201125136	VAKE, TRAVIS	2/23/2022	GBasketball 2/14/22	Girls Basketball Official on 2/14/22 vs Roseau		0 \$ 97.00
	VAKE, TRAVIS	2/23/2022	GBasketball 2/14/22	Girls Basketball Official on 2/14/22 vs Roseau		0 \$ 111.74
201125137	AFSCME Council 65	2/25/2022	20220225ADAFS%	Payroll accrual		0 \$ 912.21
	AFSCME Council 65	2/25/2022	20220225ADAFS%	Payroll accrual		0 \$ 301.43
	AFSCME Council 65	2/25/2022	20220225ADAFS%	Payroll accrual		0 \$ 22.28
	AFSCME Council 65	2/25/2022	20220225ADAFSLC	Payroll accrual		0 \$ 15.67
	AFSCME Council 65	2/25/2022	20220225ADAFSLC	Payroll accrual		0 \$ 9.00
	AFSCME Council 65	2/25/2022	20220225ADAFSLC	Payroll accrual		0 \$ 0.33
201125138	AFT Local #331	2/25/2022	20220225ADDUE1A	Payroll accrual		0 \$ 3,108.50
	AFT Local #331	2/25/2022	20220225ADDUE1A	Payroll accrual		0 \$ 85.23
201125139	ND Child Support Division	2/25/2022	20220225ADCSP10	Child Support		0 \$ 276.93

Payables Summary
March 22, 2022

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
201125140	Para Local #4798	2/25/2022	20220225ADDUE2A	Payroll accrual	0	\$ 725.15
	Para Local #4798	2/25/2022	20220225ADDUE2A	Payroll accrual	0	\$ 57.38
201125141	ARROWHEAD LIBRARY SYSTEM	2/25/2022	7647	Library Catalog System	6202200000	\$ 625.00
201125142	Aviben	2/25/2022	22131	403b Third Party Admin Svc	1102200006	\$ 175.94
201125143	BEMIDJI BUS LINE	2/25/2022	20994	Charter Bus for Boys Hockey Games	2922200037	\$ 1,148.33
	BEMIDJI BUS LINE	2/25/2022	20994	Charter Bus for Boys Hockey Games	2922200037	\$ 201.67
	BEMIDJI BUS LINE	2/25/2022	21001	Charter Bus for Boys Hockey Games	2922200037	\$ 850.17
	BEMIDJI BUS LINE	2/25/2022	21001	Charter Bus for Boys Hockey Games	2922200037	\$ 649.83
	BEMIDJI BUS LINE	2/25/2022	21002	Charter Bus for Boys Hockey Games	2922200037	\$ 1,275.92
	BEMIDJI BUS LINE	2/25/2022	21002	Charter Bus for Boys Hockey Games	2922200037	\$ 224.08
201125144	COCA-COLA BOTTLING CO	2/25/2022	35262	FHS; Ala Carte Beverages	7702200002	\$ 210.30
	COCA-COLA BOTTLING CO	2/25/2022	35331	FHS; Ala Carte Beverages	7702200002	\$ 236.00
	COCA-COLA BOTTLING CO	2/25/2022	35513	FHS; Ala Carte Beverages	7702200002	\$ 306.00
201125145	GUARDIAN PEST CONTROL INC	2/25/2022	2322371	Pest Control Service	8102200019	\$ 70.90
201125146	Hasbargen Customs LLC	2/25/2022	1169	Lifeguard t-shirts	5002200025	\$ 138.00
201125147	HAWKINS INC	2/25/2022	6116213	Pool Chemicals	8102200029	\$ 638.95
201125148	HILLYARD HUTCHINSON	2/25/2022	700491397	Parts	0	\$ 63.97
201125149	Marco Technologies LLC	2/25/2022	INV9653707	Comm Ed; Minolta C458 Copier	5002200000	\$ 158.12
201125150	MEDTOX LABORATORIES	2/25/2022	12022665124	Drug Testing	0	\$ 118.03
201125151	MIDCONTINENT COMMUNICATIO	2/25/2022	1.24861E+13	Field Internet Service	3002200009	\$ 0.70
	MIDCONTINENT COMMUNICATIO	2/25/2022	1.24861E+13	Field Internet Service	3002200009	\$ 2.30
201125152	MN TELECOMMUNICATIONS	2/25/2022	8186	Monthly Broadband Services	6052200003	\$ 1,512.50
201125153	PAN O GOLD BAKING CO	2/25/2022	1.00099E+13	Bread for Meal Service	7702200001	\$ 56.10
	PAN O GOLD BAKING CO	2/25/2022	1.00099E+13	Bread for Meal Service	7702200001	\$ 84.00
	PAN O GOLD BAKING CO	2/25/2022	1.00099E+13	Bread for Meal Service	7702200001	\$ 63.00
	PAN O GOLD BAKING CO	2/25/2022	1.00099E+13	Bread for Meal Service	7702200001	\$ 112.00
	PAN O GOLD BAKING CO	2/25/2022	1.00099E+13	Bread for Meal Service	7702200001	\$ 37.36

Payables Summary
March 22, 2022

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
	PAN O GOLD BAKING CO	2/25/2022	1.00099E+13	Bread for Meal Service	7702200001	\$ 68.60
201125154	PSAT/NMSQT	2/25/2022	382286631A	PSAT Tests	7102200003	\$ 234.00
201125155	RAINY LAKE MEDICAL CENTER	2/25/2022	3810	OT/PT & Services	1102200014	\$ 7,134.82
	RAINY LAKE MEDICAL CENTER	2/25/2022	3810	OT/PT & Services	1102200014	\$ 1,618.87
201125156	Rainy Lake Gazette	2/25/2022	580	Advertising Local Newspaper	1102200031	\$ 210.00
201125157	SANDSTROM'S INC	2/25/2022	391940	Milk for Meal Service	7702200003	\$ 351.00
	SANDSTROM'S INC	2/25/2022	391941	Milk for Meal Service	7702200003	\$ 238.00
	SANDSTROM'S INC	2/25/2022	392892	Milk for Meal Service	7702200003	\$ 481.00
	SANDSTROM'S INC	2/25/2022	393782	Milk for Meal Service	7702200003	\$ 494.00
	SANDSTROM'S INC	2/25/2022	392893	Milk for Meal Service	7702200003	\$ 520.00
	SANDSTROM'S INC	2/25/2022	394748	Milk for Meal Service	7702200003	\$ 494.00
	SANDSTROM'S INC	2/25/2022	394746	Milk for Meal Service	7702200003	\$ 442.00
201125158	TeamWorks International, Inc.	2/25/2022	12565	Consulting Services	1102200043	\$ 312.50
201125159	TechCheck	2/25/2022	46616	Yealink Base Station and Handset	6052200048	\$ 365.50
201125160	The McDowell Agency, Inc.	2/25/2022	136018	Background Verification Fees	0	\$ 201.00
201125161	UNITED TRUCK BODY	2/25/2022	552357	Repair school bus brake actuator	7602200031	\$ 3,332.46
	UNITED TRUCK BODY	2/25/2022	552337	Transportation Blanket P.O for United Truck Body	7602200020	\$ 363.13
201125162	ZIEMBA, BERNIE	2/25/2022	2222	Supplies for MCDONALD's Class	2552200015	\$ 744.00
201125163	US FOODSERVICE	2/25/2022	4536772	Food for Meal Services	7702200006	\$ 22.86
	US FOODSERVICE	2/25/2022	4536760	Food for Meal Services	7702200006	\$ 3,179.90
	US FOODSERVICE	2/25/2022	4536760	Food for Meal Services	7702200006	\$ 75.20
	US FOODSERVICE	2/25/2022	5955591	Food for Meal Services	7702200006	\$ (11.98)
	US FOODSERVICE	2/25/2022	4536776	Food for Meal Services	7702200006	\$ 19.05
	US FOODSERVICE	2/25/2022	4536761	Pre School Snacks	1302200068	\$ 123.08
	US FOODSERVICE	2/25/2022	4536759	Food for Meal Services	7702200006	\$ 1,253.18
	US FOODSERVICE	2/25/2022	4452449	Food for Meal Services	7702200006	\$ 900.44
	US FOODSERVICE	2/25/2022	4630251	Food for Meal Services	7702200006	\$ 1,546.82
	US FOODSERVICE	2/25/2022	4630251	Food for Meal Services	7702200006	\$ 273.19
	US FOODSERVICE	2/25/2022	4681077	Food for Meal Services	7702200006	\$ 1,861.67
	US FOODSERVICE	2/25/2022	4681077	Food for Meal Services	7702200006	\$ 222.23

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	US FOODSERVICE	2/25/2022	4681079	Pre School Snacks	1302200068	\$ 33.71
	US FOODSERVICE	2/25/2022	4630264	Pre School Snacks	1302200068	\$ 131.62
	US FOODSERVICE	2/25/2022	4681085	Targeted Services Snacks	1302200145	\$ 97.14
	US FOODSERVICE	2/25/2022	4794938	Food for Meal Services	7702200006	\$ 57.61
	US FOODSERVICE	2/25/2022	4768093	Food for Meal Services	7702200006	\$ 87.63
	US FOODSERVICE	2/25/2022	4744825	Food for Meal Services	7702200006	\$ 1,177.78
	US FOODSERVICE	2/25/2022	4744825	Food for Meal Services	7702200006	\$ 39.10
	US FOODSERVICE	2/25/2022	4860829	Food for Meal Services	7702200006	\$ 2,842.36
	US FOODSERVICE	2/25/2022	4860829	Food for Meal Services	7702200006	\$ 531.18
	US FOODSERVICE	2/25/2022	4926185	Food for Meal Services	7702200006	\$ 376.08
	US FOODSERVICE	2/25/2022	4903547	Food for Meal Services	7702200006	\$ 2,366.65
	US FOODSERVICE	2/25/2022	4903547	Food for Meal Services	7702200006	\$ 694.49
	US FOODSERVICE	2/25/2022	4744829	Snacks for Tutoring	1102200048	\$ 161.30
	US FOODSERVICE	2/25/2022	4630250	Food for Meal Services	7702200006	\$ 642.99
	US FOODSERVICE	2/25/2022	4630250	Food for Meal Services	7702200006	\$ 323.54
	US FOODSERVICE	2/25/2022	4681076	Food for Meal Services	7702200006	\$ 427.74
	US FOODSERVICE	2/25/2022	4681076	Food for Meal Services	7702200006	\$ 161.00
	US FOODSERVICE	2/25/2022	4903551	Food for Meal Services	7702200006	\$ 663.99
	US FOODSERVICE	2/25/2022	4903551	Food for Meal Services	7702200006	\$ 30.68
	US FOODSERVICE	2/25/2022	4860838	Food for Meal Services	7702200006	\$ 1,543.04
	US FOODSERVICE	2/25/2022	4860838	Food for Meal Services	7702200006	\$ 289.28
	US FOODSERVICE	2/25/2022	4991290	Food for Meal Services	7702200006	\$ 1,081.72
	US FOODSERVICE	2/25/2022	4991290	Food for Meal Services	7702200006	\$ 139.75
	US FOODSERVICE	2/25/2022	4991294	Kindergarten Snacks	1302200068	\$ 193.35
	US FOODSERVICE	2/25/2022	5963284	Food for Meal Services	7702200006	\$ (41.35)
201125163	US FOODSERVICE	2/25/2022	5913160	Food for Meal Services	7702200006	\$ (6.50)
	US FOODSERVICE	2/25/2022	4744826	Food for Meal Services	7702200006	\$ 799.60
	US FOODSERVICE	2/25/2022	4744826	Food for Meal Services	7702200006	\$ 163.71
	US FOODSERVICE	2/25/2022	5053619	Food for Meal Services	7702200006	\$ 140.60
	US FOODSERVICE	2/25/2022	5053621	Food for Meal Services	7702200006	\$ 1,359.04
	US FOODSERVICE	2/25/2022	4991285	Food for Meal Services	7702200006	\$ 2,000.96
	US FOODSERVICE	2/25/2022	4991285	Food for Meal Services	7702200006	\$ 120.89
	US FOODSERVICE	2/25/2022	4991292	Pre School Snacks	1302200068	\$ 135.70

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	US FOODSERVICE	2/25/2022	5053624	US Foods - FACS	2502200005	\$ 87.83
201125164	Fish, Dave	2/25/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor	0	\$ 60.00
	Fish, Dave	2/25/2022	GBasketball 2/11/22	Girls Basketball Official on 2/11/22 vs Proctor	0	\$ 85.00
201125166	Section 7A	2/25/2022	7A BHockey Playoff	Boys Hockey Playoff Game Round 1 FHS vs ML on 2/19/22 Ticket Sales	0	\$ 275.00
	Section 7A	2/25/2022	7A BHockey Playoff	Boys Hockey Playoff Game Round 1 FHS vs ML on 2/19/22 Ticket Sales	0	\$ 1,000.00
201125167	Section 7A	2/25/2022	20222	Section 7A Music Contest in Virginia, fees and registration	0	\$ 390.00
201125168	Madison National Life	3/2/2022	1486314	March 2022 Life Premium	0	\$ 1,706.70
	Madison National Life	3/2/2022	1486313	March 2022 LTD Premium	0	\$ 153.60
201125169	NCPERS Group Life Ins.	3/2/2022	1.64913E+11	March Premium 2022	0	\$ 96.00
201125170	BEMIDJI WELDERS SUPPLY	3/4/2022	10075979	BLANKET PO FOR BEMIDJI WELDERS DAVE OLSON	2552200005	\$ 63.09
	BEMIDJI WELDERS SUPPLY	3/4/2022	10072020	BLANKET PO FOR BEMIDJI WELDERS DAVE OLSON	2552200005	\$ 106.50
201125171	FLINN	3/4/2022	2677453	SCIENCE DEPT. SUPPLIES CAROL JAKSA	2602200004	\$ 178.73
201125172	GoBox	3/4/2022	6500	Go-Box Chrome	6052200069	\$ 1,367.22
201125173	IMPACT APPLICATIONS INC	3/4/2022	20217876	Services	0	\$ 187.50
201125174	K&K MEYERS INC	3/4/2022	653	Grind cement at WEE	8102200146	\$ 170.00
	K&K MEYERS INC	3/4/2022	22403	Door repair	8102200154	\$ 66.01
	K&K MEYERS INC	3/4/2022	661	Window and intruder lock repair	8102200154	\$ 428.90
201125175	Minnesota Petroleum Services	3/4/2022	104129	Repair Fuel Pump	7602200033	\$ 1,281.06
201125176	MN ENERGY RESOURCES CORP	3/4/2022	0505015015-00001	Garage; Natural Gas Services	8102200031	\$ 2,304.19
201125177	NORTHEAST SERVICE COOPERATIV	3/4/2022	2942	IEA annual contract days-Health & Safety	8102200071	\$ 840.00

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201125178	PITSCO INC	3/4/2022	22-000003106	WOOD SHOP SUPPLIES-GEORGE MCDONALD	2552200024	\$ 245.63
	PITSCO INC	3/4/2022	C22-00000119	Credit for sales tax charged	2552200024	\$ (17.93)
201125179	RATWIK ROSZAK & MALONEY PA	3/4/2022	70605	services	1102200011	\$ 1,198.50
201125180	SCHOLASTIC	3/4/2022	36386140	FES Book Vending Machine	1302200168	\$ 170.70
201125181	Tyson Foods Inc.	3/4/2022	29039627	11 Cases of Beef Patties Received in February, 2022	0	\$ 532.40
201125182	WATER DEPT	3/4/2022	74-006700-00	Water Usage - Garage	8102200021	\$ 53.21
	WATER DEPT	3/4/2022	13-014700-00	FHS; Water Usage	8102200021	\$ 2,361.45
	WATER DEPT	3/4/2022	13-014800-00	FES; Water Usage	8102200021	\$ 1,912.25
	WATER DEPT	3/4/2022	13-014900-00	Arena; Water Usage	8102200021	\$ 2,017.07
201125184	RANDAL DARCY	3/3/2022	3032022	Refund of Austin's food service account	0	\$ 130.00
201125185	Fairbanks, Kyle	3/4/2022	GBasketball 2/24/22	Girls Basketball Official on 2/24/22 vs Deer River	0	\$ 85.00
201125186	Johnson, Phil	3/4/2022	GBasketball 2/24/22	Girls Basketball Official on 2/24/22 vs Deer River	0	\$ 85.00
	Johnson, Phil	3/4/2022	GBasketball 2/24/22	Girls Basketball Official on 2/24/22 vs Deer River	0	\$ 119.34
201125187	Mesabi East Speech/Drama Boost	3/4/2022	Speech 2/26/22	Speech Meet Entry Fee @ Mesabi East High School on 2/26/2022	0	\$ 42.00
201125188	Ott, Robert	3/4/2022	GBasketball 2/24/22	Girls Basketball Official on 2/24/22 vs Deer River	0	\$ 85.00
201125189	Schneider, KURT	3/4/2022	BBasketball 2/25/22	Boys Basketball Official on 2/25/22 vs Deer River	0	\$ 60.00
	Schneider, KURT	3/4/2022	BBasketball 2/25/22	Boys Basketball Official on 2/25/22 vs Deer River	0	\$ 85.00
201125189	Schneider, KURT	3/4/2022	BBasketball 2/25/22	Boys Basketball Official on 2/25/22 vs Deer River	0	\$ 119.34
201125190	Section 8A	3/4/2022	GHockey Section 8A	Girls Hockey Section 8A Award Fee	0	\$ 60.00
201125191	TAUS, Dave	3/4/2022	BBasketball 2/25/22	Boys Basketball Official on	0	\$ 60.00

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				2/25/22 vs Deer River		
	TAUS, Dave	3/4/2022	BBasketball 2/25/22	Boys Basketball Official on	0	\$ 85.00
				2/25/22 vs Deer River		
201125192	Wagner, Jon	3/4/2022	BBasketball 2/25/22	Boys Basketball Official on	0	\$ 60.00
				2/25/22 vs Deer River		
	Wagner, Jon	3/4/2022	BBasketball 2/25/22	Boys Basketball Official on	0	\$ 85.00
				2/25/22 vs Deer River		
201125193	Hasbargen Customs LLC	3/8/2022	1172	Tshirts Youth Lship	7902200000	\$ 650.00
				Activities.		
201125194	Hibbing ISD #701	3/8/2022	Speech 2/12/22	Speech Meet Entry Fee @	0	\$ 48.00
				Hibbing on 2/12/22		
201125195	Trophies Plus, Inc.	3/8/2022	1	Music Trophies for both band	0	\$ 70.00
				and choir for Section 7A		
				Music Contest		
201125197	AFT Local #331	3/11/2022	20220311ADDUE1A	Payroll accrual	0	\$ 3,108.50
	AFT Local #331	3/11/2022	20220311ADDUE1A	Payroll accrual	0	\$ 85.23
201125198	ND Child Support Division	3/11/2022	20220311ADCSP10	Child Support	0	\$ 276.93
201125199	Para Local #4798	3/11/2022	20220311ADDUE2A	Payroll accrual	0	\$ 725.15
	Para Local #4798	3/11/2022	20220311ADDUE2A	Payroll accrual	0	\$ 57.38
201125200	Align Chiropractic & Wellness Cen	3/11/2022	1896-C01	DOT Physical - 1896-C01	7602200009	\$ 95.00
	Align Chiropractic & Wellness Cen	3/11/2022	1932-C01	DOT Physical - 19321-C01	7602200009	\$ 95.00
201125201	AT & T Mobility	3/11/2022	22522	10 Student Hotspots	1102200028	\$ 223.30
	AT & T Mobility	3/11/2022	2252022	Hotspots	1102200028	\$ 229.38
201125201	AT & T Mobility	3/11/2022	2252022	IT Dir. Phone	1102200028	\$ 49.92
	AT & T Mobility	3/11/2022	2252022	Bus WI-FI	1102200028	\$ 382.00
201125202	CENEX COOP SERVICE INC OF BAU	3/11/2022	94261	Fuel and unleaded	7602200038	\$ 8,795.79
	CENEX COOP SERVICE INC OF BAU	3/11/2022	31944	Fuel and unleaded	7602200038	\$ 18,238.38
201125203	Direct Sports Inc	3/11/2022	13348	Boys Baseball Bat & Baseballs	2922200036	\$ 975.13
201125204	FRIENDS GARBAGE SERVICE, LLC	3/11/2022	9257723	Garbage Pickups	8102200034	\$ 1,874.34
201125205	Fun Express, LLC	3/11/2022	715025204-01	ECFE Supplies (Baron)	1302200189	\$ 123.34
	Fun Express, LLC	3/11/2022	715025204-03	ECFE Supplies (Baron)	1302200189	\$ 28.99
201125206	MIDCONTINENT COMMUNICATIO	3/11/2022	22722	FES Fax	3002200009	\$ 8.53
	MIDCONTINENT COMMUNICATIO	3/11/2022	22722	FES Fax	3002200009	\$ 28.06

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201125207	MN ENERGY RESOURCES CORP	3/11/2022	30222	Natural Gas Services	8102200031	\$ 3,498.51
	MN ENERGY RESOURCES CORP	3/11/2022	30222	Natural Gas Services	8102200031	\$ 7,057.02
	MN ENERGY RESOURCES CORP	3/11/2022	30222	Natural Gas Services	8102200031	\$ 10,413.30
	MN ENERGY RESOURCES CORP	3/11/2022	30222	Natural Gas Services	8102200031	\$ 3,471.10
201125208	PERMA BOUND	3/11/2022	1913050-01	LIBRARY BOOKS BRENDA HJELLE	6202200004	\$ 74.81
201125209	Clement, David Brian	3/11/2022	BBasketball 3/4/22	Boys Basketball Official on 3/4/22 vs Roseau	0	\$ 97.00
201125210	GLUMACK, BABE	3/11/2022	BBasketball 3/4/22	Boys Basketball Official on 3/4/22 vs Roseau	0	\$ 97.00
	GLUMACK, BABE	3/11/2022	BBasketball 3/4/22	Boys Basketball Official on 3/4/22 vs Roseau	0	\$ 119.34
201125211	AIM ELECTRONICS INC	3/21/2022	43434	Basketball Scoreboard Console & Receivers	3002200049	\$ 1,465.00
201125212	ALL SEASON EQUIPMENT INC	3/21/2022	6828	Leaf blower to blow down bleachers	8102200147	\$ 199.99
201125213	Annie's Frozen Yogurt	3/21/2022	25485	Frozen Yogurt Machine Rental	7702200000	\$ 100.00
201125214	BSN SPORTS	3/21/2022	916040431	Football Helmet Reconditioning	2922200040	\$ 2,522.50
	BSN SPORTS	3/21/2022	916040431	Football Helmet Reconditioning	2922200040	\$ -
201125215	CITIZENS FOR BACKUS	3/21/2022	30122	ALC Lease Agreement	3002200000	\$ 722.62
	CITIZENS FOR BACKUS	3/21/2022	4606	One Act Play Performance Rental at Backus	2922200042	\$ 652.50
201125216	Cue Health	3/21/2022	INV-85064	Covid-19 Test Readers Case #	1102200050	\$ 432.27
201125217	ECHO CALLS	3/21/2022	QB2421357	WOOD AND METAL SHOP SUPPLIES - MCDONALD & OLSON	2552200025	\$ 410.50
201125218	HORIZON COMMERCIAL POOL SUI	3/21/2022	220104028-EO	PO 8102200127 - Wrong Item	0	\$ 190.33
	HORIZON COMMERCIAL POOL SUI	3/21/2022	CM10018	PO 8102200127 - Wrong Item Credit Memo for Inv 220104028-EO	0	\$ (168.95)
201125219	KANTOR ELECTRIC INC	3/21/2022	16975	Kantor work on air handler fan for boys locker room.	8102200159	\$ 250.00
	KANTOR ELECTRIC INC	3/21/2022	16974	Repair outlet for boiler room	8102200155	\$ 200.00

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				sump		
201125220	Karsnia, John	3/21/2022	30122	J Rolando Memorial Plaque	2922200041	\$ 565.00
201125221	KGHS-AM	3/21/2022	1220015184	School Matters and Section Boys Swim/Dive	102200001	\$ 474.00
201125222	KRUEGER, KENNETH	3/21/2022	30322	Tae Kwon Do (20 tickets)	0	\$ 425.00
201125223	Marco Technologies LLC	3/21/2022	INV9736764	Guid Office Cost per Copy	7102200000	\$ 8.19
201125224	MN ENERGY RESOURCES CORP	3/21/2022	0503196532-00001	Arena Water Heater	8102200031	\$ 5,031.81
201125225	MN GRADUATE SERVICES LTD	3/21/2022	120	Mid Term Grad Diploma	0	\$ 25.00
	MN GRADUATE SERVICES LTD	3/21/2022	121	Mid Term Grad Diploma	0	\$ 25.00
201125226	MN POWER	3/21/2022	31022	Electricity Bill	8102200041	\$ 978.07
	MN POWER	3/21/2022	31022	Electricity Bill	8102200041	\$ 7,236.19
	MN POWER	3/21/2022	31022	Electricity Bill	8102200041	\$ 2,798.54
	MN POWER	3/21/2022	31022	Electricity Bill	8102200041	\$ 6,054.24
	MN POWER	3/21/2022	31022	Electricity Bill	8102200041	\$ 8,395.63
	MN POWER	3/21/2022	31022	Electricity Bill	8102200041	\$ 123.51
201125227	PEPPER JW & SON INC	3/21/2022	364066553	MUSIC SUPPLIES ELSA SWANSON	2582200008	\$ 33.75
201125228	RAINY LAKE MEDICAL CENTER	3/21/2022	3822	OT/PT & Speech Services	1102200014	\$ 5,734.37
	RAINY LAKE MEDICAL CENTER	3/21/2022	3822	OT/PT & Speech Services	1102200014	\$ 1,047.27
201125229	Rainy Lake Oil, Inc.	3/21/2022	33344	Bulk Deliveries	0	\$ 1,033.95
201125230	Swanson, Elsa	3/21/2022	22121	Mileage for Minneapolis Trip 2/16/22 - 2/21/22	0	\$ 347.49
	Swanson, Elsa	3/21/2022	21822	Meals for Minneapolis Trip 2/16/22 - 2/21/22	0	\$ 84.44
201125231	TeamWorks International, Inc.	3/21/2022	12601	Consulting Services	1102200043	\$ 5,890.93
201125232	TIMBERPINS	3/21/2022	421442	FEF (Ralph Ruelle) Bowling Gloves & Wrist Braces	3002200064	\$ 530.00
201125233	UNITED TRUCK BODY	3/21/2022	553012	Transportation Blanket P.O for United Truck Body	7602200020	\$ 27.11
201125234	White, Jonathan	3/17/2022	Bbasketball 1/4/22	Boys Basketball Official on 1/4/22 vs LOW	0	\$ 60.00
	White, Jonathan	3/17/2022	Bbasketball 1/4/22	Boys Basketball Official on 1/4/22 vs LOW	0	\$ 85.00
	White, Jonathan	3/17/2022	Bbasketball 1/4/22	Boys Basketball Official on	0	\$ 119.34

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				1/4/22 vs LOW		
202100904	DELTA DENTAL	2/18/2022	CNS0000897618	MARCH PREMIUMS 2022	0 \$	4,112.16
	DELTA DENTAL	2/18/2022	CNS0000897618	MARCH PREMIUMS 2022	0 \$	933.14
202100905	DELTA DENTAL	2/18/2022	CNS0000851386	JANUARY PREMIUMS 2022	0 \$	4,171.48
	DELTA DENTAL	2/18/2022	CNS0000851386	JANUARY PREMIUMS 2022	0 \$	1,792.82
202100906	Aviben	2/25/2022	20220225ADTSAID	Payroll accrual	0 \$	173.08
	Aviben	2/25/2022	20220225ADTSAME	Payroll accrual	0 \$	301.74
	Aviben	2/25/2022	20220225ADTSASP	Payroll accrual	0 \$	909.91
	Aviben	2/25/2022	20220225ADTSASP	Payroll accrual	0 \$	52.95
	Aviben	2/25/2022	20220225ADTSECO	Payroll accrual	0 \$	3,104.24
	Aviben	2/25/2022	20220225ADTSECO	Payroll accrual	0 \$	289.96
	Aviben	2/25/2022	20220225ADTSFRA	Payroll accrual	0 \$	1,852.67
	Aviben	2/25/2022	20220225ADTSGRW	Payroll accrual	0 \$	384.62
	Aviben	2/25/2022	20220225ADTSHOM	Payroll accrual	0 \$	138.47
	Aviben	2/25/2022	20220225ADTSINV	Payroll accrual	0 \$	986.02
	Aviben	2/25/2022	20220225ADTSMGT	Payroll accrual	0 \$	210.04
	Aviben	2/25/2022	20220225ADTSMGT	Payroll accrual	0 \$	43.95
	Aviben	2/25/2022	20220225ADTSSYM	Payroll accrual	0 \$	350.00
	Aviben	2/25/2022	20220225ADTSVAL	Payroll accrual	0 \$	2,440.19
	Aviben	2/25/2022	20220225ADTSVAL	Payroll accrual	0 \$	131.20
	Aviben	2/25/2022	20220225ADTSVAN	Payroll accrual	0 \$	2,525.00
	Aviben	2/25/2022	20220225AFTSAID	TSA Benefit	0 \$	92.30
	Aviben	2/25/2022	20220225AFTSAME	TSA Benefit	0 \$	301.74
	Aviben	2/25/2022	20220225AFTSASP	TSA Benefit	0 \$	199.78
	Aviben	2/25/2022	20220225AFTSASP	TSA Benefit	0 \$	52.95
	Aviben	2/25/2022	20220225AFTSECO	TSA Benefit	0 \$	1,595.06
	Aviben	2/25/2022	20220225AFTSECO	TSA Benefit	0 \$	82.06
	Aviben	2/25/2022	20220225AFTSFRA	TSA Benefit	0 \$	504.26
	Aviben	2/25/2022	20220225AFTSGRW	Payroll accrual	0 \$	101.28
	Aviben	2/25/2022	20220225AFTSHOM	TSA Benefit	0 \$	46.15
	Aviben	2/25/2022	20220225AFTSINV	TSA Benefits	0 \$	456.33
	Aviben	2/25/2022	20220225AFTSMGT	TSA Benefit	0 \$	207.54
	Aviben	2/25/2022	20220225AFTSMGT	TSA Benefit	0 \$	31.74

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	Aviben	2/25/2022	20220225AFTSSTA	TSA Benefit	0	\$ 82.06
	Aviben	2/25/2022	20220225AFTSVAL	TSA Benefit	0	\$ 996.87
	Aviben	2/25/2022	20220225AFTSVAL	TSA Benefit	0	\$ 67.29
	Aviben	2/25/2022	20220225AFTSVAN	TSA Benefits	0	\$ 287.56
202100907	Empower Retirement	2/25/2022	20220225ADDEFECO	Payroll accrual	0	\$ 580.00
	Empower Retirement	2/25/2022	20220225ADDEFECO	Payroll accrual	0	\$ 50.00
	Empower Retirement	2/25/2022	20220225ADG-457	Payroll accrual	0	\$ 47.13
	Empower Retirement	2/25/2022	20220225ADG-457	Payroll accrual	0	\$ 31.75
	Empower Retirement	2/25/2022	20220225AFDEFM1	Deferred Comp 457 Benefit	0	\$ 47.13
202100907	Empower Retirement	2/25/2022	20220225AFDEFM1	Deferred Comp 457 Benefit	0	\$ 31.75
	Empower Retirement	2/25/2022	20220225AFHCSP	HCSP	0	\$ 2,820.08
	Empower Retirement	2/25/2022	20220225AFHCSP	HCSP	0	\$ 69.99
202100908	Internal Revenue Service	2/25/2022	20220225ADFICA	Payroll accrual	0	\$ 18,648.71
	Internal Revenue Service	2/25/2022	20220225ADFICA	Payroll accrual	0	\$ 852.53
	Internal Revenue Service	2/25/2022	20220225ADFICA	Payroll accrual	0	\$ 769.45
	Internal Revenue Service	2/25/2022	20220225ADFTA	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	2/25/2022	20220225ADFTP	Payroll accrual	0	\$ 174.27
	Internal Revenue Service	2/25/2022	20220225ADFTX	Payroll accrual	0	\$ 22,658.05
	Internal Revenue Service	2/25/2022	20220225ADFTX	Payroll accrual	0	\$ 877.25
	Internal Revenue Service	2/25/2022	20220225ADFTX	Payroll accrual	0	\$ 611.89
	Internal Revenue Service	2/25/2022	20220225ADMDCR	Payroll accrual	0	\$ 4,361.38
	Internal Revenue Service	2/25/2022	20220225ADMDCR	Payroll accrual	0	\$ 199.38
	Internal Revenue Service	2/25/2022	20220225ADMDCR	Payroll accrual	0	\$ 179.97
	Internal Revenue Service	2/25/2022	20220225AFFICA	FICA Benefit	0	\$ 18,648.71
	Internal Revenue Service	2/25/2022	20220225AFFICA	FICA Benefit	0	\$ 852.53
	Internal Revenue Service	2/25/2022	20220225AFFICA	FICA Benefit	0	\$ 769.45
	Internal Revenue Service	2/25/2022	20220225AFMDCR	Medicare Benefit	0	\$ 4,361.38
	Internal Revenue Service	2/25/2022	20220225AFMDCR	Medicare Benefit	0	\$ 199.38
	Internal Revenue Service	2/25/2022	20220225AFMDCR	Medicare Benefit	0	\$ 179.97
202100909	MINNESOTA REVENUE	2/25/2022	20220225ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	2/25/2022	20220225ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	2/25/2022	20220225ADSITMN	Payroll accrual	0	\$ 10,866.01
	MINNESOTA REVENUE	2/25/2022	20220225ADSITMN	Payroll accrual	0	\$ 440.45

Payables Summary
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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
	MINNESOTA REVENUE	2/25/2022	20220225ADSITMN	Payroll accrual		0 \$ 321.79
202100910	MN Teachers Retirement Associat	2/25/2022	20220225ADTRAC	Payroll accrual		0 \$ 14,697.81
	MN Teachers Retirement Associat	2/25/2022	20220225ADTRAC	Payroll accrual		0 \$ 516.69
	MN Teachers Retirement Associat	2/25/2022	20220225ADTRAC	Payroll accrual		0 \$ 25.87
	MN Teachers Retirement Associat	2/25/2022	20220225AFTRAC	TRA Benefit		0 \$ 16,344.00
	MN Teachers Retirement Associat	2/25/2022	20220225AFTRAC	TRA Benefit		0 \$ 574.56
	MN Teachers Retirement Associat	2/25/2022	20220225AFTRAC	TRA Benefit		0 \$ 28.76
202100911	Public Employees Retirement Assc	2/25/2022	20220225ADDCP	Payroll accrual		0 \$ 30.00
	Public Employees Retirement Assc	2/25/2022	20220225ADPERAC	Payroll accrual		0 \$ 6,600.14
	Public Employees Retirement Assc	2/25/2022	20220225ADPERAC	Payroll accrual		0 \$ 420.94
	Public Employees Retirement Assc	2/25/2022	20220225ADPERAC	Payroll accrual		0 \$ 791.49
202100911	Public Employees Retirement Assc	2/25/2022	20220225AFDCP	DCP Benefit		0 \$ 30.00
	Public Employees Retirement Assc	2/25/2022	20220225AFPERAC	PERA Benefit		0 \$ 7,615.61
	Public Employees Retirement Assc	2/25/2022	20220225AFPERAC	PERA Benefit		0 \$ 485.70
	Public Employees Retirement Assc	2/25/2022	20220225AFPERAC	PERA Benefit		0 \$ 913.27
	Public Employees Retirement Assc	2/25/2022	20220225AFPERAX	Payroll accrual		0 \$ -
202100912	Further	3/2/2022	40128684	Med/Dep Reimbursements		0 \$ 1,028.43
202100913	Further	3/2/2022	40136499	Med/Dep Reimbursements		0 \$ 1,089.16
202100914-	BMO	3/3/2022		See Detail Report		\$ 15,934.05
202101012	BMO	3/3/2022		Credit Card Payment AP		0
202101013	Aviben	3/11/2022	20220311ADTSAID	Payroll accrual		0 \$ 173.08
	Aviben	3/11/2022	20220311ADTSAME	Payroll accrual		0 \$ 301.74
	Aviben	3/11/2022	20220311ADTSASP	Payroll accrual		0 \$ 909.91
	Aviben	3/11/2022	20220311ADTSASP	Payroll accrual		0 \$ 52.95
	Aviben	3/11/2022	20220311ADTSECO	Payroll accrual		0 \$ 3,104.24
	Aviben	3/11/2022	20220311ADTSECO	Payroll accrual		0 \$ 289.96
	Aviben	3/11/2022	20220311ADTSFRA	Payroll accrual		0 \$ 1,852.67
	Aviben	3/11/2022	20220311ADTSGRW	Payroll accrual		0 \$ 384.62
	Aviben	3/11/2022	20220311ADTSHOM	Payroll accrual		0 \$ 138.47
	Aviben	3/11/2022	20220311ADTSINV	Payroll accrual		0 \$ 986.02
	Aviben	3/11/2022	20220311ADTSMGT	Payroll accrual		0 \$ 210.04
	Aviben	3/11/2022	20220311ADTSMGT	Payroll accrual		0 \$ 43.95
	Aviben	3/11/2022	20220311ADTSSYM	Payroll accrual		0 \$ 350.00

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
	Aviben	3/11/2022	20220311ADTSVAL	Payroll accrual	0	\$ 2,440.19
	Aviben	3/11/2022	20220311ADTSVAL	Payroll accrual	0	\$ 131.20
	Aviben	3/11/2022	20220311ADTSVAN	Payroll accrual	0	\$ 2,525.00
	Aviben	3/11/2022	20220311AFTSAID	TSA Benefit	0	\$ 92.30
	Aviben	3/11/2022	20220311AFTSAME	TSA Benefit	0	\$ 301.74
	Aviben	3/11/2022	20220311AFTSASP	TSA Benefit	0	\$ 199.78
	Aviben	3/11/2022	20220311AFTSASP	TSA Benefit	0	\$ 52.95
	Aviben	3/11/2022	20220311AFTSECO	TSA Benefit	0	\$ 1,595.06
	Aviben	3/11/2022	20220311AFTSECO	TSA Benefit	0	\$ 82.06
	Aviben	3/11/2022	20220311AFTSFRA	TSA Benefit	0	\$ 504.26
	Aviben	3/11/2022	20220311AFTSGRW	Payroll accrual	0	\$ 101.28
	Aviben	3/11/2022	20220311AFTSHOM	TSA Benefit	0	\$ 46.15
	Aviben	3/11/2022	20220311AFTSINV	TSA Benefits	0	\$ 456.33
	Aviben	3/11/2022	20220311AFTSMGT	TSA Benefit	0	\$ 207.54
	Aviben	3/11/2022	20220311AFTSMGT	TSA Benefit	0	\$ 31.74
	Aviben	3/11/2022	20220311AFTSSTA	TSA Benefit	0	\$ 82.06
202101013	Aviben	3/11/2022	20220311AFTSVAL	TSA Benefit	0	\$ 996.87
	Aviben	3/11/2022	20220311AFTSVAL	TSA Benefit	0	\$ 67.29
	Aviben	3/11/2022	20220311AFTSVAN	TSA Benefits	0	\$ 287.56
202101014	Empower Retirement	3/11/2022	20220311ADDEFECO	Payroll accrual	0	\$ 580.00
	Empower Retirement	3/11/2022	20220311ADDEFECO	Payroll accrual	0	\$ 50.00
	Empower Retirement	3/11/2022	20220311ADG-457	Payroll accrual	0	\$ 47.13
	Empower Retirement	3/11/2022	20220311ADG-457	Payroll accrual	0	\$ 31.75
	Empower Retirement	3/11/2022	20220311AFDEFM1	Deferred Comp 457 Benefit	0	\$ 47.13
	Empower Retirement	3/11/2022	20220311AFDEFM1	Deferred Comp 457 Benefit	0	\$ 31.75
	Empower Retirement	3/11/2022	20220311AFHCSP	HCSP	0	\$ 2,820.08
	Empower Retirement	3/11/2022	20220311AFHCSP	HCSP	0	\$ 69.99
202101015	Internal Revenue Service	3/11/2022	20220311ADFICA	Payroll accrual	0	\$ 19,850.47
	Internal Revenue Service	3/11/2022	20220311ADFICA	Payroll accrual	0	\$ 842.28
	Internal Revenue Service	3/11/2022	20220311ADFICA	Payroll accrual	0	\$ 695.07
	Internal Revenue Service	3/11/2022	20220311ADFTA	Payroll accrual	0	\$ 1,204.31
	Internal Revenue Service	3/11/2022	20220311ADFTA	Payroll accrual	0	\$ 5.69
	Internal Revenue Service	3/11/2022	20220311ADFTP	Payroll accrual	0	\$ 173.94

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
	Internal Revenue Service	3/11/2022	20220311ADFTX	Payroll accrual	0	\$ 23,863.23
	Internal Revenue Service	3/11/2022	20220311ADFTX	Payroll accrual	0	\$ 873.95
	Internal Revenue Service	3/11/2022	20220311ADFTX	Payroll accrual	0	\$ 530.53
	Internal Revenue Service	3/11/2022	20220311ADMDCR	Payroll accrual	0	\$ 4,642.49
	Internal Revenue Service	3/11/2022	20220311ADMDCR	Payroll accrual	0	\$ 196.99
	Internal Revenue Service	3/11/2022	20220311ADMDCR	Payroll accrual	0	\$ 162.56
	Internal Revenue Service	3/11/2022	20220311AFFICA	FICA Benefit	0	\$ 19,850.47
	Internal Revenue Service	3/11/2022	20220311AFFICA	FICA Benefit	0	\$ 842.28
	Internal Revenue Service	3/11/2022	20220311AFFICA	FICA Benefit	0	\$ 695.07
	Internal Revenue Service	3/11/2022	20220311AFMDCR	Medicare Benefit	0	\$ 4,642.49
	Internal Revenue Service	3/11/2022	20220311AFMDCR	Medicare Benefit	0	\$ 196.99
	Internal Revenue Service	3/11/2022	20220311AFMDCR	Medicare Benefit	0	\$ 162.56
202101016	MINNESOTA REVENUE	3/11/2022	20220311ADSITA	Payroll accrual	0	\$ 310.00
	MINNESOTA REVENUE	3/11/2022	20220311ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	3/11/2022	20220311ADSITMN	Payroll accrual	0	\$ 11,337.63
	MINNESOTA REVENUE	3/11/2022	20220311ADSITMN	Payroll accrual	0	\$ 433.16
	MINNESOTA REVENUE	3/11/2022	20220311ADSITMN	Payroll accrual	0	\$ 296.97
202101017	MN Teachers Retirement Associat	3/11/2022	20220311ADTRAC	Payroll accrual	0	\$ 15,512.58
202101017	MN Teachers Retirement Associat	3/11/2022	20220311ADTRAC	Payroll accrual	0	\$ 547.04
	MN Teachers Retirement Associat	3/11/2022	20220311ADTRAC	Payroll accrual	0	\$ 24.83
	MN Teachers Retirement Associat	3/11/2022	20220311AFTRAC	TRA Benefit	0	\$ 17,250.04
	MN Teachers Retirement Associat	3/11/2022	20220311AFTRAC	TRA Benefit	0	\$ 608.31
	MN Teachers Retirement Associat	3/11/2022	20220311AFTRAC	TRA Benefit	0	\$ 27.61
202101018	Public Employees Retirement Assc	3/11/2022	20220311ADDCP	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Assc	3/11/2022	20220311ADPERAC	Payroll accrual	0	\$ 5,854.04
	Public Employees Retirement Assc	3/11/2022	20220311ADPERAC	Payroll accrual	0	\$ 396.76
	Public Employees Retirement Assc	3/11/2022	20220311ADPERAC	Payroll accrual	0	\$ 721.57
	Public Employees Retirement Assc	3/11/2022	20220311AFDCP	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Assc	3/11/2022	20220311AFPERAC	PERA Benefit	0	\$ 6,754.77
	Public Employees Retirement Assc	3/11/2022	20220311AFPERAC	PERA Benefit	0	\$ 457.79
	Public Employees Retirement Assc	3/11/2022	20220311AFPERAC	PERA Benefit	0	\$ 832.59
	Public Employees Retirement Assc	3/11/2022	20220311AFPERAX	Payroll accrual	0	\$ -
202101019	Internal Revenue Service	3/11/2022	20220311BDFICA	Payroll accrual	0	\$ 1,085.00

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
	Internal Revenue Service	3/11/2022	20220311BDFTX	Payroll accrual		0 \$ -
	Internal Revenue Service	3/11/2022	20220311BDMDCR	Payroll accrual		0 \$ 253.75
	Internal Revenue Service	3/11/2022	20220311BFFICA	FICA Benefit		0 \$ 1,085.00
	Internal Revenue Service	3/11/2022	20220311BFMDCR	Medicare Benefit		0 \$ 253.75
202101020	MINNESOTA REVENUE	3/11/2022	20220311BDSITMN	Payroll accrual		0 \$ -
202101021	Public Employees Retirement Assc	3/11/2022	20220311BDPERAC	Payroll accrual		0 \$ 1,137.50
	Public Employees Retirement Assc	3/11/2022	20220311BFPERAC	PERA Benefit		0 \$ 1,312.50
	Public Employees Retirement Assc	3/11/2022	20220311BFPERAX	Payroll accrual		0 \$ -
202101022	Internal Revenue Service	3/14/2022	20220314ADFICA	Payroll accrual		0 \$ 1,135.90
	Internal Revenue Service	3/14/2022	20220314ADFTX	Payroll accrual		0 \$ -
	Internal Revenue Service	3/14/2022	20220314ADMDCR	Payroll accrual		0 \$ 265.66
	Internal Revenue Service	3/14/2022	20220314AFFICA	FICA Benefit		0 \$ 1,135.90
	Internal Revenue Service	3/14/2022	20220314AFMDCR	Medicare Benefit		0 \$ 265.66
202101023	MINNESOTA REVENUE	3/14/2022	20220314ADSITMN	Payroll accrual		0 \$ 45.00
202101024	MN Teachers Retirement Associat	3/14/2022	20220314ADTRAC	Payroll accrual		0 \$ 543.71
	MN Teachers Retirement Associat	3/14/2022	20220314AFTRAC	TRA Benefit		0 \$ 604.61
202101025	Public Employees Retirement Assc	3/14/2022	20220314ADPERAC	Payroll accrual		0 \$ 181.06
	Public Employees Retirement Assc	3/14/2022	20220314AFPERAC	PERA Benefit		0 \$ 208.91
202101026	Further	3/14/2022	16022737	Med/Dep Reimbursements		0 \$ 229.60
202101027	Further	3/14/2022	40145271	Participant Fee		0 \$ 1,016.30
202101028	MN PEIP	3/14/2022	1177319	April Health Premium		0 \$ 120,241.62
212200066	Joslyn, Steven	3/2/2022	BSwim State 3/2/22	Boys Swimming State Meet Meal Money (March 2 - March 5, 2022)		0 \$ 704.00
212200067	Anderson, Charles	3/21/2022	ERIN20220302A	2/1/2022-2/28/2022 Mileage for FHS to FES and FES to FHS		0 \$ 10.03
212200068	Boe, Angel	3/21/2022	ERIN20220307A	2/2/2022-2/28/2022 FES to public library to FHS back to FES		0 \$ 13.68
212200069	Christianson, Ginger	3/21/2022	ERIN20220307A	2/1/2022-2/28/2022 ECSE Home Visits		0 \$ 63.94
212200070	Christianson, Rosa	3/21/2022	ERIN20220302A	1/18/2022-1/31/2022 Travel between FES to FHS		0 \$ 2.61

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO No	Amount
	Christianson, Rosa	3/21/2022	ERIN20220311A	2/1/2022-2/28/2022 Travel between FES to FHS -February		0 \$ 5.22
212200071	Horne, Jennifer	3/21/2022	ERIN20220303A	12/1/2021-12/31/2021 Mileage December 1-31 2021 Bank trips for Deposit		0 \$ 18.18
	Horne, Jennifer	3/21/2022	ERIN20220303B	1/1/2022-2/28/2022 Mileage January 1 - February 28, 2022 Bank Trip for Bank Deposit		0 \$ 31.65
212200072	Peterson, Paul	3/21/2022	ERIN20220223A	1/3/2022-1/31/2022 Mileage		0 \$ 16.38
	Peterson, Paul	3/21/2022	ERIN20220302A	2/1/2022-2/28/2022 Mileage to and from homebased student's home		0 \$ 14.04
212200073	Scholler, Angela	3/21/2022	ERIN20220302A	2/1/2022-2/28/2022 mileage reimbursement for travel between buildings.		0 \$ 21.06
212200074	Wilson, June	3/21/2022	ERIN20220302A	2/1/2022-2/28/2022 In town transport to and from the bus garage		0 \$ 22.23
Total						\$ 681,307.32

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			
XXXXXXXXXXXX8319	02/15/2022	8416	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	80.19
	1	Buns for FES Lunch Service				Missy's C/C00000	03/03/2022	80.19			
	02/15/2022	8417	HUMBELAU002	Humbert Laurie A	Scholastic Education, 573-632-1	SCHOLAST001	02/28/2022		Invoiced	A	170.70
	1					Missy's C/C00001	03/03/2022	170.70			
					2 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>						250.89
XXXXXXXXXXXX7362	02/25/2022	8430			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	02/28/2022		Invoiced	A	84.18
	2	FHS Fax and long distance			3002200009	Stacy's C/C00000	03/03/2022	84.18			
	02/17/2022	8429			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	02/28/2022		Invoiced	A	166.00
	2	Data Services			3002200001	Stacy's C/C00001	03/03/2022	108.00			
	3	Telephone Services			3002200001	Stacy's C/C00001	03/03/2022	58.00			
	02/14/2022	8428			Amzn Mktp US Qt7vr9yv3, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	324.98
	2	Tall Metal Storage Cabinet Locking Steel Stora			1302200186	Stacy's C/C00002	03/03/2022	254.99			
	3	Shipping - Cost of shipping, not including shi			1302200186	Stacy's C/C00002	03/03/2022	69.99			
	02/08/2022	8426			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	02/28/2022		Invoiced	A	118.66
	2	Monthly Phone service charge			8102200035	Stacy's C/C00003	03/03/2022	118.66			
	02/08/2022	8427			Ferrellgas L P, 800-8747699, MO	FERRELLG000	02/28/2022		Invoiced	A	575.16
	2	Zamboni Propane			8102200111	Stacy's C/C00004	03/03/2022	575.16			
	02/02/2022	8425			Paul Bunyan Communicat, 2184441	PAUL BUN000	02/28/2022		Invoiced	A	1,200.00
	2	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052200008	Stacy's C/C00005	03/03/2022	1,200.00			
	01/31/2022	8431			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	02/28/2022		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7602200016	Stacy's C/C00006	03/03/2022	85.00			
					7 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>						2,553.98
XXXXXXXXXXXX7132	02/25/2022	8459	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	02/28/2022		Invoiced	A	15.39
	2	Transportation Supplies			7602200010	Jeremy's C/C00000	03/03/2022	15.39			
	02/16/2022	8457	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	02/28/2022		Invoiced	A	18.99
	2	Transportation Supplies			7602200010	Jeremy's C/C00001	03/03/2022	18.99			
	02/16/2022	8458	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	02/28/2022		Invoiced	A	24.97
	2	Transportation Supplies			7602200010	Jeremy's C/C00002	03/03/2022	24.97			
					3 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>						59.35
XXXXXXXXXXXX7648	02/24/2022	8461	SLATIBET000	Slatinski BethAnne K	Safe Sitter Inc, 317-5965001, I	SAFE SIT000	02/28/2022		Invoiced	A	101.00
	2	Instructor training for babysitting course			5002200022	BethAnne's C/C00000	03/03/2022	101.00			
	02/24/2022	8462	SLATIBET000	Slatinski BethAnne K	Myp Roseausd682, 218-463-1471,	ROSEAU C000	02/28/2022		Invoiced	A	250.00
	2	WSI Class (Jacquelyn LaNew)			5002200026	BethAnne's C/C00001	03/03/2022	250.00			
	02/11/2022	8460	SLATIBET000	Slatinski BethAnne K	American Red Cross, 800-733-276	AMERICAN029	02/28/2022		Invoiced	A	123.00
	1					BethAnne's C/C00002	03/03/2022	123.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	02/01/2022	8463	SLATIBET000	Slatinski BethAnne K	Delta 00624964685144, Delta.Com		02/28/2022		Invoiced	A	414.20
	1					BethAnne's C/C00003	03/03/2022	414.20			
	02/01/2022	8464	SLATIBET000	Slatinski BethAnne K	American Red Cross, 800-733-276		AMERICAN029	02/28/2022	Invoiced	A	123.00
	1					BethAnne's C/C00002	03/03/2022	123.00			
	02/01/2022	8465	SLATIBET000	Slatinski BethAnne K	Delta 00624964685133, Delta.Com			02/28/2022	Invoiced	A	414.20
	1					BethAnne's C/C00003	03/03/2022	414.20			
					6 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>						1,425.40
XXXXXXXXXXXX2314	02/22/2022	8474	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati		SUPER ON000	02/28/2022	Invoiced	A	120.58
	1	Supplies for class				Karla's C/C00000	03/03/2022	120.58			
	02/18/2022	8473	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati		SUPER ON000	02/28/2022	Invoiced	A	42.31
	1	Supplies for class				Karla's C/C00000	03/03/2022	42.31			
	02/17/2022	8472	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati		SUPER ON000	02/28/2022	Invoiced	A	59.49
	1	Supplies for class				Karla's C/C00000	03/03/2022	59.49			
	02/15/2022	8471	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Qv1215x63, Amzn.Co		AMAZON B000	02/28/2022	Invoiced	A	68.19
	2	Dart Container Corp. 209-8J8 8J8 Foam Cups, 8			7702200014	Karla's C/C00001	03/03/2022	68.19			
	02/14/2022	8469	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati		SUPER ON000	02/28/2022	Invoiced	A	50.43
	1	Supplies for class				Karla's C/C00000	03/03/2022	50.43			
	02/14/2022	8470	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Vglsh6lv3, Amzn.Co		AMAZON B000	02/28/2022	Invoiced	A	41.85
	2	Member Mark Printed Paper Bath Cold Cup (5 oz.			7702200014	Karla's C/C00002	03/03/2022	41.85			
	02/10/2022	8468	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati		SUPER ON000	02/28/2022	Invoiced	A	194.56
	1	Supplies for class				Karla's C/C00000	03/03/2022	194.56			
	02/07/2022	8466	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati		SUPER ON000	02/28/2022	Invoiced	A	47.85
	1	Supplies for class				Karla's C/C00000	03/03/2022	47.85			
	02/07/2022	8467	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati		SUPER ON000	02/28/2022	Invoiced	A	36.79
	1	Supplies for class				Karla's C/C00000	03/03/2022	36.79			
	02/01/2022	8477	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US I239pli23, Amzn.Co		AMAZON B000	02/28/2022	Invoiced	A	52.98
	2	GREEN LIFESTYLE 150 Pack 12x14 Blue Shop Towel			7702200013	Karla's C/C00003	03/03/2022	32.99			
	3	Klever Innovations Cutter Stainless Steel Pack			7702200013	Karla's C/C00003	03/03/2022	19.99			
	01/31/2022	8475	OLSONKAR000	Olson-Line Karla A	On A Wing Quilting, Internation			02/28/2022	Invoiced	A	120.00
	1	Pillow Cases - semester 1				Karla's C/C00004	03/03/2022	120.00			
	01/31/2022	8476	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati		SUPER ON000	02/28/2022	Invoiced	A	70.84
	1	Food for classes				Karla's C/C00000	03/03/2022	70.84			
					12 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>						905.87
XXXXXXXXXXXX2322	02/24/2022	8480	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls		MENARDS 000	02/28/2022	Invoiced	A	89.88
	2	BLANKET PO FOR GEORGE MCDONALD			2552200018	George's C/C00000	03/03/2022	89.88			

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			
XXXXXXXXXXXX2322	continued...										
	02/17/2022	8479	HEISSVIC000	Heiss Victoria L	Falls Lumber Company I, Interna	FALLS LU000	02/28/2022		Invoiced	A	232.59
	1	WOOD SHOP SUPPLIES	GEORGE MCDONALD			George's C/C00001	03/03/2022	232.59			
	02/03/2022	8478	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	02/28/2022		Invoiced	A	14.43
	2	BLANKET PO NORTHER LUMBER			2552200003	George's C/C00002	03/03/2022	14.43			
	01/31/2022	8482	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	02/28/2022		Invoiced	A	14.84
	2	BLANKET PO NORTHER LUMBER			2552200003	George's C/C00003	03/03/2022	14.84			
	01/28/2022	8481	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	91.96
	2	BLANKET PO FOR GEORGE MCDONALD			2552200018	George's C/C00004	03/03/2022	91.96			
	5 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>										443.70
XXXXXXXXXXXX3600	02/17/2022	8401	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	02/28/2022		Invoiced	A	183.92
	2	FOLDER,REIN,1/3CT,MLA,LTR			1302200187	Laurie's C/C00000	03/03/2022	45.24			
	3	NOTE,POST-IT,18PD/PK,YW			1302200187	Laurie's C/C00000	03/03/2022	41.02			
	4	PAD,PST IT,11/2X2,24,PST			1302200187	Laurie's C/C00000	03/03/2022	27.42			
	5	MARKER,SHARPIE,FINE PT,BK			1302200187	Laurie's C/C00000	03/03/2022	32.88			
	6	CARD,INDEX,RULED,3X5,WE			1302200187	Laurie's C/C00000	03/03/2022	4.20			
	7	SHARPENER,ELEC PENCIL,BK			1302200187	Laurie's C/C00000	03/03/2022	33.16			
	02/16/2022	8399	HUMBELAU002	Humbert Laurie A	Amazon.Com S11zs98d3 A, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	25.63
	2	Amazon Brand - Solimo Facial Tissues (18 Flat			1302200194	Laurie's C/C00001	03/03/2022	25.63			
	02/16/2022	8400	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 8t5ql27i3, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	15.89
	2	Concord Import Member S Mark White Plastic Spo			1302200193	Laurie's C/C00002	03/03/2022	15.89			
	02/15/2022	8396	HUMBELAU002	Humbert Laurie A	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	02/28/2022		Invoiced	A	31.49
	2	4 lg pizza's @ \$7.00 each + delivery charge			1302200195	Laurie's C/C00003	03/03/2022	31.49			
	02/15/2022	8397	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 1d6cw08z3, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	183.90
	3	Solo R53BB-JD110 5 oz Bare Waxed Paper Cold Cu			1302200194	Laurie's C/C00004	03/03/2022	183.90			
	02/15/2022	8398	HUMBELAU002	Humbert Laurie A	Amazon.Com Cg6sn5h43, Amzn.Com/	AMAZON B000	02/28/2022		Invoiced	A	82.37
	2	Crayola Bulk Broad Line Washable Markers, Scho			1302200190	Laurie's C/C00005	03/03/2022	57.38			
	3	Play-Doh Modeling Compound 36 Pack Case of Col			1302200190	Laurie's C/C00005	03/03/2022	24.99			
	02/14/2022	8392	HUMBELAU002	Humbert Laurie A	Ls The Sports Shop, Internation	THE SPOR000	02/28/2022		Invoiced	A	15.71
	2	Repair Trike Tire			1302200192	Laurie's C/C00006	03/03/2022	15.71			
	02/14/2022	8393	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	02/28/2022		Invoiced	A	-353.56
	1	Refund for Return High Back Chair				Laurie's C/C00007	03/03/2022	-353.56			
	02/14/2022	8394	HUMBELAU002	Humbert Laurie A	Amazon.Com J19s61zf3, Amzn.Com/	AMAZON B000	02/28/2022		Invoiced	A	30.98
	2	Play-Doh Modeling Compound 36 Pack Case of Col			1302200188	Laurie's C/C00008	03/03/2022	24.99			
	3	Shipping - Cost of shipping, not including shi			1302200188	Laurie's C/C00008	03/03/2022	5.99			
	02/14/2022	8395	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Z73nq9zx3, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	15.95
	2	35Pack Birthday Crowns Party Hats for Kids Cla			1302200191	Laurie's C/C00009	03/03/2022	9.96			

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...										
	3	Shipping - Cost of shipping, not including shi	1302200191	Laurie's C/C00009	03/03/2022	5.99					
	02/10/2022	8390 HUMBELAU002 Humbert Laurie A	Amzn Mktp US 3q8nz5mt3, Amzn.Co	AMAZON B000	02/28/2022	Invoiced	A				203.09
	3	Adenna NPF886 NPF 5.5 mil Nitrile Powder Free	1302200185	Laurie's C/C00010	03/03/2022	186.10					
	4	Digital Thermometer Probe Covers (3.6 x 1 Inch	1302200185	Laurie's C/C00010	03/03/2022	16.99					
	02/10/2022	8391 HUMBELAU002 Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	02/28/2022	Invoiced	A				340.18
	2	LAMINATOR,JUPTR JL125,DGY	5002200024	Laurie's C/C00011	03/03/2022	299.99					
	3	POUCH,3ML,LTR,150/PK,CLR	5002200024	Laurie's C/C00011	03/03/2022	40.19					
	02/07/2022	8389 HUMBELAU002 Humbert Laurie A	Amzn Mktp US 5j3kr3x03, Amzn.Co	AMAZON B000	02/28/2022	Invoiced	A				41.97
	2	Vicks RapidRead Digital Thermometer â€" Accura	1302200185	Laurie's C/C00012	03/03/2022	41.97					
	02/03/2022	8388 HUMBELAU002 Humbert Laurie A	Deepspaceparkle, 8052461076, C	DEEP SPA000	02/28/2022	Invoiced	A				269.00
	1			Laurie's C/C00013	03/03/2022	269.00					
	02/02/2022	8387 HUMBELAU002 Humbert Laurie A	Amzn Mktp US 3s70r4dj3, Amzn.Co	AMAZON B000	02/28/2022	Invoiced	A				434.84
	2	The Wonderful World of Elephant & Piggie Serie	1302200184	Laurie's C/C00014	03/03/2022	47.99					
	3	Crenshaw	1302200184	Laurie's C/C00014	03/03/2022	4.69					
	4	World of Reading Marvel Meet the Super Heroes!	1302200184	Laurie's C/C00014	03/03/2022	9.10					
	5	The Christmas Pig	1302200184	Laurie's C/C00014	03/03/2022	14.99					
	6	How to Train Your Dragon: The Complete Series:	1302200184	Laurie's C/C00014	03/03/2022	48.99					
	7	Grumpy Monkey	1302200184	Laurie's C/C00014	03/03/2022	7.07					
	8	The Never Girls Collection #1 (Disney: The Nev	1302200184	Laurie's C/C00014	03/03/2022	14.38					
	9	We Don't Eat Our Classmates (Penelope)	1302200184	Laurie's C/C00014	03/03/2022	9.58					
	10	The Ickabog	1302200184	Laurie's C/C00014	03/03/2022	12.43					
	11	Star Wars: The High Republic: Edge of Balance,	1302200184	Laurie's C/C00014	03/03/2022	11.50					
	12	Wings of Fire #1-#4: A Graphic Novel Box Set (1302200184	Laurie's C/C00014	03/03/2022	77.98					
	13	A to Z Mystereis Series 26 Books Set The Compl	1302200184	Laurie's C/C00014	03/03/2022	58.86					
	14	Judy Moody Slipcase (14 Books)	1302200184	Laurie's C/C00014	03/03/2022	27.99					
	15	World of Reading Star Wars Boxed Set: Level 2	1302200184	Laurie's C/C00014	03/03/2022	9.90					
	16	My Weird School 21-Book Box Set	1302200184	Laurie's C/C00014	03/03/2022	47.99					
	18	Click 4 Book Boxed Set A Click Graphic Novel	1302200184	Laurie's C/C00014	03/03/2022	31.40					
	02/01/2022	8385 HUMBELAU002 Humbert Laurie A	Amazon.Com Sf48m5me3, Amzn.Com/	AMAZON B000	02/28/2022	Invoiced	A				17.08
	2			Laurie's C/C00015	03/03/2022	17.08					
	02/01/2022	8386 HUMBELAU002 Humbert Laurie A	Amzn Mktp US Ew6ksl1mn3, Amzn.Co	AMAZON B000	02/28/2022	Invoiced	A				44.00
	17	Dork Diaries By Rachel Renee Russell 12 Books	1302200184	Laurie's C/C00016	03/03/2022	44.00					
	02/01/2022	8402 HUMBELAU002 Humbert Laurie A	Amzn Mktp US Ki8cj5kq3, Amzn.Co	AMAZON B000	02/28/2022	Invoiced	A				9.99
	19	The Gingerbread Man Padded Hardcover Christmas	1302200184	Laurie's C/C00017	03/03/2022	9.99					
18 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>											1,592.43

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					
XXXXXXXXXXXX5690	continued...										
	02/04/2022	8405	HEISSVIC000	Heiss Victoria L	Amazon.Com Xi6ar6bc3, Amzn.Com/	AMAZON B000	02/28/2022		Invoiced	A	104.00
	2	Hartman's Nursing Assistant Care: Long-Term Ca	3002200080	Vicki's C/C00007	03/03/2022	104.00					
	02/03/2022	8404	HEISSVIC000	Heiss Victoria L	Amazon.Com Rw5546eh3 A, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	415.97
	2	Cricut Maker 3 - DIY Machine Compatible with M	2122200006	Vicki's C/C00008	03/03/2022	399.00					
	3	Shipping - Cost of shipping, not including shi	2122200006	Vicki's C/C00008	03/03/2022	16.97					
	02/02/2022	8403	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Bt2ek6hq3, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	1,437.68
	2	Syntus 4 Pack Adjustable Bib Waterdrop Resista	2122200005	Vicki's C/C00010	03/03/2022	169.90					
	4	Cricut Smart Paper Sticker Cardstock - 10 Shee	2122200005	Vicki's C/C00010	03/03/2022	25.86					
	5	Arteck Ultra-Slim Bluetooth Keyboard Compatibl	2122200005	Vicki's C/C00010	03/03/2022	33.96					
	7	HTVFRONT White Permanent Vinyl, 12 Pack White V	2122200005	Vicki's C/C00010	03/03/2022	9.49					
	8	Samsill 50 Pack 12" x 12" .007" Clear Craft Pl	2122200005	Vicki's C/C00010	03/03/2022	17.99					
	10	BENECREAT 12Pcs 15ml Heavy Duty Glass Inkwell	2122200005	Vicki's C/C00010	03/03/2022	38.38					
	11	Liquitex BASICS 6 Tube Acrylic Paint Set, 118m	2122200005	Vicki's C/C00010	03/03/2022	122.75					
	12	100 Chipboard Sheets 12 x 12 inch - 30pt (Poin	2122200005	Vicki's C/C00010	03/03/2022	38.99					
	14	Cricut Premium Vinyl - Removable, 12" x 12"	2122200005	Vicki's C/C00010	03/03/2022	12.99					
	15	Blank White Cards and Envelopes 100 Pack, Ohuh	2122200005	Vicki's C/C00010	03/03/2022	77.96					
	16	White Erasers Pack of 100 - Large Size Latex &	2122200005	Vicki's C/C00010	03/03/2022	19.29					
	17	Facial Sponges 240 Count APPEARUS PVA Comp	2122200005	Vicki's C/C00010	03/03/2022	69.98					
	20	Detail Paint Brushes Set 10pcs Miniature Brush	2122200005	Vicki's C/C00010	03/03/2022	50.97					
	21	Longtereen 100 Sheets Carbon Paper, Black Grap	2122200005	Vicki's C/C00010	03/03/2022	21.87					
	22	bonVIVO Floor Chair - Padded Seating for Kids	2122200005	Vicki's C/C00010	03/03/2022	399.76					
	25	Scotch Super-Hold Tape, 10 Rolls, Transparent	2122200005	Vicki's C/C00010	03/03/2022	63.98					
	26	IMAGINING Double-Layer Carrying Case Bag with	2122200005	Vicki's C/C00010	03/03/2022	35.99					
	29	Paper Mate 73015 Arrowhead Pink Pearl Cap Eras	2122200005	Vicki's C/C00010	03/03/2022	2.97					
	31	Cricut Knife Housing & Blade, Original Version	2122200005	Vicki's C/C00010	03/03/2022	24.99					
	32	Scissors Bulk Set of 25-Pack, Niutop 8" Multip	2122200005	Vicki's C/C00010	03/03/2022	24.99					
	36	Scotch Heavy Duty Packaging Tape, 1.88" x 22.2	2122200005	Vicki's C/C00010	03/03/2022	13.99					
	37	Neenah Wausau Paper Premium Printable Multipur	2122200005	Vicki's C/C00010	03/03/2022	21.20					
	38	LORELEI X6 Over-Ear Headphones with Microphone	2122200005	Vicki's C/C00010	03/03/2022	46.17					
	40	Fakugo Cricut Tool Set,Knife Blade and Drive H	2122200005	Vicki's C/C00010	03/03/2022	21.87					
	41	Speedball Water-Soluble Block Printing Ink, 2.	2122200005	Vicki's C/C00010	03/03/2022	15.98					
	42	Speedball Water-Soluble Block Printing Ink, 5-	2122200005	Vicki's C/C00010	03/03/2022	21.98					
	45	Strathmore (310-9) 300 Series Canvas Pad, 9"x1	2122200005	Vicki's C/C00010	03/03/2022	41.93					
	46	PROMOTION		Vicki's C/C00009	03/03/2022	-8.50					
	02/01/2022	8415	HEISSVIC000	Heiss Victoria L	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	02/28/2022		Invoiced	A	-379.00
	2	Cricut Maker 3 - DIY Machine Compatible with M	2122200005	Vicki's C/C00011	03/03/2022	-379.00					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX5690	continued...										
	01/31/2022	8414	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Lf40t88k3, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	119.65
	2	Energizer MAX 9V Batteries, Premium Alkaline 9			2602200003	Vicki's C/C00012	03/03/2022	19.97			
	3	Eveready 6 Volt Lantern Battery 1209 (Pack of			2602200003	Vicki's C/C00012	03/03/2022	99.68			
	01/28/2022	8413	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 8e6vc0333, Amzn.Co	AMAZON B000	02/28/2022		Invoiced	A	59.98
	2	McKesson 12-Ply Gauze Sponge NonSterile 4 x 4"			7202200008	Vicki's C/C00013	03/03/2022	59.98			
	13 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>										1,871.79
XXXXXXXXXXXX8848	02/14/2022	8432	HOLT THO000	Holt Thomas T	Holiday Stations #0509, Interna	HOLIDAY 003	02/28/2022		Invoiced	A	69.86
	1	Fuel for speech				Fuel C/C's00000	03/03/2022	69.86			
XXXXXXXXXXXX8855	02/07/2022	8433	HOLT THO000	Holt Thomas T	Orton S Y Mart09894486, Walker,		02/28/2022		Invoiced	A	102.00
	1	Fuel for girls hockey				Fuel C/C's00001	03/03/2022	102.00			
	02/07/2022	8434	HOLT THO000	Holt Thomas T	Holiday Stations 0447, Sauk Cen	HOLIDAY 003	02/28/2022		Invoiced	A	71.00
	1	Fuel for Girls hockey				Fuel C/C's00000	03/03/2022	71.00			
	2 transaction(s) for XXXXXXXXXXXX8855. Total Amount ==>										173.00
XXXXXXXXXXXX8863	02/25/2022	8450	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	16.22
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00000	03/03/2022	16.22			
	02/18/2022	8449	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	31.45
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00001	03/03/2022	31.45			
	02/16/2022	8448	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	3.99
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00002	03/03/2022	3.99			
	02/07/2022	8445	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	3.28
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00003	03/03/2022	3.28			
	02/07/2022	8446	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	19.99
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00004	03/03/2022	19.99			
	02/07/2022	8447	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	12.28
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00005	03/03/2022	12.28			
	02/03/2022	8444	HOLT THO000	Holt Thomas T	Pelland Welding, International,	PELLAND 001	02/28/2022		Invoiced	A	98.48
	2	Estimated repairs for blue Ford plow mount			8102200145	FHS Cust C/C00006	03/03/2022	98.48			
	7 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>										185.69
XXXXXXXXXXXX9069	02/24/2022	8488	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	20.94
	2	Last Minute Groceries			7702200007	FES Cafe C/C00000	03/03/2022	20.94			
	02/23/2022	8487	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	87.66
	2	Last Minute Groceries			7702200007	FES Cafe C/C00001	03/03/2022	87.66			

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			
XXXXXXXXXXXX9069	continued...										
	02/08/2022	8486	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	27.53
	2	Last Minute Groceries			7702200007	FES Cafe C/C00002	03/03/2022	27.53			
									3 transaction(s) for XXXXXXXXXXXXX9069. Total Amount ==>		136.13
XXXXXXXXXXXX9077	02/24/2022	8493	HOPKIMIC000	Hopkins Michelle L	Battalion Distributing, Intl Fa	BATTALIO000	02/28/2022		Invoiced	A	28.50
	1	Cups				FHS Cafe C/C00000	03/03/2022	28.50			
	02/23/2022	8492	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	14.00
	2	Last Minute Groceries			7702200007	FHS Cafe C/C00001	03/03/2022	14.00			
	02/16/2022	8491	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	29.93
	2	Last Minute Groceries			7702200007	FHS Cafe C/C00002	03/03/2022	29.93			
	02/14/2022	8490	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	61.77
	2	Last Minute Groceries			7702200007	FHS Cafe C/C00003	03/03/2022	61.77			
	02/03/2022	8489	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	11.62
	2	Last Minute Groceries			7702200007	FHS Cafe C/C00004	03/03/2022	11.62			
									5 transaction(s) for XXXXXXXXXXXXX9077. Total Amount ==>		145.82
XXXXXXXXXXXX7691	02/14/2022	8451	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	56.43
	2	Blanket P.O. for FES supplies			8102200024	FES Cust C/C00000	03/03/2022	56.43			
	01/31/2022	8452	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	22.97
	2	Blanket P.O. for FES supplies			8102200024	FES Cust C/C00001	03/03/2022	22.97			
									2 transaction(s) for XXXXXXXXXXXXX7691. Total Amount ==>		79.40
XXXXXXXXXXXX9022	02/21/2022	8484	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	122.66
	2	BLANKET PO MENARDS DAVE OLSON			2552200004	Dave's C/C00000	03/03/2022	122.66			
	02/07/2022	8483	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	117.32
	2	BLANKET PO MENARDS DAVE OLSON			2552200004	Dave's C/C00001	03/03/2022	117.32			
	02/02/2022	8485	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	02/28/2022		Invoiced	A	544.93
	2	MENARDS BLANKET PO			2552200022	Dave's C/C00002	03/03/2022	544.93			
									3 transaction(s) for XXXXXXXXXXXXX9022. Total Amount ==>		784.91
XXXXXXXXXXXX5253	02/25/2022	8424	VANG BRA000	Vang Brandon T	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	16.83
	2	Student Council Supplies/Food			9012200000	Brandon's C/C00000	03/03/2022	16.83			
	02/23/2022	8423	VANG BRA000	Vang Brandon T	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	02/28/2022		Invoiced	A	23.31
	2	Food for Student Council events.			9012200008	Brandon's C/C00001	03/03/2022	23.31			
	02/18/2022	8422	VANG BRA000	Vang Brandon T	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	19.80
	2	Student Council Supplies/Food			9012200000	Brandon's C/C00002	03/03/2022	19.80			

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				
XXXXXXXXXXXX5253	continued...											
	02/15/2022	8421	VANG BRA000	Vang Brandon T	Gearharts Floral & Gif, Interna	GEARHART000	02/28/2022		Invoiced	A	150.00	
	2	Flowers for Student Council Events.			9012200011	Brandon's C/C00003	03/03/2022	150.00				
	02/11/2022	8420	VANG BRA000	Vang Brandon T	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	15.84	
	2	Student Council Supplies/Food			9012200000	Brandon's C/C00004	03/03/2022	15.84				
											5 transaction(s) for XXXXXXXXXXXX5253. Total Amount ==>>	225.78
XXXXXXXXXXXX3468	02/25/2022	8419	ERICKJEN000	Erickson Jennifer L	Amazon.Com li4fq5201, Amzn.Com/	AMAZON B000	02/28/2022		Invoiced	A	386.82	
	2	2020 Callaway Chrome Soft Golf Balls (Triple T			2922200038	Jen E's C/C00000	03/03/2022	386.82				
	02/09/2022	8418	ERICKJEN000	Erickson Jennifer L	Super One Foods #578, Internati	SUPER ON000	02/28/2022		Invoiced	A	104.26	
	2	Special Ed groceries, cooking supplies, laundr			3002200046	Jen E's C/C00001	03/03/2022	4.26				
	3	Special Ed groceries, cooking supplies, laundr			3002200046	Jen E's C/C00001	03/03/2022	75.00				
	4	Special Ed groceries, cooking supplies, laundr			3002200046	Jen E's C/C00001	03/03/2022	25.00				
											2 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>>	491.08
XXXXXXXXXXXX2560	02/24/2022	8456	BLESIMIC000	Blesi Michael E	Iditarod Trail Committ, 9073765	IDITAROD000	02/28/2022		Invoiced	A	67.95	
	2	Insider Classroom-Ultimate			6052200070	Mike's C/C00000	03/03/2022	67.95				
	02/10/2022	8455	BLESIMIC000	Blesi Michael E	Www.Drivesavers.Com, Novato, CA	DRIVE SA000	02/28/2022		Invoiced	A	3,029.00	
	2	Economy Service Data Recovery for 4x4TB NAS/RA			6052200067	Mike's C/C00001	03/03/2022	3,000.00				
	3	Educational Discount			6052200067	Mike's C/C00001	03/03/2022	-300.00				
	4	New Drive Purchase 8TB Buffalo Drive. (Target			6052200067	Mike's C/C00001	03/03/2022	309.00				
	5	Return ship recovered media			6052200067	Mike's C/C00001	03/03/2022	20.00				
	02/08/2022	8454	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	02/28/2022		Invoiced	A	171.98	
	2	Logi Webcam 920			6052200066	Mike's C/C00002	03/03/2022	171.98				
	02/02/2022	8453	BLESIMIC000	Blesi Michael E	Siptrunk Inc, 7702827206, GA, 3	TECHCHEC000	02/28/2022		Invoiced	A	269.23	
	2	VoIP Phone System including Yealink Phones, 3C			6052200000	Mike's C/C00003	03/03/2022	269.23				
											4 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>>	3,538.16
											109 transaction(s). Total Amount ==>>	15,934.05

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

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

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

Adopted___By Reference_____

Revised___August 2021_____

[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, Minnesota Statutes Chapter 13, and Minnesota 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 automated 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, videoconference, satellite, Internet, or other electronic communication information and telecommunications 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~~ that 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 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 who 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.]

E. Education Records

1. What constitutes “education records.” Education records means those records ~~which that are~~: (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 records. The term, “education records,” does not include:
 - a. Records of instructional personnel ~~which that are~~:
 - (1) ~~are kept~~ in the sole possession of the maker of the record;
~~and~~
 - (2) ~~used only as a personal memory aid~~;
 - (3) ~~are~~ not accessible or revealed to any other individual except a ~~temporary~~ substitute teacher; and
 - (4) ~~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 **are education records.**

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, ~~which that~~ 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 **created or received by the school district that only contain information about an individual** after **an individual 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. **Grades on peer-related papers before the papers are collected and recorded by a teacher.**

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, ~~as~~ 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 and that they are trained as to their obligations pursuant to this policy. 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 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 to 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 with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality, privacy, notice, access, record keeping and accuracy 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 7917 of the federal Every Student Succeeds Act, 20 U.S.C. § 7917, 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 Minnesota Statutes [§ section 260B.171](#), unless the data are required to be destroyed under Minnesota Statutes [§ section 120A.22](#), subdivision 7(c) or [§ section 121A.75](#). On request, the school district will provide the parent or eligible student with a copy of the education records ~~which that~~ 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 a 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 Minnesota Statutes § section 260B.171, subdivision 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 Minnesota Statutes § section 260B.171, subdivision 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. 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; ~~or~~
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined 25 U.S.C. § 5304), 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~~ that 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 Minnesota Statutes §§ sections 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.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

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 Minnesota Statutes ~~§ 626.556~~ Chapter 260E, 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 Minnesota Statutes ~~§ 626.556, Subd. 11~~ Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes ~~§ 626.556, Subd. 7~~ Chapter 260E, 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 Minnesota Statutes § section 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, Minnesota Statutes § section 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, **electronic mail address (which shall be electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only)**, 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; **and**
 3. **copying fees shall not be imposed.**
- C. A parent or eligible student has the right to refuse the release of the name, address, **electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only)** 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, **home** 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, 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

=

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 or documents;
 - 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 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 Minnesota~~ Statutes Chapter 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 FERPA, and the rules promulgated thereunder, shall be submitted in writing to the ~~Family Policy Compliance Office~~, U.S. Department of Education, ~~Student Privacy Policy Office~~, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520-4605.

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 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 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 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 superintendent's office. ~~of the Superintendent.~~

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
~~Minn. Stat. § 13.393 (Attorneys)~~
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~~
~~Receipt of Records; Sharing)~~
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. Ch. 256B (Medical Assistance for Needy Persons)~~
~~Minn. Stat. Ch. 256L (MinnesotaCare)~~
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace
Officer Records of Children)
~~Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)~~
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. ~~§~~ See. 1232g *et seq.* (Family Educational Rights and Privacy
Act)
20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
20 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. ~~§§~~ Sees. 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 et seq. (Child Nutrition Act)

[42 U.S.C. § 1751 et seq. \(Richard B. Russell National School Lunch Act\)](#)
[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 722 \(Public Data Requests\)](#)

[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 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 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act 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

- 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
 - 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.
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.]

- 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. 361
INTERNATIONAL FALLS, 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.]

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

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

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

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

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

District donations received:

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

The following voted in favor:

PCA Mill of International Falls	Star Base Field Trip Expenses	\$6000.00
Bronco Baseball Boosters	Volunteer Baseball Coach	\$2200.00

Prom Donations

Meyers Glass	\$50.00
Anonymous	\$50.00
Loose Coin Bucket	\$106.93
Mannco Trucking	\$100.00
True North Express/Koerter's Fuel	\$300.00
Dan Sweney	\$20.00
Friends Garbage Service	\$150.00
Wagner Construction	\$150.00
Greentech Manufacturing	\$500.00
Borderland Jewelry	\$50.00
Up North Builders	\$100.00
Kooch County Deputies & Corrections	\$150.00
COPS IFPD - Law Enforcement	\$100.00
City Drug	\$100.00
Robin and Sandra Hoopman	\$100.00
Keep Enterprise, Pizza Barn	\$25.00 Gift Card
Keep Enterprise, Forestland Sales	\$25.00 Gift Card
Bremer Bank	Ball cap, Tumbler, Lunch bag

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

Riverwood Bank
Rainy Lake Houseboats
Borderland Jewelry

Soft Cooler filled with Goodies (Paper, Candy, Golf balls)
4 Nickelodeon & 4 Mouse Mountain passes
Earrings & Bracelet

Voting against:

Whereupon, the resolution was declared adopted.

School Resource Officer Description and Duties

The School Resource Officer will be based primarily in the ISD 361 Schools. This position will serve as a liaison between the ISD 361 school district and the International Falls Police Department. Broadly, this role will encompass law enforcement, mentoring & counseling, and in-person trainer for staff and students. This position will forward the goals of community policing: creating and strengthen partnerships in the community to increase the safety and well-being of those who live in the area, as well as increase the trust in local law enforcement.

The officer will be assigned to ISD 361 for the school year. During the school breaks the officer will continue any special outreach programs they have implemented as well as provide support for the IFPD.

Specifics:

- **Certified School Resource Officer.** The officer will attend the Minnesota Department of Public Safety "School Resource Officer (SRO) Training" course.
- **DARE Officer.** The officer will attend and certify as a DARE instructor.
- **Juvenile Diversion Officer.** The officer will assume the Juvenile Officer Duties for the International Falls Police Department. This will be a natural evolution for the program and will improve the diversion program's efficiency and effectiveness.
- **Alert, Lockdown, Inform, Counter, Evacuate (ALICE) instructor.** The officer will attend ALICE certification training to allow the officer to train and prepare both staff and students for critical incident response.
- **Student Outreach.** The officer will implement and coordinate an after-school outreach program.
- **Special Events.** The officer will coordinate IFPD presence with ISD 361 for officer presence at school activities.

Pay Scale:

Patrol Officer (full-time). Hourly rate: \$43.54 / Annual rate: \$90,563.20. This includes pay rate, insurance, work compensation, PERA, Medicare.

Patrol Officer (part-time). Hourly rate: \$27.09

Annual Rate for part-time officer calculated at an estimated 9 month agreement:

25 weekly hours (900 annual hours): \$24,381

30 weekly hours (1,080 annual hours): \$29,257.20

36 weekly hours (1,296 annual hours): \$35,108.64

2022/23 School Calendar - Version A

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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Inservice days - no school
 No School
 Conf exchange days
 Student days 173
Teacher days 181

Sep 5, 2022	Labor Day	Dec 25, 2022	Christmas Day	Feb 20, 2023	Presidents' Day	June 1, 2023	Last Student day
Sep 6, 2022	First day of school	Dec 26, 2022	Christmas Day (obs.)	Ap 7, 2023	Good Friday	June 2, 2023	Last Teacher day
Oct 20/21, 2022	MEA Break	Jan 1, 2023	New Year's Day	Ap 11/12, 2023	Exchange for conf		
Nov 24, 2022	Thanksgiving Day	Jan 2, 2023	New Year's Day (obs.)	May 29, 2023	Memorial Day		

2022/23 School Calendar - Version B

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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Inservice days - no school

No School

Conf exchange days

Student days 173

Teacher days 181

Sep 5, 2022	Labor Day	Dec 25, 2022	Christmas Day	Feb 20, 2023	Presidents' Day	June 1, 2023	Last Student day
Sep 6, 2022	First day of school	Dec 26, 2022	Christmas Day (obs.)	Mar 16/17, 2023	Exchange for conf	June 2, 2023	Last Teacher day
Oct 20/21, 2022	MEA Break	Jan 1, 2023	New Year's Day	Ap 7, 2023	Good Friday		
Nov 24, 2022	Thanksgiving Day	Jan 2, 2023	New Year's Day (obs.)	May 29, 2023	Memorial Day		

2022/23 School Calendar - Version C

August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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Nov 24, 2022	Thanksgiving Day	Jan 2, 2023	New Year's Day (obs.)	May 29, 2023	Memorial Day		



That's Community Ed!

Community Ed Minutes

Date: 03/08/2022

Time: 4:00 PM

Members Present: BethAnne Slatinski, Toni Korpi, Jessica Crosby, and Steve Earley

Old Business: Conversation is still continuing about the best place for the Community Ed office.

New Business: Jacquelyn LaNew (Water Fitness Instructor) is finishing up her training for Water Safety Instructor through the American Red Cross (she will be done the weekend of March 20, 2022).

Jacquelyn will start doing lessons late April or early May. We also have college students returning mid-May and they will start doing swim lessons too.

Angela Scholler has stepped up to help coordinate the Adults with Disabilities program. There will be a registration for the program March 25 at FHS starting at 4:00. This is such great news and participants have been calling excited to get this program going again. Our goal is to have some activities planned and learn from the participants what their interests are and what they would like to do.

We have a Defensive Driving class scheduled for April 11 starting at 9:00 at RRCC theatre. There is a Drivers Training class starting on Monday, March 21, 2022; both of these classes have been extremely popular.

We are looking for members for the Community Ed Advisory Committee. There are six meetings in a year and currently they are being held over zoom. Meetings are the second Tuesday of the month at 4:00.

Meeting concluded at 4:30

Next meeting will be Tuesday, April 12, 2022 at 4:00