

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

REGULAR MEETING AGENDA

**Thursday, October 1, 2020 - 5:30 PM Northland High School Room C113
316 Main St E
Remer, MN 56672**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Mission Statement "Educate and inspire all learners to reach their full potential."**
- 4. Adoption of Agenda**
- 5. Recognitions**
 1. Thank you to all the staff of Northland Community Schools for a successful start to the school year
- 6. Audience Recognition**
- 7. Consent items**
 1. Approve Max Torgerson as the Marzano Mentor/Mentee Lead Advisor for 2020-21
 2. Approve the hire of Nate Sharp as Junior High Football Coach for 2020-21
 3. Approve minutes from regular meeting on September 3, 2020
 4. Approve Board Bills and Treasurer's Report for September
 5. First Reading of District Policy 522 - TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS
 6. Approve Resolution Accepting Gifts/Donations to Northland Community Schools

7. RESOLUTION ACCEPTING GIFTS/DONATIONS TO NORTHLAND COMMUNITY SCHOOL DISTRICT 118, WHEREAS THE FOLLOWING:
therefore, BE IT RESOLVED by the School Board of Northland Community School District 118, Remer, and State of Minnesota as follows: The Northland Community School District No. 118 School Board does hereby accept the following donations:

 - Health and Safety Kit from Tom & Kathy Dollins of Arrowhead Builders Supply in Longville
 - Child and adult sized masks from Michelle Smith
- 8.
- 8. Reports**
 - 1. Business Manager Report**
 - 2. Principal Report**
 - 3. Assistant Principal Report**
 - 4. Activities Director Report**

- 5. **Early Education Report**
- 6. **Facilities Report**
- 7. **Indian Education Report**
- 8. **Community Education Report**
- 9. **Superintendent Report**
- 10. **New Business**
 - 1. Approve the 2020 - 2022 Master Agreement between ISD #118 and the Minnesota School Employees Association Northland Community Schools Unit
 - 2. Approve Reolsution Designating Combined Polling Places for 2021
RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR CERTAIN MULTIPLE PRECINCTS FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION

WHEREAS, the 2017 Minnesota State Legislature passed into law specific amendments to Minnesota Statutes 204B.16 and 205A.11 changing the process to establish polling places for municipalities, school districts, and counties with unorganized townships by requiring an annual resolution or ordinance designating polling places for the upcoming calendar year, and
WHEREAS, Northland Community Schools - ISD #118 opts to establish the polling places for 2021 by resolution, and

WHEREAS, the combined polling places to be used for any stand-alone special elections will be set at locations designated by Cass County or a municipality in the school district for use as polling places,

THEREFORE, BE IT RESOLVED by the school board that the 2021 combined polling places for Northland Community Schools - ISD #118 will be at the following locations:

Crooked Lake Town Hall 6300 Woods Bay Drive NE
Outing, MN 56662
Precincts: Beulah Township, Crooked Lake Township, Smoky Hollow
Township, Thunder Lake Township

Longville Fire Hall 1350 County Road 5
Longville, MN 56655
Precincts: Blind Lake Township*, Boy Lake Township*, Federal Dam, Gould
Township, Inguadona Township, Kego Township, Longville, Pine Lake Township*,
Rogers Point, Rogers Township, Trelipe Township, Wabedo Township, Winnie
Portage Lakes*, Woodrow Township*

(* The portion of these townships that lie in this school district.)

Remer City Hall

106 Spruce Street
Remer, MN 56672

Precincts: Boy River, Boy River Township, Lima Township, Remer, Remer Township, Salem Township, Slater Township, Torrey Township*, Willow River (* The portion of this township that lies in this school district.)

3. Approve one-time payment to teachers if they turn in a request for payment at their hourly rate for up to 20 hours of extra work completed between September 1 and October 12, 2020
4. Amend the Return to School Plan to change the daily schedule during in-person learning so that the last hour of the school day is used for online learning and remote learning.

11. Personnel

1. Approve the hire of Diane Loverink as 9 month custodian with a start date of September 8, 2020 at step 1 of the custodian salary schedule in the master agreement with MSEA Northland Community Schools Unit
2. Approve the hire of Amber Schuessler as cleaner with a start date of September 14, 2020 at step 1 of the cleaner salary schedule in the master agreement with MSEA Northland Community Schools Unit
3. Accept the resignation of Brenda Snakenberg as Cook and approve her hire as Food Service Director effective October 1, 2020
4. Approve the 2020-21 Memorandum of Employment with Brenda Snakenberg
5. Approve the Memorandum for Employment with Jared Johnson, Custodial/Maintenance Supervisor for 2020-2023

12. Other school business which can legally be brought before the Board

13. Next Meeting Dates:

- Regular Meeting, November. 5, 2020, 5:30 p.m.
- Work Session, November 19, 2020, 5:30 p.m.
- Truth In Taxation Meeting, November 30, 6:30 p.m.
- Regular Meeting, December. 3, 2020, 5:30 p.m.

14.

15. Adjournment

Northland Community Schools - ISD #118

Enclosure #2

Treasurer's Report Ending September, 2020

Receipts and Deposit

01	General Fund	631,983.34
02	Food Service Fund	9,967.82
03	Transportation Fund	572.48
04	Community Service Fund	1,510.09
05	Capital Fund	-
07	Debt Redemption	10,232.35
08	Scholarships	-
	Total of Cash Accounts	<u>\$ 654,266.08</u>

September 2020 Payables

Check & Electronic Payments

		<u>Checks</u>	<u>Electronic Wires</u>
01	General Fund	\$ 164,159.87	164,043.90 115.97
02	Food Service Fund	\$ 6,051.56	6,051.56 0.00
03	Transportation Fund	\$ 22,047.71	22,047.71 0.00
04	Community Service	\$ 192.85	192.85 0.00
05	Capital Fund	\$ 70,056.73	70,056.73 0.00
07	Debt Redemption	\$ -	0.00 0.00
08	Scholarships	\$ -	0.00 0.00
	Total	<u>\$ 262,508.72</u>	<u>262,392.75 115.97</u>

Investments₄

As of September 2020 Per Depository's Statement

First National Bank:

Money Market Acct #3618025	\$101,207.42	
C.D. #10096955	\$265,252.96	6/30/2021
C.D. #10098494	\$259,160.73	8/8/2021
C.D. #10098495	\$261,499.32	8/8/2022
Scholarship Fund C.D. #7615	\$7,934.70	6/17/2021 Carpenter
Scholarship Fund C.D. #7616	\$14,329.22	6/17/2021 Carpenter
Scholarship Fund C.D. #500958	\$7,006.68	12/10/2020 Felton
Scholarship Fund C.D. #10097381	\$3,282.26	8/25/2022 Sepin
Total Investments	<u>\$919,673.29</u>	

	<u>Monthly Checks</u>	<u>102172-102249</u>			<u>Total</u>
01	General Fund	164,043.90	0.00	0.00	164,043.90
02	Food Service Fund	6,051.56	0.00	0.00	6,051.56
03	Transportion Fund	22,047.71	0.00	0.00	22,047.71
04	Community Service	192.85	0.00	0.00	192.85
05	Capital Fund	70,056.73	0.00	0.00	70,056.73
07	Debt Redemption	0.00	0.00	0.00	0.00
08	Scholarship	0.00	0.00		0.00
	Total	<u>262,392.75</u>	<u>0.00</u>	<u>0.00</u>	<u>262,392.75</u>

Payrolls (ACH)	15th	Last day of Month
	\$160,504.03	\$202,769.61

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

Fund	Total
01	\$631,983.34
02	\$9,967.82
03	\$572.48
04	\$1,510.09
07	\$10,232.35
Report Total	\$654,266.08

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15681	0118	chec														
REBATE			19601	Credit	A	09/09/20	8304	Check	1	1112	PEPSI BOTTLING GROUF					
						0118	R 01 310 298	114 301 096			Elem Student Activity				159.00	0.00
						0118	R 01 310 298	311 301 096			High School Student Activity				159.00	0.00
														Receipt Total:	\$318.00	\$0.00
FOOD SERVICE RECEIPTS			19602	Credit	A	09/09/20	8305	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				320.00	0.00
														Receipt Total:	\$320.00	\$0.00
FOOD SERVICE RECEIPTS			19603	Credit	A	09/09/20	8306	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				195.00	0.00
														Receipt Total:	\$195.00	\$0.00
MD DENTAL			19604	Credit	A	09/09/20	8307	Check	1	1070	RETIRE/DEDUCT:					
						0118	B 01 215 034				Deductions-Retired				269.10	0.00
														Receipt Total:	\$269.10	\$0.00
REFUND BARNES & NOBLE			19605	Credit	V	09/09/20	8308	Check	1	C1	Miscellaneous Customer					
						0118	E 01 010 203	000 499 430			Instructional Supp				671.54	0.00
														Receipt Total:	\$671.54	\$0.00
Original Receipt # 19605			19606	Credit	V	09/09/20	8308	Check-V1		C1	Miscellaneous Customer					
						0118	E 01 010 203	000 499 430							(671.54)	0.00
														Receipt Total:	(\$671.54)	\$0.00
														Deposit Total:	\$1,102.10	\$0.00
15682	0118	chec														
IDEAS			19607	Credit	A	09/24/20	091520	Wire	1	MDE	Minn Dept of ED					
						0118	R 01 005 000	000 000 201			Endowment Fund				6,892.23	0.00
						0118	R 01 005 000	000 740 360			Special Ed Aid				120,367.03	0.00
														Receipt Total:	\$127,259.26	\$0.00
														Deposit Total:	\$127,259.26	\$0.00
15683	0118	chec														
Summer Food Replace21			19608	Credit	A	09/15/20	091520	Wire	1	MDE	Minn Dept of ED					
						0118	R 02 005 770	000 709 300			Summer Food Replace				7,404.94	0.00
														Receipt Total:	\$7,404.94	\$0.00
														Deposit Total:	\$7,404.94	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15684	0118	chec														
MDE SERVS Title I			19609	Credit	A	09/01/20	090120	Wire	1	MDE	Minn Dept of ED					
						0118	R 01 005 000 000 401 400			TITLE I					48,392.60	0.00
														Receipt Total:	\$48,392.60	\$0.00
														Deposit Total:	\$48,392.60	\$0.00
15685	0118	chec														
ACT			19610	Credit	A	09/15/20	091520	Wire	1	C1	Miscellaneous Customer					
						0118	R 01 005 000 000 000 099			ACT Reimbursement					116.00	0.00
														Receipt Total:	\$116.00	\$0.00
														Deposit Total:	\$116.00	\$0.00
15687	0118	chec														
refund from Barnes & Noble			19612	Credit	A	09/16/20	8308	Check	1	c1	Miscellaneous Customer					
						0118	E 01 010 203 000 499 430			Instructional Supp					671.54	0.00
														Receipt Total:	\$671.54	\$0.00
FOOD SERVICE RECEIPTS			19613	Credit	A	09/16/20	8309	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					54.00	0.00
														Receipt Total:	\$54.00	\$0.00
FOOD SERVICE RECEIPTS			19614	Credit	A	09/16/20	8310	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					100.00	0.00
														Receipt Total:	\$100.00	\$0.00
FOOD SERVICE RECEIPTS			19615	Credit	A	09/16/20	8311	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					5.85	0.00
														Receipt Total:	\$5.85	\$0.00
CLASS FEES PD			19616	Credit	A	09/16/20	8312	Check	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505 305 321 040			Tuition fm Patrons					240.00	0.00
														Receipt Total:	\$240.00	\$0.00
FOOD SERVICE RECEIPTS			19617	Credit	A	09/16/20	8313	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					54.30	0.00
														Receipt Total:	\$54.30	\$0.00

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
15687	0118	chec														
FOOD SERVICE RECEIPTS			19618	Credit	A	09/16/20	8314	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				5.00	0.00
														Receipt Total:	\$5.00	\$0.00
														Deposit Total:	\$1,130.69	\$0.00
15688	0118	chec														
EXTRA CHANGE IN FS CASH B			19619	Credit	A	09/23/20	8315	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				0.72	0.00
														Receipt Total:	\$0.72	\$0.00
FOOD SERVICE RECEIPTS			19620	Credit	A	09/23/20	8316	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				35.85	0.00
														Receipt Total:	\$35.85	\$0.00
FOOD SERVICE RECEIPTS			19621	Credit	A	09/23/20	8317	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				104.30	0.00
														Receipt Total:	\$104.30	\$0.00
H/D PREMIUM CM			19622	Credit	A	09/23/20	8318	Check	1	1070	RETIRE/DEDUCT:					
						0118	B 01 215 034				Deductions-Retired				123.75	0.00
														Receipt Total:	\$123.75	\$0.00
SMART PROCURE DATA SERVI			19623	Credit	A	09/23/20	8319	Check	1	C1	Miscellaneous Customer					
						0118	R 01 005 000 000 000 099				Misc Revenue				23.18	0.00
														Receipt Total:	\$23.18	\$0.00
FOOD SERVICE RECEIPTS			19624	Credit	A	09/23/20	8320	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				706.00	0.00
														Receipt Total:	\$706.00	\$0.00
3 MONTH DENTAL MD			19625	Credit	A	09/23/20	8321	Check	1	1070	RETIRE/DEDUCT:					
						0118	B 01 215 034				Deductions-Retired				269.10	0.00
														Receipt Total:	\$269.10	\$0.00
														Deposit Total:	\$1,262.90	\$0.00
15689	0118	chec														
CE RECEIPTS			19626	Credit	A	09/30/20	8322/23	Check	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505 305 321 040				Tuition from Patrons				277.00	0.00
														Receipt Total:	\$277.00	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
15689	0118	chec															
FOOD SERVICE RECEIPTS			19627	Credit	A	09/30/20	8324	Check	1	1069	Food Service						
						0118	B 02 230 001				Deferred Revenue				13.00	0.00	
															Receipt Total:	\$13.00	\$0.00
ACTIVITY FEES			19628	Credit	A	09/30/20	8325	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050			Activity Fees				110.00	0.00	
															Receipt Total:	\$110.00	\$0.00
			19629	Credit	A	09/30/20	8326	Check	1	1069	Food Service						
						0118	B 02 230 001				Deferred Revenue				159.30	0.00	
															Receipt Total:	\$159.30	\$0.00
FOOD SERVICE RECEIPTS			19630	Credit	A	09/30/20	8327	Check	1	1069	Food Service						
						0118	B 02 230 001				Deferred Revenue				529.00	0.00	
															Receipt Total:	\$529.00	\$0.00
FOOD SERVICE RECEIPTS			19631	Credit	A	09/30/20	8328	Check	1	1069	Food Service						
						0118	B 02 230 001				Deferred Revenue				5.30	0.00	
															Receipt Total:	\$5.30	\$0.00
FOOD SERVICE RECEIPTS			19632	Credit	A	09/30/20	8329	Check	1	1069	Food Service						
						0118	B 02 230 001				Deferred Revenue				12.75	0.00	
															Receipt Total:	\$12.75	\$0.00
HEALTH PREMIUM BJ			19633	Credit	A	09/30/20	8330	Check	1	1070	RETIRE/DEDUCT:						
						0118	B 01 215 034				Deductions-Retired				738.72	0.00	
															Receipt Total:	\$738.72	\$0.00
TEAM YARD WORK FUNDRAIS			19634	Credit	A	09/30/20	8331	Check	1	1164	NORTHLAND BOYS BASH						
						0118	R 01 310 294	220 301 096			Boys Basketball Activity				500.00	0.00	
															Receipt Total:	\$500.00	\$0.00
FOOD SERVICE RECEIPTS			19635	Credit	A	09/30/20	8332	Check	1	1069	Food Service						
						0118	B 02 230 001				Deferred Revenue				15.00	0.00	
															Receipt Total:	\$15.00	\$0.00
R BOUCHER JURY DUTY STIPE			19636	Credit	A	09/30/20	8333	Check	1	C1	Miscellaneous Customer						
						0118	R 01 005 000	000 000 099			Misc Revenue				20.00	0.00	
															Receipt Total:	\$20.00	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
15689	0118	chec															
FOOD SERVICE RECEIPTS			19637	Credit	A	09/30/20	8334	Check	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					10.25	0.00	
															Receipt Total:	\$10.25	\$0.00
			19638	Credit	A	09/30/20	8335	Check	1	1071	I A S C						
						0118	B 01 115 000					2033	06/30/20	Invoice	85,082.48	85,082.48	0.00
						0118	B 01 115 000					2034	06/30/20	Invoice	7,674.39	7,674.39	0.00
						0118	B 01 115 000					2035	06/30/20	Invoice	4,752.38	4,752.38	0.00
															Receipt Total:	\$97,509.25	\$0.00
			19639	Credit	A	09/30/20	8336	Check	1	1071	I A S C						
						0118	B 01 115 000					2025	06/24/20	Invoice	35,116.06	35,116.06	0.00
															Receipt Total:	\$35,116.06	\$0.00
															Deposit Total:	\$135,015.63	\$0.00
15690	0118	chec															
IDEAS			19640	Credit	A	09/30/20	093020	Wire	1	MDE	Minn Dept of ED						
						0118	R 01 005 000 000 000 211			Gen Ed/Spar/Pen Adj Aid					150,598.71	0.00	
						0118	R 03 005 000 000 720 300			NONPUBLIC TRANSPORTIC					572.48	0.00	
						0118	R 01 005 000 000 740 360			Special Ed Aid					23,906.67	0.00	
						0118	R 01 005 000 000 320 300			SUCCESS F/T FUTURE					2,778.08	0.00	
						0118	R 04 500 582 000 344 300			School Readiness State Aids					972.32	0.00	
						0118	R 04 500 583 000 354 300			PRESCH SCREEN					20.77	0.00	
						0118	R 01 005 000 000 000 212			Literacy Incentive Aid					519.16	0.00	
						0118	R 01 005 000 000 313 300			A&I Initial Aid Aid					1,561.99	0.00	
						0118	R 01 005 000 000 000 211			Gen Ed/Spar/Pen Adj Aid					121,209.42	0.00	
						0118	R 07 005 000 000 000 234			Hmstd/Ag Market Value Crec					768.82	0.00	
						0118	R 07 005 000 000 000 258			Other State Credits					9,446.34	0.00	
						0118	R 07 005 000 000 000 229			Disparity Reduct Aid					17.19	0.00	
															Receipt Total:	\$312,371.95	\$0.00
															Deposit Total:	\$312,371.95	\$0.00
15691	0118	chec															
Vanco			19641	Credit	A	09/11/20	091120	Wire	1	1114	VANCO						
						0118	B 02 230 001			Deferred Revenue					192.26	0.00	
															Receipt Total:	\$192.26	\$0.00
															Deposit Total:	\$192.26	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
15692	0118	chec															
Vanco			19642	Credit	A	09/16/20	091620	Wire	1	1114	VANCO						
						0118	B 02 230 001				Deferred Revenue				45.00	0.00	
															Receipt Total:	\$45.00	\$0.00
															Deposit Total:	\$45.00	\$0.00
15693	0118	chec															
SRCL			19643	Credit	A	09/15/20	091520SRCL	Wire	1	MDE	Minn Dept of ED						
						0118	R 01 010 203 000 499 400				FY20 Final				19,659.71	0.00	
															Receipt Total:	\$19,659.71	\$0.00
															Deposit Total:	\$19,659.71	\$0.00
15694	0118	chec															
MDE			19644	Credit	A	09/15/20	091530	Wire	1	MDE	Minn Dept of ED						
						0118	R 01 005 000 000 000 211				Misc ?				313.04	0.00	
															Receipt Total:	\$313.04	\$0.00
															Deposit Total:	\$313.04	\$0.00
															Report Total:	\$654,266.08	\$0.00

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

Fund Description	Total
01 General Fund	\$115.97
Report Total	\$115.97

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	3724			BMO CORPORATE MASTERCARD		Wire
				E 01	005 110 000 000 405 Office 365 ProPlus for faculty - FOR OFFICE t		\$108.00
				E 01	005 110 000 000 405 Freight		\$7.97
PO#: 17119	Voucher #:	65250	Invoice	Invoice No:	E0700BZLE6	9/1/2020	Paid Amt: \$115.97
							Check Amount: \$115.97
							Report Total: \$115.97

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

Fund Description		Total
01	General Fund	\$164,043.90
02	Food Service Fund	\$6,051.56
03	Transportation Fund	\$22,047.71
04	Community Service	\$192.85
05	Capital Expenditure	\$70,056.73
Report Total		\$262,392.75

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	102172	5241		ACME TOOLS		Check		
				E 01	005 810 000 000 410	Tools for Elem North wall repair per quote 162		\$557.98	
				E 01	005 810 000 000 410	shipping est		\$0.00	
PO#:	17121	Voucher #:	65296	Invoice	Invoice No: 7817163	9/10/2020	Paid Amt:	\$557.98	
							Check Amount:	\$557.98	
0118	chec	102173	3296		AMAZON.COM		Check		
				E 01	310 292 130 000 401	Men's digital sports watch		\$104.93	
				E 01	310 292 130 000 401	AdirPro Digital distance measuring wheel		\$49.49	
				E 01	310 292 130 000 401	Top Rated muscle roller massage stick		\$9.49	
				E 01	310 292 130 000 401	OFF Deep Woods Insect and Mosquito Repell		\$7.19	
PO#:	17159	Voucher #:	65303	Invoice	Invoice No: 13CL-7TW6-4C1J	9/10/2020	Paid Amt:	\$171.10	
				E 04	500 505 000 321 401	KEYSCAN HID-C1386 ACCESS CARDS		\$84.39	
				E 01	005 110 000 000 401	KEYSCAN HID-C1386 ACCESS CARDS		\$196.90	
				E 01	020 211 070 153 465	DOCUMENT CAMERA		\$476.00	
				E 01	010 203 070 153 465	DOCUMENT CAMERA		\$476.00	
PO#:	17160	Voucher #:	65251	Invoice	Invoice No: 1M4R-RDQJ-6MKW	9/10/2020	Paid Amt:	\$1,233.29	
				E 01	005 110 000 000 401	SHELF TAG/LABEL HOLDERS		\$29.50	
				E 01	005 110 000 000 401	Freight		\$6.24	
PO#:	17141	Voucher #:	65252	Invoice	Invoice No: 14MJ-QM11-PG93	9/10/2020	Paid Amt:	\$35.74	
				E 01	005 110 000 000 401	SKYLARKING COMPUTER PRIVACY SCREE		\$48.89	
				E 01	005 110 000 000 401	DESK CALENDAR FOR TASHA		\$14.97	
				E 01	005 810 000 000 410	WALL CALENDAR FOR RECEIVING ROOM		\$7.99	
PO#:	17141	Voucher #:	65253	Invoice	Invoice No: 1TDW-3TD3-77NJ	9/10/2020	Paid Amt:	\$71.85	
							Check Amount:	\$1,511.98	
0118	chec	102174	04084		AMERICAN DISPOSAL		Check		
				E 01	005 810 000 000 331	TRASH REMOVAL		\$336.08	
PO#:		Voucher #:	65254	Invoice	Invoice No: 540509336	9/10/2020	Paid Amt:	\$336.08	
							Check Amount:	\$336.08	
0118	chec	102175	4421	R	AMERICAN WELDING AND GAS INC.		Check		
				E 01	020 255 000 000 401	Acetylene		\$9.84	
				E 01	020 255 000 000 401	oxygen		\$9.84	
				E 01	020 255 000 000 401	Cyluinder Rental		\$14.85	
PO#:		Voucher #:	65255	Invoice	Invoice No: 07316747	9/10/2020	Paid Amt:	\$34.53	
							Check Amount:	\$34.53	
0118	chec	102176	4446		ARROWHEAD REGIONAL COMPUTING		Check		
				E 01	005 110 021 000 305	BEAR Form 472 Filing Service		\$25.00	
PO#:		Voucher #:	65256	Invoice	Invoice No: 1615	9/10/2020	Paid Amt:	\$25.00	
				E 01	005 110 000 000 391	Annual Staff Hosting Fee		\$82.00	
				E 01	005 110 000 000 391	Annual Server Hosting		\$295.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	102176	4446		ARROWHEAD REGIONAL COMPUTING		Check		
				E 01 005 110 000 000 391	Annual Software Support			\$689.40	
	PO#:	Voucher #:	65257	Invoice	Invoice No: 1610	9/10/2020	Paid Amt:		\$1,066.40
				E 01 005 020 000 000 820	MASA 27/28 DUES 2020-2021			\$150.00	
	PO#:	Voucher #:	65300	Invoice	Invoice No: 20202021	9/10/2020	Paid Amt:		\$150.00
							Check Amount:		\$1,241.40
0118	chec	102177	4137	R	BARNES & NOBLE INC		Check		
				E 01 010 203 202 000 401	BACKORDERED BOOK FROM SRCL ORDEF			\$11.19	
	PO#: 17171	Voucher #:	65258	Invoice	Invoice No: 4024796	9/10/2020	Paid Amt:		\$11.19
				E 01 010 203 202 000 401	BACKORDERED BOOK FROM SRCL ORDEF			\$8.97	
	PO#: 17171	Voucher #:	65259	Invoice	Invoice No: 4024797	9/10/2020	Paid Amt:		\$8.97
							Check Amount:		\$20.16
0118	chec	102178	5971		BEST OIL LLC		Check		
				E 01 005 810 000 000 440	#2 Diesel Dyed			\$5,271.00	
	PO#:	Voucher #:	65260	Invoice	Invoice No: 23447	9/10/2020	Paid Amt:		\$5,271.00
							Check Amount:		\$5,271.00
0118	chec	102179	05948		CASS COUNTY AUDITOR/TREASURER		Check		
				E 01 005 810 000 000 331	2ND HALF SOLID WASTE FEE			\$250.00	
	PO#:	Voucher #:	65261	Invoice	Invoice No: 50664 10152020	9/10/2020	Paid Amt:		\$250.00
							Check Amount:		\$250.00
0118	chec	102180	4241		EHLERS & ASSOCIATES, INC		Check		
				E 01 005 010 000 000 305	PROJECTION MODEL			\$750.00	
	PO#: 17167	Voucher #:	65262	Invoice	Invoice No: 84221	9/10/2020	Paid Amt:		\$750.00
							Check Amount:		\$750.00
0118	chec	102181	6216		FLICEK WELDING LLC		Check		
				E 05 005 865 000 347 305	Fall Hazards Correction of issues noted in IEA			\$36,500.00	
	PO#: 17117	Voucher #:	65301	Invoice	Invoice No: 922020	9/10/2020	Paid Amt:		\$36,500.00
							Check Amount:		\$36,500.00
0118	chec	102182	06386	R	GRAINGER		Check		
				E 01 005 810 000 000 410	quote WEB1741227610 MasterLock clamp on			\$64.80	
	PO#: 17161	Voucher #:	65263	Invoice	Invoice No: 9634246335	9/10/2020	Paid Amt:		\$64.80
							Check Amount:		\$64.80
0118	chec	102183	6171		GRIZZLY INTERNATIONAL		Check		
				E 01 020 250 270 809 530	Southbend Lathe SB1007 Heavy 10			\$6,750.00	
				E 01 020 250 270 809 530	Shipping and Handling for lathe			\$175.00	
				E 01 020 250 270 809 530	Freight 21			\$50.00	
	PO#: 17135	Voucher #:	65264	Invoice	Invoice No: 10208961-01	9/10/2020	Paid Amt:		\$6,975.00
							Check Amount:		\$6,975.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	102184	03788	R	HILLYARD/HUTCHINSON		Check		
				E 01 005 810 070 151 410	hil0041003 foaming sanitizer 4/case COVID			\$178.00	
	PO#: 17086	Voucher #:	65265	Invoice	Invoice No: 604011144	9/10/2020	Paid Amt:		\$178.00
				E 01 005 810 000 000 410	GOJ974712S Purell 12.6oz case of 12 - Rick			\$630.00	
	PO#: 17142	Voucher #:	65266	Invoice	Invoice No: 604022304	9/10/2020	Paid Amt:		\$630.00
				E 01 005 810 070 151 410	hil0041082 foaming sanitizer 14 oz desktop C			\$242.56	
	PO#: 17086	Voucher #:	65267	Invoice	Invoice No: 604022303	9/10/2020	Paid Amt:		\$242.56
								Check Amount:	\$1,050.56
0118	chec	102185	03349		HOGLUND BUS CO., INC.		Check		
				E 03 005 760 000 720 350	MISC/svc call/ labor			\$453.75	
				E 03 005 760 000 720 350	MISC			\$0.00	
	PO#: 17031	Voucher #:	65268	Invoice	Invoice No: 137287	9/10/2020	Paid Amt:		\$453.75
								Check Amount:	\$453.75
0118	chec	102186	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01 005 810 000 000 420	Plywood and Misc Sheet Rock repair supplies			\$251.34	
	PO#: 17110	Voucher #:	65269	Invoice	Invoice No: C6322	9/10/2020	Paid Amt:		\$251.34
				E 01 005 810 000 000 420	OPEN PO			\$20.00	
				E 01 005 810 000 000 420	OPEN PO			\$20.00	
				E 01 005 810 000 000 420	OPEN PO			\$20.00	
				E 01 005 810 000 000 420	OPEN PO			\$20.00	
				E 01 005 810 000 000 420	OPEN PO			\$1.89	
	PO#: 17068	Voucher #:	65270	Invoice	Invoice No: C7642	9/10/2020	Paid Amt:		\$81.89
								Check Amount:	\$333.23
0118	chec	102187	5952		INDIGO SIGNWORKS INC		Check		
				E 01 005 810 070 151 410	COVID signage main entrances for door socia			\$850.00	
				E 01 005 810 070 151 410	shipping est			\$14.24	
	PO#: 17087	Voucher #:	65271	Invoice	Invoice No: 82578	9/10/2020	Paid Amt:		\$864.24
								Check Amount:	\$864.24
0118	chec	102188	02406		ISD #2		Check		
				E 01 005 110 000 000 391	REMAINING BUSINESS MANAGER SERVIC			\$5,170.30	
	PO#:	Voucher #:	65288	Invoice	Invoice No: 1194	9/10/2020	Paid Amt:		\$5,170.30
								Check Amount:	\$5,170.30
0118	chec	102189	1279	R	JOHNSON CONTROLS		Check		
				E 01 005 810 000 000 350	Storms 8-14-20 AM lost boiler room controls a			\$1,603.00	
	PO#: 17143	Voucher #:	65272	Invoice	Invoice No: 1-98162252352	9/10/2020	Paid Amt:		\$1,603.00
								Check Amount:	\$1,603.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	102190	01098		JOHNSON TELEPHONE CO		Check		
				E 01 005 810 000 000 320	local phone service			\$31.14	
PO#:	Voucher #:	65273	Invoice	Invoice No:	r4513 9/1/2020	9/10/2020	Paid Amt:	\$31.14	
				E 01 005 810 000 000 320	Local Phone Service			\$606.04	
PO#:	Voucher #:	65274	Invoice	Invoice No:	r0520 9/1/2020	9/10/2020	Paid Amt:	\$606.04	
				E 05 005 850 000 302 555	Catalyst 9300 48 port network advantage			\$14,373.75	
				E 05 005 850 000 302 555	715W AC secondary power supply			\$1,773.66	
				E 01 005 810 000 000 320	C9300 DNA advantage license			\$5,349.36	
				E 05 005 850 000 302 555	CAtalyst 9300 8x10GE network module			\$3,771.96	
				E 05 005 850 000 302 555	802.11ac W2 AP w/CA			\$3,770.96	
PO#: 17100	Voucher #:	65275	Invoice	Invoice No:	200011139	9/10/2020	Paid Amt:	\$29,039.69	
							Check Amount:	\$29,676.87	
0118	chec	102191	1425		JTC INTERNET SERVICE		Check		
				E 01 040 810 000 000 320	LSLC INTERNET SUBSCRIPTION			\$1,400.00	
PO#:	Voucher #:	65276	Invoice	Invoice No:	R4513 INTERNET	9/10/2020	Paid Amt:	\$1,400.00	
							Check Amount:	\$1,400.00	
0118	chec	102192	6215		KAJEET INC		Check		
				E 01 020 211 070 153 455	Smartbus Hard Installation kit			\$480.00	
				E 01 020 211 070 153 465	shipping			\$50.00	
PO#: 17148	Voucher #:	65277	Invoice	Invoice No:	INV13235	9/10/2020	Paid Amt:	\$530.00	
							Check Amount:	\$530.00	
0118	chec	102193	5358		L&M SUPPLY, INC.		Check		
				E 01 005 810 000 000 420	OPEN PO			\$2.47	
PO#: 17069	Voucher #:	65278	Invoice	Invoice No:	9821800	9/10/2020	Paid Amt:	\$2.47	
							Check Amount:	\$2.47	
0118	chec	102194	5402		MobyMax, LLC		Check		
				E 01 010 420 000 740 406	MOBYMAX ALL STUDENT LICENSE - 30 SE/			\$479.00	
PO#: 17169	Voucher #:	65279	Invoice	Invoice No:	200894	9/10/2020	Paid Amt:	\$479.00	
							Check Amount:	\$479.00	
0118	chec	102195	6097		NORTHERN DRUG SCREENING INC		Check		
				E 03 005 760 000 720 290	DOT PHYSICAL			\$140.00	
PO#:	Voucher #:	65281	Invoice	Invoice No:	7456	9/10/2020	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
0118	chec	102196	4065		NORTHERN STAR COOPERATIVE		Check		
				E 01 005 810 000 000 401	FUEL, ETC FOR CUSTODIAN STAFF			\$392.52	
PO#:	Voucher #:	65280	Invoice	Invoice No:	8312020	23 9/10/2020	Paid Amt:	\$392.52	
							Check Amount:	\$392.52	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	102197	5796		O'REILLY AUTO PARTS		Check
				E 03	005 760 000 720 350 BRK LVL SEN	\$59.84	
	PO#:	Voucher #:	65282	Invoice	Invoice No: 1533-114335	9/10/2020	Paid Amt: \$59.84
							Check Amount: \$59.84
0118	chec	102198	6221		PATRICIA LEERSON		Check
				B 02	230 001 LUNCH ACCOUNT REFUND	\$22.80	
	PO#:	Voucher #:	65289	Invoice	Invoice No: 9032020	9/10/2020	Paid Amt: \$22.80
							Check Amount: \$22.80
0118	chec	102199	3306		PEPSI BEVERAGES CO.		Check
				E 01	310 298 311 000 402 STAFF LOUNGE MACHINE REFILL	\$40.24	
				E 01	310 298 114 000 402 STAFF LOUNGE MACHINE REFILL	\$40.24	
	PO#:	Voucher #:	65283	Invoice	Invoice No: 33649054	9/10/2020	Paid Amt: \$80.48
							Check Amount: \$80.48
0118	chec	102200	06636		PINE CONE PRESS CITIZEN		Check
				E 01	005 110 000 000 380 ADVERTISING	\$1,394.50	
	PO#:	Voucher #:	65284	Invoice	Invoice No: 270,345,372,415,449	9/10/2020	Paid Amt: \$1,394.50
							Check Amount: \$1,394.50
0118	chec	102201	2035		PITNEY BOWES INC		Check
				E 01	005 110 000 000 370 POSTAGE MACHINE LEASE	\$273.72	
	PO#:	Voucher #:	65285	Invoice	Invoice No: 3104170314	9/10/2020	Paid Amt: \$273.72
							Check Amount: \$273.72
0118	chec	102202	5833		RAPIDS PLUMBING AND HEATING INC		Check
				E 01	005 810 810 000 305 Pay App #1	\$28,500.00	
	PO#: 17129	Voucher #:	65286	Invoice	Invoice No: #1	9/10/2020	Paid Amt: \$28,500.00
							Check Amount: \$28,500.00
0118	chec	102203	03258		RAPIDS WELDING SUPPLY		Check
				E 05	005 760 000 302 530 miller 255 multiphase	\$3,135.00	
	PO#: 17134	Voucher #:	65287	Invoice	Invoice No: 10039978	9/10/2020	Paid Amt: \$3,135.00
							Check Amount: \$3,135.00
0118	chec	102204	05304		SANDSTROM'S		Check
				E 01	005 810 000 000 410 162871 - GLOVES NITRILE POWDER FREE	\$199.24	
				E 01	005 810 000 000 410 BLEACH	\$60.24	
	PO#: 17153	Voucher #:	65302	Invoice	Invoice No: 321336	9/10/2020	Paid Amt: \$259.48
							Check Amount: \$259.48
0118	chec	102205	4474		SANTANDER LEASING LLC		Check
				E 03	005 760 000 000 370 4DRBUC8P0LB264324CONTRACT 004-000	\$15,628.00	
	PO#:	Voucher #:	65290	Invoice	Invoice No: 2525250	9/10/2020	Paid Amt: \$15,628.00
							Check Amount: \$15,628.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	102206	6218		Seesaw Learning Inc		Check		
				E 01 010 203 070 151 405	Seesaw Platform			\$907.50	
		PO#: 17151	Voucher #: 65291	Invoice	Invoice No: 2020-36686	9/10/2020		Paid Amt: \$907.50	
								Check Amount: \$907.50	
0118	chec	102207	5357		STAPLES BUSINESS ADVANTAGE		Check		
				E 01 010 203 202 000 401	DESK CALENDAR			\$10.91	
				E 01 010 203 202 000 401	2" X 4" SHIPPING LABELS - FOR BOOKS			\$6.09	
				E 01 020 211 000 000 401	2" X 4" SHIPPING LABELS - FOR BOOKS			\$6.34	
				E 01 020 211 000 000 401	BLUE PAINTER'S TAPE (6 PK)			\$62.22	
				E 01 010 203 202 000 401	BLUE PAINTER'S TAPE (6 PK)			\$62.22	
		PO#: 17137	Voucher #: 65292	Invoice	Invoice No: 8059356369	9/10/2020		Paid Amt: \$147.78	
				E 01 005 010 000 000 401	CLEAR BADGE HOLDER #37868 50/PK			\$24.11	
				E 01 020 211 070 151 401	SANITIZING WIPES FOR DEVICES #W-0752			\$16.44	
				E 01 010 203 070 151 401	SANITIZING WIPES FOR DEVICES #W-0752			\$16.45	
		PO#: 17156	Voucher #: 65293	Invoice	Invoice No: 8059514537	9/10/2020		Paid Amt: \$57.00	
				E 01 010 203 070 000 401	SAFETY SCISSOR CREDIT			\$162.00	
		PO#:	Voucher #: 64871	Credit	Invoice No: 8058186746	9/10/2020		Paid Amt: (\$162.00)	
				E 01 020 211 070 000 401	12 X 15 ENVELOPES FOR ACADEMIC DELI			\$36.25	
				E 01 010 203 070 000 401	12 X 15 ENVELOPES FOR ACADEMIC DELI			\$36.25	
		PO#: 16977	Voucher #: 64872	Invoice	Invoice No: 8058244720	9/10/2020		Paid Amt: \$72.50	
				E 01 010 203 070 000 401	CLASP ENVELOPES			\$72.50	
		PO#: 16914	Voucher #: 64915	Invoice	Invoice No: 34445753073	9/10/2020		Paid Amt: \$72.50	
								Check Amount: \$187.78	
0118	chec	102208	6090		STORAGES BOXES ETC		Check		
				E 01 005 810 000 000 370	RECURRING MONTHLY RENTAL, NO TERM			\$195.00	
		PO#: 17060	Voucher #: 65294	Invoice	Invoice No: 3420	9/10/2020		Paid Amt: \$195.00	
								Check Amount: \$195.00	
0118	chec	102209	01378		SUPREME SCH SUPPLY		Check		
				E 01 020 211 000 000 430	Lesson Plan Book (66)			\$72.75	
				E 01 010 203 202 000 430	Record Book (76-8)			\$28.20	
				E 01 020 211 000 000 430	Teacher Daily Planner (36)			\$36.50	
				E 01 010 203 202 000 430	Teacher Daily Reference (36)			\$65.70	
				E 01 010 203 202 000 430	Shipping			\$15.99	
		PO#: 17144	Voucher #: 65295	Invoice	Invoice No: 118341	9/10/2020		Paid Amt: \$219.14	
								Check Amount: \$219.14	
0118	chec	102210	05062	R	WALMART COMMUNITY/GEGRB		Check		
				E 01 010 203 000 316 490	STAFF WORKSHOP ²⁵			\$38.97	
				E 01 020 211 000 316 490	STAFF WORKSHOP			\$38.97	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	102210	05062	R	WALMART COMMUNITY/GECRB		Check		
				E	01 010 203 000 316 490 STAFF WORKSHOP			(\$0.01)	
PO#:	17165	Voucher #:	65297	Invoice	Invoice No: 024500656666	9/10/2020	Paid Amt:	\$77.93	
							Check Amount:	\$77.93	
0118	chec	102211	5547		WIDSETH SMITH NOLTING		Check		
				E	01 005 810 810 000 305 Boiler Insurance Claim #705723070 Engineeri			\$34,171.20	
PO#:	17006A	Voucher #:	65298	Invoice	Invoice No: 206383+205598	9/10/2020	Paid Amt:	\$34,171.20	
							Check Amount:	\$34,171.20	
0118	chec	102212	6159		ZANER-BLOSER		Check		
				E	01 010 203 202 000 460 SPELLING CONNECTIONS KDGN student ec			\$269.70	
				E	01 010 203 202 000 460 SPELLING CONNECTIONS GRADE 1STUDE			\$104.95	
				E	01 010 203 202 000 460 SPELLING CONNECTIONS GRADE 2			\$449.75	
				E	01 010 203 202 000 460 SPELLING CONNECTIONS GRADE 3STUDE			\$104.95	
				E	01 010 203 202 000 460 SPELLING CONNECTIONS GRADE 4 BACK			\$449.75	
				E	01 010 203 202 000 460 SPELLING CONNECTIONS GRADE 5			\$554.70	
				E	01 010 203 202 000 460 SPELLING CONNECTIONS GRADE 6			\$449.75	
				E	01 010 203 202 000 460 shipping			\$295.47	
				E	01 010 203 202 000 460 SPELLING CONNECTIONS GRADE 1 BACK			\$449.75	
				E	01 010 203 202 000 460 SPELLING CONNECTIONS GRADE 3 BACK			\$449.75	
				E	01 010 203 202 000 460 COMPLIMENTARY TEACHER ED. KDGEN			\$0.00	
				E	01 010 203 202 000 460 COMPLIMENTARY SPELLING GAMES CARI			\$0.00	
PO#:	17146	Voucher #:	65299	Invoice	Invoice No: 10264500	9/10/2020	Paid Amt:	\$3,578.52	
							Check Amount:	\$3,578.52	
0118	chec	102213	3296		AMAZON.COM		Check		
				E	01 010 407 000 740 433 Self-adhesive dots for classroom 1000 pieces			\$8.03	
				E	01 010 408 000 740 433 Self-adhesive dots for classroom 1000 pieces			\$8.00	
				E	01 010 411 000 740 433 Self-adhesive dots for classroom 1000 pieces			\$7.93	
				E	01 010 408 000 740 433 Sensory Fidget Toys Set, 25 Pcs			\$6.29	
				E	01 010 411 000 740 433 Sensory Fidget Toys Set, 25 Pcs			\$6.26	
				E	01 010 407 000 740 433 Sensory Fidget Toys Set, 25 Pcs			\$6.40	
PO#:	17186	Voucher #:	65305	Invoice	Invoice No: 1F16-PGRC-99FQ	9/25/2020	Paid Amt:	\$42.91	
				E	01 310 292 130 000 401 Binen Track Spikes 1/4" Length Pyramid Sho			\$11.99	
				E	01 310 292 130 000 401 Freight			\$5.99	
PO#:	17173	Voucher #:	65306	Invoice	Invoice No: 176Y-W6GG-C71X	9/25/2020	Paid Amt:	\$17.98	
				E	01 040 211 000 000 460 The Complete Idiot's Guide to Personal Finan			\$19.20	
				E	01 040 211 000 000 460 Freight			\$19.95	
PO#:	17189	Voucher #:	65307	Invoice	Invoice No: 1NF6-C4PL-73QC	26 9/25/2020	Paid Amt:	\$39.15	
				E	01 005 720 070 154 401 THERMOMETER CREDIT			\$39.99	
PO#:		Voucher #:	65308	Credit	Invoice No: 133Q-J7H3-4M3G	9/25/2020	Paid Amt:	(\$39.99)	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	102213	3296		AMAZON.COM		Check		
				E 01 005 720 070 154 401	iHealth No-Touch Forehead Thermometer, Infr			\$359.91	
	PO#: 17175	Voucher #:	65309	Invoice	Invoice No: 1GYK-4HPM-7YVN	9/25/2020	Paid Amt:		\$359.91
				E 01 005 720 070 154 401	iHealth No-Touch Forehead Thermometer, Infr			\$199.95	
	PO#: 17208	Voucher #:	65339	Invoice	Invoice No: 13LX-37Q7-3N71	9/25/2020	Paid Amt:		\$199.95
							Check Amount:		\$619.91
0118	chec	102214	1357		AMERICAN EAGLE SEC SYS INC		Check		
				E 05 005 865 000 363 305	Annual Safety Inspections for Fire Alarm and S			\$3,150.00	
	PO#: 17108	Voucher #:	65310	Invoice	Invoice No: 17951	9/25/2020	Paid Amt:		\$3,150.00
							Check Amount:		\$3,150.00
0118	chec	102215	3284	R	APPLE COMPUTER INC		Check		
				E 01 010 203 000 000 466	21.5 inch imac			\$1,049.00	
	PO#: 17099	Voucher #:	65311	Invoice	Invoice No: AD00164796	9/25/2020	Paid Amt:		\$1,049.00
							Check Amount:		\$1,049.00
0118	chec	102216	6017		BEMIDJI STATE UNIVERSITY		Check		
				E 01 005 960 324 340 898	K ZORMAN - MAERTENS SCHOLARSHIP			\$1,000.00	
	PO#:	Voucher #:	65312	Invoice	Invoice No: 09012020	9/25/2020	Paid Amt:		\$1,000.00
							Check Amount:		\$1,000.00
0118	chec	102217	1482		CASS COUNTY SHERIFF'S DEPT		Check		
				E 01 005 810 000 000 820	YEARLY ALARM PERMIT			\$20.00	
	PO#:	Voucher #:	65313	Invoice	Invoice No: 9120208312021	9/25/2020	Paid Amt:		\$20.00
							Check Amount:		\$20.00
0118	chec	102218	01097		CROW WING COOP POWER & LIGHT		Check		
				E 01 005 810 000 000 332	ACCOUNT #26601 LONGVILLE BUS GARAG			\$26.36	
	PO#:	Voucher #:	65314	Invoice	Invoice No: 9142020	9/25/2020	Paid Amt:		\$26.36
							Check Amount:		\$26.36
0118	chec	102219	3321		EDMENTUM		Check		
				E 01 040 211 000 317 430	COURSEWARE CORE LIBRARY AND ELEC			\$511.50	
	PO#: 17197	Voucher #:	65316	Invoice	Invoice No: Q-296098	9/25/2020	Paid Amt:		\$511.50
							Check Amount:		\$511.50
0118	chec	102220	6213		EMPOWERING EDUCATION		Check		
				E 01 020 408 000 740 433	6-8 grade level per-teacher purchase / SEL dig			\$99.00	
	PO#: 17214	Voucher #:	65315	Invoice	Invoice No: 0236	9/25/2020	Paid Amt:		\$99.00
							Check Amount:		\$99.00
0118	chec	102221	06679	R	FERRELLGAS		Check		
				E 01 005 810 000 000 442	PROPANE 27			\$541.63	
	PO#:	Voucher #:	65317	Invoice	Invoice No: 2009497119	9/25/2020	Paid Amt:		\$541.63
							Check Amount:		\$541.63

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	102222	5443		Heartland Business Systems		Check
				E 01	005 630 042 000 305 Cisco 3945 Voice Sec. Bundle, PVD3-64, UK		\$2,485.38
	PO#: 17158	Voucher #: 65318		Invoice	Invoice No: 398772-H	9/25/2020	Paid Amt: \$2,485.38
							Check Amount: \$2,485.38
0118	chec	102223	03788	R	HILLYARD/HUTCHINSON		Check
				E 01	005 810 070 151 410 hi0039306 foaming soap COVID		\$107.12
	PO#: 17086	Voucher #: 65319		Invoice	Invoice No: 604033886	9/25/2020	Paid Amt: \$107.12
				E 02	005 770 000 701 401 LIQUID DISH SOAP		\$79.83
				E 02	005 770 000 701 401 DISH SANITIZER		\$387.00
	PO#:	Voucher #: 65320		Invoice	Invoice No: 604045603	9/25/2020	Paid Amt: \$466.83
							Check Amount: \$573.95
0118	chec	102224	03349		HOGLUND BUS CO., INC.		Check
				E 03	005 760 000 720 420 OPEN PO - PARTS		\$100.00
				E 03	005 760 000 720 350 OPEN PO - PARTS		\$100.00
				E 03	005 760 000 720 350 OPEN PO - PARTS		\$100.00
				E 03	005 760 000 720 350 OPEN PO - PARTS		\$100.00
				E 03	005 760 000 720 350 OPEN PO - PARTS		\$100.00
				E 03	005 760 000 720 350 OPEN PO - PARTS		\$99.29
	PO#: 17181	Voucher #: 65321		Invoice	Invoice No: 895890	9/25/2020	Paid Amt: \$599.29
				E 03	005 760 000 720 350 OPEN PO - PARTS		\$100.00
				E 03	005 760 000 720 350 OPEN PO - PARTS		\$88.57
	PO#: 17181	Voucher #: 65322		Invoice	Invoice No: 895779	9/25/2020	Paid Amt: \$188.57
							Check Amount: \$787.86
0118	chec	102225	5362		HUDL		Check
				E 01	310 294 210 000 405 Hudl Silver Football Software		\$900.00
	PO#: 17217	Voucher #: 65323		Invoice	Invoice No: INV00928658	9/25/2020	Paid Amt: \$900.00
							Check Amount: \$900.00
0118	chec	102226	5140		INSTITUTE FOR ENVIRONMENTAL ASSESSMENT		Check
				E 05	005 865 000 352 305 7 site visits per Taylor for services listed in quc		\$750.00
	PO#: 17112	Voucher #: 65324		Invoice	Invoice No: 00036492	9/25/2020	Paid Amt: \$750.00
							Check Amount: \$750.00
0118	chec	102227	3903		INTERMEDIATE DISTRICT 287		Check
				E 01	020 211 000 309 390 FY20 ONLINE SCHOOL		\$1,535.10
	PO#:	Voucher #: 65325		Invoice	Invoice No: 0002000835	9/25/2020	Paid Amt: \$1,535.10
							Check Amount: \$1,535.10

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	102228	06184		ITASCA COMM COLLEGE		Check
				E 01	005 960 324 340 898	D SEPIN MAERTENS SCHOLARSHIP	\$1,000.00
PO#:	Voucher #:	65326	Invoice	Invoice No:	9102020	9/25/2020	Paid Amt: \$1,000.00
							Check Amount: \$1,000.00
0118	chec	102229	1279	R	JOHNSON CONTROLS		Check
				E 01	005 810 000 000 350	FEC controllers replacement in ECFE and Boi	\$3,172.20
PO#: 17149	Voucher #:	65327	Invoice	Invoice No:	1-98460470212	9/25/2020	Paid Amt: \$3,172.20
							Check Amount: \$3,172.20
0118	chec	102230	01095		LAKE COUNTRY POWER		Check
				E 01	005 810 000 000 332	ACCT 142912001	\$16,643.00
PO#:	Voucher #:	65328	Invoice	Invoice No:	9102020	9/25/2020	Paid Amt: \$16,643.00
				E 01	005 810 000 000 332	ACCT 900505551	\$1,213.00
PO#:	Voucher #:	65329	Invoice	Invoice No:	9102020	9/25/2020	Paid Amt: \$1,213.00
				E 01	005 810 000 000 332	ACCT 140849101	\$877.00
PO#:	Voucher #:	65330	Invoice	Invoice No:	9102020	9/25/2020	Paid Amt: \$877.00
				E 01	005 810 000 000 332	ACCT 500527850	\$44.00
PO#:	Voucher #:	65331	Invoice	Invoice No:	9102020	9/25/2020	Paid Amt: \$44.00
				E 01	005 810 000 000 332	ACCT 500514950	\$42.00
PO#:	Voucher #:	65332	Invoice	Invoice No:	9102020	9/25/2020	Paid Amt: \$42.00
							Check Amount: \$18,819.00
0118	chec	102231	06136		LAKES COUNTRY SERV COOP		Check
				E 03	005 760 000 723 290	RANDOM PRE-EMPLOY SCREEN	\$31.50
PO#:	Voucher #:	65334	Invoice	Invoice No:	92544	9/25/2020	Paid Amt: \$31.50
							Check Amount: \$31.50
0118	chec	102232	03730		LITTLE SAND GROUP HOMES		Check
				E 01	040 408 000 000 370	2020-2021 LEARNING CENTER LEASE	\$10,800.00
PO#:	Voucher #:	65333	Invoice	Invoice No:	100	9/25/2020	Paid Amt: \$10,800.00
							Check Amount: \$10,800.00
0118	chec	102233	1095		MARCO TECHNOLOGIES LLC		Check
				E 01	005 110 371 000 370	COPIER LEASE	\$777.36
				E 01	010 203 202 000 370	COPIER LEASE	\$777.37
				E 01	020 211 000 000 370	COPIER LEASE	\$777.37
PO#:	Voucher #:	65335	Invoice	Invoice No:	423529460	9/25/2020	Paid Amt: \$2,332.10
							Check Amount: \$2,332.10
0118	chec	102234	4225		MIDWEST BUS PARTS		Check
				E 03	005 760 000 720 420	OPEN PO	\$89.05
PO#: 17132	Voucher #:	65336	Invoice	Invoice No:	141126	9/25/2020	Paid Amt: \$89.05
				E 03	005 760 000 720 420	OPEN PO	\$100.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	102234	4225		MIDWEST BUS PARTS		Check
				E 03	005 760 000 720 420	OPEN PO	\$100.00
				E 03	005 760 000 720 420	OPEN PO	\$100.00
				E 03	005 760 000 720 420	OPEN PO	\$176.00
				E 03	005 760 000 720 420	Freight	\$10.95
	PO#: 17132	Voucher #: 65337		Invoice	Invoice No: 141785	9/25/2020	Paid Amt: \$486.95
							Check Amount: \$576.00
0118	chec	102235	6219		MN DEPT OF LABOR AND INDUSTRY		Check
				E 01	005 810 000 000 820	BOILER 115976	\$10.00
				E 01	005 810 000 000 820	BOILER 115977	\$10.00
	PO#:	Voucher #: 65340		Invoice	Invoice No: ABR0239747X	9/25/2020	Paid Amt: \$20.00
							Check Amount: \$20.00
0118	chec	102236	4540		MN STATE U MANKATO		Check
				E 01	020 640 000 316 299	ID #15072375 TUITION	\$3,037.83
	PO#:	Voucher #: 65338		Invoice	Invoice No: 15072375	9/25/2020	Paid Amt: \$3,037.83
							Check Amount: \$3,037.83
0118	chec	102237	5651		OFFICE OF MN.IT SERVICES		Check
				E 01	005 810 000 000 320	VOICE PHONE	\$44.76
	PO#:	Voucher #: 65341		Invoice	Invoice No: W20080708	9/25/2020	Paid Amt: \$44.76
							Check Amount: \$44.76
0118	chec	102238	5796		O'REILLY AUTO PARTS		Check
				E 03	005 760 000 720 420	MISC	\$775.91
	PO#: 17133	Voucher #: 65344		Invoice	Invoice No: 1533-428578	9/25/2020	Paid Amt: \$775.91
				E 03	005 760 000 720 420	MISC	\$407.45
	PO#: 17133	Voucher #: 65345		Invoice	Invoice No: 1533-428461	9/25/2020	Paid Amt: \$407.45
				E 03	005 760 000 720 420	MISC	\$52.99
	PO#: 17133	Voucher #: 65346		Invoice	Invoice No: 1533-428464	9/25/2020	Paid Amt: \$52.99
				E 03	005 760 000 720 420	MISC	\$162.35
	PO#: 17133	Voucher #: 65347		Invoice	Invoice No: 1533-428705	9/25/2020	Paid Amt: \$162.35
				E 03	005 760 000 720 420	MISC	\$275.72
	PO#: 17133	Voucher #: 65348		Invoice	Invoice No: 1533-428788	9/25/2020	Paid Amt: \$275.72
							Check Amount: \$1,674.42
0118	chec	102239	1744	R	PEARSON EDUCATION		Check
				E 01	010 408 000 740 433	9781428441866 - WTW EMERGENT EARLY	\$15.02
				E 01	010 411 000 740 433	9781428441866 - WTW EMERGENT EARLY	\$14.91
				E 01	010 407 000 740 433	9781428441866 - WTW EMERGENT EARLY	\$14.96
				E 01	010 402 000 740 433	9781428441866 - WTW EMERGENT EARLY	\$14.96
				E 01	010 411 000 740 433	9781428441873 - WTW LETTER NAME VOL	\$14.96

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	102239	1744	R	PEARSON EDUCATION		Check
				E 01 010 408 000 740 433	9781428441873 - WTW LETTER NAME VOL	\$14.98	
				E 01 010 407 000 740 433	9781428441873 - WTW LETTER NAME VOL	\$14.98	
				E 01 010 402 000 740 433	9781428441873 - WTW LETTER NAME VOL	\$14.98	
				E 01 010 411 000 740 433	9781428441880 - WTW LETTER NAME VOL	\$7.49	
				E 01 010 408 000 740 433	9781428441880 - WTW LETTER NAME VOL	\$7.49	
				E 01 010 407 000 740 433	9781428441880 - WTW LETTER NAME VOL	\$7.49	
				E 01 010 402 000 740 433	9781428441880 - WTW LETTER NAME VOL	\$7.48	
				E 01 010 411 000 740 433	9781428441897 - WTW WITHIN WORDS VO	\$14.98	
				E 01 010 408 000 740 433	9781428441897 - WTW WITHIN WORDS VO	\$14.96	
				E 01 010 407 000 740 433	9781428441897 - WTW WITHIN WORDS VO	\$14.98	
				E 01 010 402 000 740 433	9781428441897 - WTW WITHIN WORDS VO	\$14.98	
				E 01 010 411 000 740 433	9781428441903 - WTW WITHIN WORDS VO	\$7.49	
				E 01 010 408 000 740 433	9781428441903 - WTW WITHIN WORDS VO	\$7.48	
				E 01 010 407 000 740 433	9781428441903 - WTW WITHIN WORDS VO	\$7.49	
				E 01 010 402 000 740 433	9781428441903 - WTW WITHIN WORDS VO	\$7.49	
				E 01 010 408 000 740 433	Freight	\$4.20	
				E 01 010 411 000 740 433	Freight	\$4.19	
				E 01 010 407 000 740 433	Freight	\$4.19	
				E 01 010 402 000 740 433	Freight	\$4.19	
PO#:	17154	Voucher #:	65342	Invoice	Invoice No: 4026194175	9/25/2020	Paid Amt: \$256.32
							Check Amount: \$256.32
0118	chec	102240	3306		PEPSI BEVERAGES CO.		Check
				E 01 310 298 311 000 402	STAFF LOUNGE MACHINE REFILL	\$30.18	
				E 01 310 298 114 000 402	STAFF LOUNGE MACHINE REFILL	\$30.18	
PO#:		Voucher #:	65343	Invoice	Invoice No: 33612157	9/25/2020	Paid Amt: \$60.36
							Check Amount: \$60.36
0118	chec	102241	05304		SANDSTROM'S		Check
				E 02 005 770 000 701 495	INVOICE PAID TWICE	\$562.50	
PO#:		Voucher #:	65349	Credit	Invoice No: 301312	9/25/2020	Paid Amt: (\$562.50)
				E 01 005 810 000 000 410	162871 - GLOVES NITRILE POWDER FREE	\$99.62	
PO#:	17177	Voucher #:	65350	Invoice	Invoice No: 323557	9/25/2020	Paid Amt: \$99.62
				E 01 005 810 000 000 410	162871 - GLOVES NITRILE POWDER FREE	\$99.62	
PO#:	17177	Voucher #:	65351	Invoice	Invoice No: 323556	9/25/2020	Paid Amt: \$99.62
				E 02 005 770 000 705 495	MILK	\$84.00	
PO#:		Voucher #:	65352	Invoice	Invoice No: 323403	9/25/2020	Paid Amt: \$84.00
				E 02 005 770 000 701 495	MILK	\$228.00	
PO#:		Voucher #:	65353	Invoice	Invoice No: 324383	9/25/2020	Paid Amt: \$228.00
				E 02 005 770 000 705 495	MILK	\$96.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	102241	05304		SANDSTROM'S		Check		
				E 02	005 770 000 701 495 MILK			\$96.00	
PO#:	Voucher #:	65354	Invoice	Invoice No:	323760	9/25/2020	Paid Amt:	\$192.00	
							Check Amount:	\$140.74	
0118	chec	102242	5804		SOUTHERN MINNESOTA INSPECTION COMPANY, LLC		Check		
				E 05	005 865 000 347 305 Lift and Hoist Inspection per quote 24522 and			\$2,511.40	
PO#: 17113	Voucher #:	65355	Invoice	Invoice No:	16387	9/25/2020	Paid Amt:	\$2,511.40	
				E 05	005 865 000 347 305 Lift and Hoist Inspection per quote 24522 and			\$320.00	
PO#: 17113	Voucher #:	65356	Invoice	Invoice No:	16397	9/25/2020	Paid Amt:	\$320.00	
							Check Amount:	\$2,831.40	
0118	chec	102243	5357		STAPLES BUSINESS ADVANTAGE		Check		
				E 01	020 211 070 151 401 ETHYL ALCOHOL WIPES 50/PK			\$74.75	
				E 01	010 203 070 151 401 ETHYL ALCOHOL WIPES 50/PK			\$74.75	
PO#: 17168	Voucher #:	65357	Invoice	Invoice No:	3456072492	9/25/2020	Paid Amt:	\$149.50	
				E 01	310 298 069 000 401 ACCO Book Rings, 2"			\$23.74	
PO#: 17188	Voucher #:	65358	Invoice	Invoice No:	3456465049	9/25/2020	Paid Amt:	\$23.74	
				E 01	310 298 069 000 401 Tuesday folders 25/box yellow			\$40.56	
				E 01	310 298 069 000 401 shipping labels 100 sheets/box			\$12.43	
				E 01	310 298 069 000 401 ACCO Book Rings, 2"			\$71.22	
PO#: 17188	Voucher #:	65359	Invoice	Invoice No:	3456465048	9/25/2020	Paid Amt:	\$124.21	
				E 01	005 110 000 000 401 11 X 17 WHITE COPY PAPER CASE			\$48.12	
PO#: 17176	Voucher #:	65360	Invoice	Invoice No:	3456465047	9/25/2020	Paid Amt:	\$48.12	
							Check Amount:	\$345.57	
0118	chec	102244	6146		TC's FOODS inc		Check		
				E 02	005 770 000 701 495 MILK FOR 9/18/20			\$10.78	
PO#: 17213	Voucher #:	65361	Invoice	Invoice No:	42222	9/25/2020	Paid Amt:	\$10.78	
				E 02	005 770 000 701 495 MILK FOR 9/18/20			\$15.16	
PO#: 17213	Voucher #:	65362	Invoice	Invoice No:	43289	9/25/2020	Paid Amt:	\$15.16	
							Check Amount:	\$25.94	
0118	chec	102245	5122		TIERNEY BROTHERS INC		Check		
				E 01	020 399 000 313 556 ANNUAL AIO LICENSE (EDU-SW-ROB-01-12)			\$686.00	
PO#: 17080	Voucher #:	65363	Invoice	Invoice No:	829312	9/25/2020	Paid Amt:	\$686.00	
				E 01	020 399 000 313 556 ZSPACE AIO			\$7,594.00	
				E 01	020 399 000 313 556 ZSPACE CONFIGURATION			\$280.00	
PO#: 17080	Voucher #:	65364	Invoice	Invoice No:	830058	9/25/2020	Paid Amt:	\$7,874.00	
							Check Amount:	\$8,560.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	102246	01099		UPPER LAKES FOODS, INC		Check
				E 02 005 770 000 701 490	PAID TWICE	\$1,674.22	
PO#:	Voucher #:	65365	Credit	Invoice No: 668345-0		9/25/2020	Paid Amt: (\$1,674.22)
				E 02 005 770 000 701 490	LUNCH	\$1,394.53	
PO#:	Voucher #:	65366	Invoice	Invoice No: 717701-00		9/25/2020	Paid Amt: \$1,394.53
				E 02 005 770 000 701 490	LUNCH	\$603.03	
				E 02 005 770 000 705 490	BREAKFAST	\$814.96	
PO#:	Voucher #:	65367	Invoice	Invoice No: 710966-00		9/25/2020	Paid Amt: \$1,417.99
				E 02 005 770 000 705 490	BREAKFAST	\$219.21	
				E 02 005 770 000 701 490	LUNCH	\$687.27	
				E 02 005 770 000 701 401	SUPPLIES	\$52.14	
PO#:	Voucher #:	65368	Invoice	Invoice No: 714150-00		9/25/2020	Paid Amt: \$958.62
				E 02 005 770 000 706 490	FRESH FRUIT/VEGGIE GRANT	\$274.39	
PO#:	Voucher #:	65369	Invoice	Invoice No: 717702-00		9/25/2020	Paid Amt: \$274.39
				E 02 005 770 000 706 490	FRUIT & VEGGIE GRANT	\$210.53	
PO#:	Voucher #:	65376	Invoice	Invoice No: 721125		9/25/2020	Paid Amt: \$210.53
				E 02 005 770 000 706 401	FRUIT & VEGGIE GRANT SUPPLIES	\$195.20	
PO#:	Voucher #:	65377	Invoice	Invoice No: 721124-00		9/25/2020	Paid Amt: \$195.20
				E 02 005 770 000 705 490	BREAKFAST	\$387.36	
				E 02 005 770 000 701 490	LUNCH	\$111.32	
				E 02 005 770 000 701 401	SUPPLIES	\$42.01	
PO#:	Voucher #:	65378	Invoice	Invoice No: 721131-00		9/25/2020	Paid Amt: \$540.69
				E 02 005 770 000 705 490	BREAKFAST	\$653.91	
				E 02 005 770 000 701 490	LUNCH	\$1,163.36	
PO#:	Voucher #:	65379	Invoice	Invoice No: 721126-00		9/25/2020	Paid Amt: \$1,817.27
				E 01 010 206 000 433 401	SNACK FOR KINDNESS RUN	\$137.42	
PO#:	Voucher #:	65380	Invoice	Invoice No: 721127-00		9/25/2020	Paid Amt: \$137.42
				E 02 005 770 000 701 490	CREDIT FOR MDSE RETURNED	\$137.70	
PO#:	Voucher #:	65381	Credit	Invoice No: 656200-0A		9/25/2020	Paid Amt: (\$137.70)
				E 02 005 770 000 701 490	CREDIT FOR MDSE	\$22.55	
PO#:	Voucher #:	65382	Credit	Invoice No: 663090-0A		9/25/2020	Paid Amt: (\$22.55)
Check Amount:							\$5,112.17
0118	chec	102247	4375	R	US AUTOFORCE		Check
				E 03 005 760 000 720 442	300 gal 5w40 synth	\$2,696.34	
PO#:	Voucher #:	65370	Invoice	Invoice No: 2837437		9/25/2020	Paid Amt: \$2,696.34
Check Amount:							\$2,696.34
0118	chec	102248	5581		US Foods, Inc	33	Check
				E 02 005 770 000 705 490	BREAKFAST	\$122.46	
				E 02 005 770 000 701 490	LUNCH	\$207.98	

Adopted: _____

Independent School District #118 Policy 522

Orig. 1995

Revised: _____

Rev. 2020

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 C.F.R. Part 106. These regulations, which go into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.

The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 C.F.R. § 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations].

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:

Jon Payne, Assistant Principal, (218) 566-2351, jpayne@isd118.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- C. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or

an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.

2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- D. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- H. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or

3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
 - J. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
 1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
 3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
 4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate

Decision-maker may be a school district employee, or a third party designated by the school district.

5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a

complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

- D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

- E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

- F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or

interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

[NOTE: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days

of the date the determination of responsibility or dismissal was provided to the parties.

3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.

- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
 6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to

impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the

same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the

formal complaint.

- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties

to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.

- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of

the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or

circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

[NOTE: School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;

2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
Status Nondiscrimination)

I. COMPUTATION OF 2020 PAYABLE 2021 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP			N/A			
GEN-RMV OTHER-EXEMP	317,552.30	10,982.96-	N/A			306,569.34
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	243,740.17	4,864.71-	18.04			238,893.50
TOTAL GENERAL	561,292.47	15,847.67-	18.04			545,462.84
COM SERV-EXEMP	62,685.40	2,621.68-	1.26-			60,062.46
DEBT-VOTER-NONEXEMP	1,720,028.00	90,091.33-	140.71			1,630,077.38
DEBT-OTHER-NONEXEMP						
TOTAL DEBT SERV	1,720,028.00	90,091.33-	140.71			1,630,077.38
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP						
TOTAL OPEB/PENSION						
TOTAL	2,344,005.87	108,560.68-	157.49			2,235,602.68

II. COMPARISON OF 2019 PAYABLE 2020 LEVY LIMITATION WITH 2020 PAYABLE 2021 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2019 PAY 2020 LIMITATION	2020 PAY 2021 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	491,605.95	545,462.84	53,856.89	10.96
COMMUNITY SERVICE	65,388.61	60,062.46	5,326.15-	8.15-
GENERAL DEBT SERVICE	1,658,788.32	1,630,077.38	28,710.94-	1.73-
OPEB DEBT SERVICE				
TOTAL	2,215,782.88	2,235,602.68	19,819.80	.89

III. COMPARISON OF 2019 PAYABLE 2020 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2020 PAYABLE 2021 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2019 PAY 2020 CERTIFIED LEVY + ADJUSTMENTS	2020 PAY 2021 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	491,605.95			
COMMUNITY SERVICE	65,388.61			
GENERAL DEBT SERVICE	1,658,788.32			
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	2,215,782.88			

Northland Community Schools

Independent School District #118

School Board Report

Date: Oct 1, 2020



Report Submitted by: Mary Yakibchuk

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

In-Person Learner Priorities:

- Health and Safety of Students and Staff
 - Mask compliance near 100%, students are respectful when asked to pull it over nose, getting better at social distancing (have some flexibility here)
 - Encouraging teachers to take care of themselves, and find balance in their lives between work and home
 - Trying to preserve Support staff for individual and small group student SEL needs, rather than pull for subs.
- Prepare all in-person learners for remote learning
 - familiarize K-12 students with technical and digital programs, websites, tools, and applications
 - digital learner expectations
- Academic content, covering the standards
 - Most important concepts
 - Learn tool or concept, not both at same time

Distance Learner Priorities

- Strengthening and maintaining positive student-teacher relationships
 - This is our strength, and we do not want to lose it, over distance and technical obstacles
 - This is the thing that we can provide, that other online schools cannot
- Instructional Best Practices applied online
 - Instructional practices that motivate and engage students in the classroom are the same that motivate and engage online
 - Providing opportunities for students to have remote interaction with peers, discuss and process information in small groups, and to hear from and respond to other students' thoughts and contributions
 - Added benefit, maintains a sense of being connected
- Critical Learning Standards
 - Focus on the really important concepts and skills
 - Limit busy work, non-essential activities
- Celebrations:
 - Students and staff are trying new things, new ways of doing things, learning from each other, coming together as a team, holding team meetings when they can, problem solving, adapting
 - Incredible magic is happening in the classrooms, unlike anything I have experienced. Where there are two worlds of learners intersecting, for growth in academics, social emotional learning, and technical skills.

Northland Community Schools

Independent School District #118

School Board Report

Date: October 1, 2020

Report Submitted by: Jonathan Payne



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

Celebrations

*Flexible staff (stepping up and working together to address ever changing student/staff/family needs. Too many to list. “but I will showcase one”

*Cross training staff members to address staffing shortages more effectively.

*Strong school “covid” team that works well with Cass County PHS (address #118’s health metrics)

Concerns

*Physical / Mental health for entire Northland School Community.

Northland Community Schools

Independent School District #118

School Board Report

Date: September 2020

Report Submitted by: Max Torgerson



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

Celebrations:

- Football and Volleyball are back. Both sports officially start practice on Monday the 28th. Game schedules are on the school website.

-

Concerns:

- No spectators allowed at volleyball games, and a limit of 250 spectators at football games. I'm working on a way to live-stream games so we can have that option available to our community and visiting teams.

Northland Community Schools

Independent School District #118

School Board Report

Date: October 2020



Report Submitted by: Brandon Otway

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

Celebrations:

- We were beginning Classroom Engagement Model this week with our first team meeting on the 2nd of October and our first training on the 9th.
- After a slow start, enrolment numbers are slowly creeping up and we are 100% in-person at the moment. The small classroom numbers are actually working in our favor to help families feel better about sending their child in-person.
- Cheri Parkinson did a lot of fantastic work to get our outdoor space ready for the students. Both classrooms are spending a lot of their day outside and have shifted the way they teach to allow everyone to be outside for a significant part of the day. The custodial staff supported us by bringing over some of the picnic tables and we are having some soil installed so we can have a dirt digging area and a couple raised beds where we can plant some veggies in the spring. It has been a joy to watch how engaged all of our students are when they are playing and learning together outdoors. We are also making use of the school forest as part of this learning and exploration.
- Meetings are happening and plans are being made to begin our ECFE classes again this fall. They will begin this month and go throughout the year. Cheri Parkinson will be our parent ed teacher for this.
- Early Childhood staff at MDE have been a huge support to me as we continue to navigate the changing landscape this year. They have built in flexibilities and understanding as needed to ensure we have a very successful year in early childhood.

Concerns:

- Funding is down due to lower than expected enrollment. This has caused us to pause the planning for our outdoor classroom but we hope to pick this up again in the near future if conditions allow.

Northland Community Schools

Independent School District #118

School Board Report

Date: SEPT 2020



Report Submitted by:

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

Celebrations

- Boiler Replacement Project – GC has most demo work complete, boiler on order possible delivery early Dec – covid delays may impact dates, temp boiler in place 9-15 will have state inspection thru boiler services inc and GC. Possible project completion late Dec or Jan with commissioning tests
- New hire to cover covid route days in place 9-14-20
- ELEM N wall softball damage repairs complete

Concerns:

- Still have some cleaning supplies are on backorder. Alternates have been sourced and are in que and again have not shipped yet this month, pattern continues, further alternates substituted. Seeing a huge spike in PPE costs and limited availability.
- Substitute custodial workers to fill in is still a huge issue.

Northland Community Schools

Independent School District #118



School Board Report

Date: October 2020

Report Submitted by: L. Monroe-Indian Education

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

Celebrations:

-Completed the Title VI student count for Northland Community Schools. Completed the Tribal affiliation report for J.O.M. Currently working on the MN American Indian Education Aid report.

-Ojibwe signage has been made available, offered and displayed for school safety promotion.

-Indian Education is collaborating with Distance Learning coordinators with tutoring, materials, supplies, and communication between staff, students, and parents.

-Dream Catcher training workshops to STAT staff and administration has been made available. The training is from 1-4pm September 29th and October 13th.

-The Indian Education Department will plan to host an outdoor Wild Rice Camp display that will be open to everyone grades PreK-12.

-In collaboration with the history classes, the Indian Education Department is in the process of planning a virtual fieldtrip for the October 5th Annual Battle of Sugar Point tour for classes this month.

-Ojibwe quiz bowl began cultural research this month on quiz bowl competitions using online games in collaboration with other schools.

-In collaboration with the high school councilor we are scheduling virtual college tours from local colleges to students.

Northland Community Schools

Independent School District #118

School Board Report

Date: September, 2020



Community Education

Report Submitted by: Jennifer Welk

MISSION: Northland Community Education ties local strengths, culture and resources together to promote and provide life-long learning for all members of our community.

Celebrations:

- . The fall community education bulletin will be out this week.
- . We had flag football sign up last week. We had 14 students sign up. First practice was last week all the players showed up and had a good time.
- . We are working on taking in pumpkin carving registrations for pumpkin carving classes coming up in Oct.
- . We are planning our 7th annual Trunk or Treat. There will be no hayride or bouncy house this year.

Concerns:

None at this time

Other Information:

Community Education Advisory Council meeting is Wednesday November 4, 2020, 5:30– 6:30 pm at NHS Board room.

MASTER AGREEMENT

~~JULY 1, 2018 – JUNE 30, 2020~~

July 1, 2020 – June 30, 2022

between Independent School District #118

and the

Remer/Longville

Minnesota Schools Employees Association

Northland Community Schools Unit

ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

TABLE OF CONTENTS

ARTICLE I	PURPOSE	3
ARTICLE II	Recognition of Exclusive Representative	3
ARTICLE III	Definitions	3
ARTICLE IV	School District Rights	4
ARTICLE V	Employees' Rights	4
ARTICLE VI	Rates of Pay	6
ARTICLE VII	Group Insurance	7
ARTICLE VIII	Leaves of Absence	8
ARTICLE IX	Hours of Service and Duty Year	13
ARTICLE X	Holidays	14
ARTICLE XI	Vacations	15
ARTICLE XII	Discipline, Discharge, and Probationary Period	16
ARTICLE XIII	Grievance Procedure	17
ARTICLE XIV	Miscellaneous	21
ARTICLE XV	Duration	21
Appendix A	SCHEDULE A: 2020-2021 ¹⁸⁻²⁰¹⁹	22
Appendix A	SCHEDULE B: 2021 - 22 ¹⁹⁻²⁰²⁰	23
	Signature Page	24

ARTICLE I PURPOSE

Parties: This Agreement is entered into between Independent School District #118, Remer, Minnesota, hereinafter referred to as the School District, and the Minnesota School Employees Association, (MSEA), hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for paraprofessionals, para/driver, bus drivers, bookkeeper, cooks, custodians, mechanics, and clerical employees during the duration of this Agreement.

ARTICLE II

Recognition of Exclusive Representative

SECTION 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes Minnesota School Employees' Association, as the exclusive representative for paraprofessionals, para/driver, bus drivers, bookkeeper, cooks, custodians, mechanics, and clerical employees employed by the School District, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

SECTION 2. Appropriate Unit: The exclusive representative shall represent all employees of the School District contained in the appropriate unit as defined in ARTICLE III, SECTION 2 and the P.E.L.R.A. and in certification by the Commissioner of the Minnesota Bureau of Mediation Services (BMS).

SECTION 3. Unit Stewards: The exclusive representative shall provide the School District with the name of the stewards and secretary by October 1 each year.

ARTICLE III Definitions

SECTION 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payments of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School District personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of the P.E.L.R.A.

SECTION 2. Description of Appropriate Unit: All members of the appropriate unit of the School District, not required to be licensed by the State of Minnesota, who are public employees within the meaning of the P.E.L.R.A., excluding supervisory and confidential employees ~~and persons paid from a "Success For The Future Grant" and/or Title VII of PL107-110 ESEA as amended,~~ are members of the bargaining unit.

SECTION 3. School District: For purposes of administering this Agreement, the term, "School District," shall mean the School Board or its designated representative(s).

SECTION 4. Health Care Savings Plan (HCSP): In 2001 The Minnesota State Retirement System (MSRS) was granted authority to offer a post employment health care savings plan, (HCSP), Minnesota Statute §352.98 (2001 Supp).

SECTION 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV
School District Rights

SECTION 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

SECTION 2. School Board Responsibilities: The exclusive representative recognizes the rights and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunities for the students of the School District.

SECTION 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives, and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The exclusive representative also recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

SECTION 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved, and all managerial rights and managerial functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V
Employees' Rights

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

SECTION 2. Dues Checkoff: Employees shall be allowed dues checkoff for the exclusive representative. Upon receipt of a properly executed authorization form from the employee, the School District shall deduct from the employee's paycheck the dues the employee has agreed to pay to the exclusive representative.

~~Deductions may only be terminated by the employee giving written notice to that effect to the business office, with a copy to the exclusive representative.~~

~~SECTION 3. Fair Share Fee: In accordance with the P.E.L.R.A., any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of the benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85 percent of the regular membership fee.~~

~~The exclusive representative shall provide written notice of the amount of the fair share fee assessment and the name of each employee to be assessed to the School District, and a written notice of the amount to each employee to be assessed the fair share fee. A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioners of the BMS, the School District, and the exclusive representative within 30 days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The School District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative within 30 days after the written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the School District pending a decision by the Commissioner, or a Court. Any fair share fee challenge shall not be subject to the grievance procedure.~~

~~The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided in this Agreement.~~

SECTION 4. Sums Deducted from Salary: With respect to any sums deducted from an employee's paycheck ~~whether~~ for membership dues ~~or fair share fees~~, the School District shall transmit such items to the exclusive representative together with a list of names of employees for whom deductions were made and the amount of such deduction within 30 calendar days of such deduction. In the event an employee requests that dues check off be stopped or leaves the employment of the School District, any deduction shall cease.

SECTION 5. Access to Financial Information: The School District shall provide, at the written request of the exclusive representative, access to School District financial information, budgets, and such other information necessary for collective bargaining purposes.

SECTION 6. Personnel Files: Employees, upon written request to the supervisor having custody of the files, have the right to review the content of their own personnel files and evaluations. Employees shall have the right to reproduce, ~~at their own expense~~, any of the contents of their own files. Employees shall have the right to submit for inclusion in their own files written information in response to any material in the files, and such information shall become a part of the files.

SECTION 7. Access to School District Facilities for Exclusive Representative Business: The exclusive representative and its members shall have access to School District facilities for the purpose of conducting business with the written approval of the building administrator. Employees shall not conduct exclusive representative business during duty hours without the express written prior consent of the Superintendent.

ARTICLE VI
Rates of Pay

SECTION 1. Rates of Pay:

Subd. 1. Wages and Classifications: The wages and classifications reflected in SCHEDULE A and SCHEDULE B, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2018 to June 30, 2020.

Subd. 2. Salary Schedules: During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, employees shall be compensated according to their current rate until a successor Agreement is entered into. When a successor Agreement is entered into, compensation shall be retroactive to July 1.

SECTION 2. Occupational Injury Pay: Employees who are forced to leave their jobs because of occupational injury will receive pay for all hours scheduled to work on that day of injury or accident.

SECTION 3. Beginning Salary: Previous experience and special training may affect the beginning salary, but a new employee may not exceed the highest rate of pay in any given classification.

SECTION 4. Boiler and Building Check Pay: Any employee required to perform a boiler check outside of his/her normal workday shall be paid a minimum of two hours of pay. If other work, such as snow removal, has to be done during the check, the time will run concurrently.

SECTION 5. Call-in Pay: Any employee called by his/her supervisor for work outside the normal work day shall be paid a minimum of 2 hours and School Board approved mileage rate for a round trip from home to work and back. This section shall not apply to situations directly related to late starts and/or early dismissal.

SECTION 6. Demotions: If a demotion requires an employee to transfer to a job with a lower band and grade, the employee shall be frozen at the employee's rate of pay prior to the demotion for a period of twelve months or until the employee's schedule placement catches up, whichever occurs first. This section shall not apply to any demotions resulting from any disciplinary action.

SECTION 7. Salary Schedules: SCHEDULE A and SCHEDULE B reflect the agreements made for hourly wages.

SECTION 8. Call Back: Minimum Callback for In-Service: Employees called in for in-service training shall be paid for a minimum of two (2) hours.

SECTION 9. Shift Differential: Employees working janitorial shifts starting after 2:00 P.M. Monday through Friday or for any shift on a Saturday, Sunday or holiday shall receive an additional twenty-five cents (25¢) per hour. Shift differential shall not apply to boiler and building checks that are two hours or less.

SECTION 10. Para II Stipend: Paraprofessionals who are working in positions under the Para II sub classification shall receive a wage rate of 110% of his/her paraprofessional rate of pay for all hours paid.

SECTION 11. Custodial employees with a class 1 licensure will receive an additional twenty-five (.25) cents per hour.

ARTICLE VII
Group Insurance

SECTION 1. Selection of Carrier: The selection of the group insurance carriers and policy shall be made by the School District as provided by law.

SECTION 2.

Subd 1. Health and Hospitalization Insurance Premium Contributions: The School District shall contribute for health and hospitalization. During the ~~2018-2019-2020-22~~ contract years, the District will offer a Cafeteria (125) plan and will contribute up to \$~~6,200-7000~~ per year, ~~and during the 2019-2020 contract year the District will offer a Cafeteria (125) plan and will contribute up to \$6,700 per year~~, which may be utilized toward the combined cost of any of the following:

- The premium for coverage for each regular employee employed by the school district that qualifies for and is enrolled in the School District group health and hospitalization plan;
- The premium for a Basic Life Insurance Policy (\$50,000);
- The premium for Supplemental Life Insurance up to \$50,000 (this would be taxable);
- ~~The premium for any District group dental insurance plan;~~
- The premium for any other District group supplemental insurance plans approved as pretax options;
- Employees shall be paid 50% of any remaining funds after purchasing insurance up to a maximum of \$2,850. Employees electing not to purchase insurance shall be paid \$2,850 per year. This payment shall be taxable.

Any additional cost of the premiums selected is to be borne by the employee and paid by payroll deduction.

Subd. 2 Dental Insurance: During the 2020-22 contract years, the District will contribute up to \$35 per year towards the premium for dental insurance.

Subd. 2: Selection of Provided Policies: An employee has the option to select coverage under the School District group policy.

Subd. 3. Allowance for Husband and Wife: When two employees are married and are both employed by the School District, each shall be allowed the insurance contribution as stated in ARTICLE VII,

Subd. 4. For employees electing the District's HSA plan, a contribution of \$~~500-750~~ will be made into the employee's HSA account for the ~~202018-202119~~ and the ~~202119-20220~~ school years ~~only. This benefit is not available after June 30, 2020.~~

SECTION 3. Long Term Disability Insurance (LTD): The School District shall contribute a sum not to exceed \$12.00 per month toward the school districts LTD policy for all employees covered by this Agreement.

SECTION 4. Employee Assistance Program (EAP): The School District shall pay the full cost toward the school district's EAP policy for all employees covered by this Agreement and their eligible family members.

SECTION 5. Claims Against the School District: The School District's only obligation is to provide a group policy (or to allow an employee to purchase individual health insurance policies) and to pay such amounts as agreed to in this Agreement. The School District's obligations are strictly administrative, and, under no circumstances, shall a claim be made against the School District as a result of a denial of insurance benefits by any insurance carrier.

SECTION 6. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this article as long as the employee is employed by the School District. Upon termination of employment, all School District contributions shall cease.

SECTION 7. Eligibility: Benefits provided in this article shall be available according to the following criteria:

1. Employees hired before May 1, 2014 shall be eligible for the contributions listed in Article VII, Section 2.
2. Employees hired after May 1, 2014, who are employed 20 or more hours per week including bus drivers, shall be eligible for the contributions listed in Article VII, Section 2.

SECTION 8. Reduction in Hours Protection: Employees who are reduced in hours through no fault of their own shall suffer no reduction in insurance benefits for the duration of the balance of the employment contract period in the current fiscal year, provided the insurance carrier allows.

ARTICLE VIII
Leaves of Absence

SECTION 1. Sick Leave:

Subd. 1. Annual Allowance: An employee shall earn sick leave at the rate of 1 2/3 days for each month of service in the employ of the School District credited to the employee's sick leave bank each month. New employees shall receive a sick leave advance of 4 months credited to his/her sick leave bank upon hire. Beginning on the new hire's fifth month of service, he/she shall earn sick leave on a monthly basis at the rate established.

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum credit of 110 days of sick leave per employee for 12 month employees and 90 days for less than 12 month employees.

The maximum credit of days shall be resolved after June 30 of each contract year. Twenty-five percent (25%) of any hours earned under Section 1 above in excess of the 110 or 90 days an employee is eligible to accumulate as of June 30 shall be deducted and deposited into a HCSP in the employee's name. The rate of pay shall be the rate the employee was earning as of June 30 of that contract year and deposited into an HCSP by August 1 of the same calendar year. (Example: If an employee who could accumulate 90 days of sick leave started contract year 1 with 80 days already accumulated on July 1 and did not use any additional days earned each month throughout the contract year, this employee would have 95 days accumulated on June 30 of contract year 1. Twenty-five percent of the 5 days in excess at this employee's rate of pay as of June 30 of contract year 1 would be deposited into a HCSP in the employee's name. This employee would start contract year 2 out with 90 days of sick leave accumulation.)

Subd. 3. Eligibility: Sick leave with pay shall be allowed when the employee's absence is found to have been due to his/her illness or disability, which prevented his/her attendance and performance of duties on that day or days. Such days are to be deducted from accrued sick leave.

Subd. 4. Illness of Family Members: In accordance with Minnesota statute §181.9413 an employee may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child ("child" means an individual under 18 years of age or an individual under age 20 who is still attending secondary school), adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. Such days are to be deducted from sick leave.

Subd. 5. Proof of Illness: The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 6. Authorization for Payment: Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available in the offices.

Subd. 7. Wellness Incentive:

1. Employees whose annual use of sick leave is less than 3 days will have 1 day of accumulated sick leave placed on a “wellness accumulation schedule” for that year of service.
2. Upon retirement and/or resignation, an amount equal to the current substitute current wage for the classification the employee was currently holding will be deposited in the HCSP program.
3. Eight hours of substitute pay will be deposited for each accumulated day for all classifications except drivers. Drivers will have 4 hours of substitute pay for each accumulated day.
4. Employees must have a minimum of 20 accumulated days on the “wellness accumulation schedule” to be eligible for the wellness benefit.
5. This benefit will not be pro-rated.

SECTION 2. Workers’ Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting workers’ compensation insurance may draw sick leave and receive full salary from the School District, said salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave.

SECTION 3. Personal Leave: Employees shall be allotted 3 personal leave days (pro-rated based on the employee’s regularly scheduled work day), non-accumulative, per school year, July 1 through June 30. Requests for approval of personal leave must be made in writing to the Superintendent or his/her designated representative at least 3 days in advance.

No more than 3 employees shall be granted personal leave on the same day. Substitutes must be available for all who are on leave. In the event that more than 3 requests are received for the same date, the leave shall be granted based upon the order in which the requests are received. The order in which the requests are received is determined by the date and time received placed on the request by the Superintendent or his/her designee.

Employees shall be paid for any unused personal days at the end of the school year at the hourly rate paid to substitutes.

SECTION 4. Bereavement: Up to 3 days of leave per occurrence shall be allowed, the days to be deducted from sick leave, for death in the employee’s immediate family. “Immediate family” is defined as the employee’s spouse, child, parent, mother-in-law, father-in-law, grandparents, brother, sister, aunt, uncle, cohabitating adults and those adult’s’ children, or other relative living in the household of the employee. The specific amount of leave allowed is subject to the discretion of the Superintendent depending on the circumstances. Denial of such leave shall not be subject to the grievance procedure.

SECTION 5. Emergency Leave:

Subd. 1. Eligibility: An employee may be granted a leave at the discretion his/her immediate supervisor of up to 2 days per year, non-accumulative, for situations that arise requiring the employee’s emergency attention which cannot be attended to outside the employees workday or for an unscheduled school closing and which are not covered under other provisions of this Agreement. At the discretion of the Superintendent, more than 2 days of emergency leave may be granted. All emergency days are to be deducted from sick leave.

Subd. 2. Application: Requests for emergency leave must be made in writing to the employee’s immediate supervisor at least 3 days in advance whenever possible or prior to the processing of payroll for that pay period in the event of an unscheduled school closing. The request shall state the reason for the proposed leave. The immediate supervisor reserves the right to refuse to grant such leave if, under the circumstances involved, such leave should not be granted. Emergency leaves must have prior, written approval whenever possible.

Subd. 3. Authorization: An emergency leave day shall not be granted for the day preceding or the day following holidays or vacations or the first and last days of the school year, unless it is a request due to an unscheduled school closing. The Superintendent may allow 1 of these days to be granted due to extenuating circumstances, but denial of such leave shall not be subject to the grievance procedure.

SECTION 6. Medical Leave:

Subd. 1. Eligibility: A medical leave of absence may be granted to an employee who meets either of the following qualifications:

1. A. Has completed his/her probationary period and;
Is unable to perform his/her duties because of illness and injury, and
Has exhausted all sick leave credit, OR
2. Has become eligible for LTD compensation.

This leave is without pay and may be up to 6 months. This leave may be renewed at the discretion of the School Board.

Subd. 2. Application: A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor’s statement outlining the condition of health and estimated time at which the employee is expected to be able to resume his/her normal responsibilities.

Subd. 3. Insurance Coverage: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. Failure to pay the premium in advance may result in the cancellation of the policy by the insurance company.

Subd. 4. Affect on Accrued Time: An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which he/she has accrued at the time he went on leave. No credit shall accrue from the period of time that an employee was on unpaid leave.

SECTION 7. Well Childcare/Adoption Leave:

Subd. 1. Application for Leave: A well childcare/adoption leave may be granted by the School Board, subject to the provisions of this section, to 1 parent of an infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. Notice: An employee making application for well childcare/adoption leave must inform the Superintendent in writing of his/her intention to take the leave at least 3 calendar months before commencement of the intended leave.

Subd. 3. Use of Sick Leave: An employee shall not be eligible for sick leave during the period of time covered by a childcare/adoption leave.

Subd. 4. Substitute Availability: The availability of a substitute may also be considered by the School District in determining the beginning or the duration of the leave.

Subd. 5. Commencement and Duration: In making a determination concerning the commencement and duration of a well childcare/adoption leave, the School Board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to his or her employment prior to the date designated in the request for well childcare/adoption leave.

Subd. 6. Reinstatement: An employee returning from well childcare/adoption leave shall be reemployed in a position for which he or she is classified unless previously discharged or laid off.

Subd. 7. Termination: Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.

Subd. 8. Probationary Period: The parties agree that periods of time for which the employee is on well childcare/adoption leave shall not be counted in determining the completion of the probationary period.

Subd. 9. Retention of Rights: An employee who returns from well childcare/adoption leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for well childcare/adoption leave.

Subd. 10. Insurance Participation: An employee on well childcare/adoption leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the well childcare/adoption leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section, subject to COBRA requirements.

Subd. 11. Pay: Leave under this section shall be without pay or fringe benefits unless required by state or federal statute.

SECTION 8. Jury Service Leave: Jury service will be administered pursuant to Minnesota statutes. An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

SECTION 9. Exclusive Representative Leave: A leave of absence, without pay, may be granted for a reasonable length of time to officers or appointed representatives of the exclusive representative to attend meetings of the exclusive representative. All requests for such leave must be submitted to the Superintendent, in writing, at least 3 days in advance. No more than 4 officers may utilize this leave on the same day.

SECTION 10. Eligibility:

Subd. 1. Eligibility: Leave benefits provided in this article shall apply only to employees who are included in the bargaining unit.

Subd. 2. Absences Not Covered by Leave: Any person requesting to be absent from work for a reason not covered by leave provisions of this agreement must have such request approved by the superintendent in writing prior to seeking a substitute. However, denials may be appealed to the School Board at the next regularly scheduled school board meeting. The Board's decision is final. All such leaves may be denied and are not subject to the grievance provision.

SECTION 11. Reassignment of Management Paraprofessionals: Management paraprofessionals are employed based on a need for services for individual students. The amount of needed service is found in the particular IEPs. Management paraprofessionals are assigned working hours tied to the individual students they serve. When the student and/or students are absent from school and services are not needed; therefore, the management paraprofessional's working hours may be reduced.

Subd. 1. One-to-One Assignments: When a management paraprofessional is providing 1-to-1 services to a student, if the student is absent the management paraprofessional will be reassigned duties for up to 2 days for each accumulative occurrence of absence of the assigned student.

Any management paraprofessional who has no one to provide services to due to student absences exceeding 2 consecutive days will be placed on a first call substitute list. Seniority will determine the order of substituting.

If a student requiring a 1-to-1 management paraprofessional leaves the School District permanently, the management paraprofessional assigned to the student will not work until reassigned based on seniority among management paraprofessionals. Reassignment will occur following the end of the next full pay cycle during which time the management paraprofessional will not work.

Subd. 2. Serving Multiple Students: In a situation where a management paraprofessional is assigned to multiple students and a student assigned to that management paraprofessional leaves the School District permanently, his/her work schedule will be adjusted prior to the end of the next full pay cycle during which time management paraprofessional may be re-assigned or laid off.

Subd. 3. Listed by Name: A management paraprofessional who is listed by name in an IEP as the serving paraprofessional will not have his/her assignment changed due to the leaving of other students served by other management paraprofessionals until change of school years. However, the School District and exclusive representative must meet and negotiate before a listing by name applies.

Subd. 4. Communication: The School District Central Office needs to be informed when such changes occur. Changes must be noted on the time cards. If a reassigned management paraprofessional is assigned to work as a substitute, his/her name must be listed on the "Leave of Absence Form" for the employee for whom the management paraprofessional is substituting.

Subd. 5. Alternative work when no Paraprofessional Work is Available:

1. School District Food Service Supervisor and the School District Custodial Supervisor update work available daily to the assigned clerical paraprofessional who is charged with finding substitutes.
2. The clerical paraprofessional prepares a spreadsheet of all custodial and food services paraprofessional and secretarial absences each morning.
3. The clerical paraprofessional emails the updated spreadsheet to building secretaries.
4. The management paraprofessional is given a copy of available openings and must indicate in writing if he/she does not wish to take openings and, if not, leaves work and is not paid for the absence.
5. The management paraprofessional must document on his/her time card the employee for whom he/she substituted, and the time will be charged to that department.

ARTICLE IX
Hours of Service and Duty Year

SECTION 1. A Full-Time Employee is:

Subd. 1. Regular Work Week: A regular work week shall consist of a maximum of 40 hours, or a minimum of 20 hours, exclusive of lunch.

Subd. 2. Bus Drivers: A full-time bus driver is one who is contracted to drive a regular route for the school year. The normal day for a bus driver is to transport the students to and from school. A bus driver's daily schedule is based on a total of 4 hours, inclusive of inspection time.

SECTION 2. Part-Time Employees: The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis as long as doing so does not affect the regular work week of employees covered by this Agreement.

SECTION 3. Shifts and Starting Times: All employees will be assigned starting time and shifts by the School District.

SECTION 4. Lunch Periods: Employees working more than 5 consecutive hours per day shall be provided an unpaid duty free lunch period of at least 30 minutes.

SECTION 5. School Closing: In the event that school closes for ~~any reason (e.g. distance learning day, weather related closing, other emergency closing, etc.) and the employees are not required to perform services, the employees' compensation shall be reduced accordingly unless emergency leave is requested and approved~~ employees will have the following options made available to them:

a. work remotely as assigned by the District

b. take the day unpaid

c. Take sick or personal time

d. Make up the time as mutually agreed between the employee and their building supervisor or administrator

~~e. If an employee reports to work prior to school being closed he/she will be paid a minimum of 2 hours. Lost time may be made up if approved by the employee's immediate supervisor. The previous options may be used for the remaining lost time. A grievance may not be filed if the employee is not allowed to make up lost time.~~

SECTION 6. Shortened Workday: In the event of a late start or an early out, employees shall be given the opportunity to make up any missed hours. Any employee choosing to make up missed hours will consult with their supervisor regarding the scheduling of this make up time. An employee who is denied the opportunity to schedule make up hours, by their supervisor, may appeal the issue to the Superintendent. The Superintendent's decision will be final. These added hours cannot be added to a full week in order to be paid as overtime.

SECTION 7. Overtime: Time and a half shall be paid for all hours worked over 40 hours in any work week. In the event of an emergency that occurs on a holiday, employees required to work will receive their regular rate of pay in addition to their pay for the holiday.

To work overtime that is not part of an employee's regular schedule, the employee must have prior, written approval from the employee's immediate supervisor. If prior, written approval is not possible, the immediate supervisor's written approval must be obtained prior to the completion of the current pay period.

Employees, who work beyond their regular daily schedule on any day, shall not be required to take time off later in the work week because of such extra work.

ARTICLE X Holidays

SECTION 1. Paid Holidays: Twelve-Month, Full-Time Employees:

Subd. 1. Twelve-Month, Full-Time Employees: Twelve-month, full-time employees shall be granted the following paid holidays: July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day. Pay for Memorial Day and July 4th will only be allowed if scheduled work days extend over the particular paid holiday.

Subd. 2. Paid Holidays for Less Than 12 Month and 20 Hours or More Per Week Employees: Employees working less than 12 months and 20 hours or more per week shall be granted the following paid holidays: Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, and Good Friday. Paid holidays will be pro-rated based on the employee's

normal work day. For example, an employee who normally works 4 hours per day will receive 4 hours pay for each holiday while an employee normally working 6 hours per day will receive 6 hours pay for each holiday.

Subd. 3. Paid Holidays for Less Than 20 Hours Per Week Employees: Employees working less than 12 months and less than 20 hours per week shall be granted the following paid holidays: Labor Day, Christmas Eve Day, Christmas Day, Good Friday, and Memorial Day. Paid holidays will be pro-rated based on the employee’s normal work day. For example, an employee who normally works 4 hours per day employee will receive 4 hours pay for each holiday while an employee normally working 6 hours per day will receive 6 hours pay for each holiday.

SECTION 2. Weekends: Holidays that fall on weekends shall be observed on a day established by the School District.

SECTION 3. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday which falls within an employee’s vacation period, shall not be counted as a vacation day.

SECTION 4. Application: In order to be eligible for holiday pay, an employee must have worked his/her regular work day before and after the holiday unless he/she is on excused leave or vacation. Eligible employees shall receive Labor Day as a paid holiday provided they work the Tuesday following Labor Day and Memorial Day if they work the day before Memorial Day.

ARTICLE XI
Vacations

SECTION 1. Eligibility: This article shall apply only to employees who are regularly employed on a 12- month basis and 40-hour week.

SECTION 2. Earned Vacations: Full-time, 12-month employees under these provisions shall accrue and use vacation in the same year as follows:

Years of Service	Accrual Rate per Month
Less than 1 (one) year 0-1	0 days
2-8 1-8	1 day
9-15	1.25 days
16-30	1.667 days
31+ years	2.0834 days

Earned vacations can only be used after completing a full year of service. Use of vacation time may start upon the anniversary date of employment. The 18 month period of time in which the vacation days are to be used is the 18 months from the anniversary date of the employee each year.

SECTION 3. Unused Vacation and Scheduling:

Subd. 1. Resignation: An employee who has completed at least one year of service shall be entitled to receive the pro-rata pay for unused vacation time provided such employee provides the School District with at least 2 weeks’ advanced written notice of his/her resignation time.

Subd. 2. Scheduling: The scheduling of all vacation shall be determined by the employee’s immediate supervisor.

Subd. 3. Unused Vacation Days: An employee may choose to be paid for up to 3 days of unused vacation time instead of using the vacation days. Unused days, over 3 days and up to 5 days, will be placed in the employee's HCSP.

ARTICLE XII

Discipline, Discharge, and Probationary Period

SECTION 1. Probationary Period: An employee shall serve a probationary period of 1 calendar year of continuous service during which time the School Board shall have the unqualified right to discharge such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as discharge is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the Master Agreement alleged to have been violated. A new employee shall not be considered a permanent employee until the employee has served this 1 calendar year probationary period. Subsequent to that period, the employee shall attain permanent status and may be discharged only for just cause.

SECTION 2. Discipline: Disciplinary action shall normally include only the following measures and shall normally be administered progressively depending on the severity of the incident. Disciplinary action may be taken against an employee for just cause.

The School Board or designee shall have the right to discipline/discharge an employee for just cause. Disciplinary actions by the School Board or their designee may include the following 5 steps:

- A. oral reprimand
- B. written reprimand
- C. suspension with pay
- D. suspension without pay
- E. discharge

The School District reserves the right to move directly to a higher level of discipline based on the seriousness of the offense and other relevant factors.

SECTION 3. Meetings to Discuss Discipline Measures: If a supervisor meets with an employee to discuss written reprimand, suspension, or discharge, the employee has the right to have a representative of the exclusive representative present. When possible, the School District will attempt to discuss with the employee(s) any concern which may lead to a disciplinary action and shall offer constructive suggestions for correction before any disciplinary action is initiated.

SECTION 4. Discharge Due Process: No employee who has completed the probationary period, shall be discharged without having been afforded an opportunity to hear the reason(s) for the discharge and without an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes are relevant to the discharge decision. Whenever possible and practical, such opportunities shall be provided in a conference with the School District which shall be conducted after advance notice to the employee and his/her representative who shall be permitted to attend the conference.

SECTION 5. Disciplinary Action Records: A written record of all disciplinary actions within the meaning of this article shall be provided to the involved employee(s) and will be entered into the employee's personnel file. Investigations into conduct, which do not result in disciplinary action, however, shall not be entered into the employee's personnel file. The disciplined employee shall be entitled to submit a written response to be included in the employee's personnel file.

SECTION 6. Probationary Period Change of Classification: In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of 90 working days in any such new classification. If during this 90-day probationary period, the School District is not satisfied with the job being done in the new classification, the employee will be returned to the old classification with no loss of seniority in that classification.

SECTION 7. Unpaid Leaves and Probationary Period: Periods of absences for unpaid leaves taken under ARTICLE VIII, SECTION 2, and SECTION 7, or absences exceeding allotted sick leave will not count as part of the probationary period. The probationary period will be lengthened to equal those absences unless otherwise required by law.

SECTION 8. Seniority Date: Employees shall acquire seniority upon completion of the probationary period and, upon acquiring seniority, the seniority date shall relate back to the first date of hire. If more than 1 employee is hired on the same date, seniority ranking for such employees shall be determined by the order of hire.

SECTION 9. Job Posting: Job openings in any classification covered by this Agreement will be posted in all buildings in the School District for a period of 5 days. The School District determines what position is to be posted after an employee submits his/her resignation or leaves employment for other reasons. This allows for managerial transfers of employees prior to position posting. Employees interested in the positions must advise the School District in writing within the posting period. A permanent job opening is a vacancy in a position scheduled that provides enough hours for unit inclusion. Permanent job openings shall be filled within 40 days from the last day of the job-posting period.

SECTION 10. Job Posting Copies: Copies of all job posting shall be provided to the chief steward(s).

SECTION 11. Reduction in Force: The parties recognize the principle of seniority in the application of this Agreement, within classification, concerning reduction in force, provided the employee is fully qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain his/her seniority and right to recall, within classification, in seniority order for a period of 15 months after the date of layoff. The employee must be fully qualified for the position to be recalled. Fully qualified means the person must meet all current federal and/or state qualifications for the position, even if qualifications for the position have changed since the date of lay off. The School District determines the actual date of recall. No job opening shall exist within the district if someone from that job classification is on layoff.

SECTION 12. Notifying the School District of a Change of Address: An employee on lay off must advise the School District of any change in address which occurs during his/her period of recall.

SECTION 13. Seniority List: A seniority list will be made up by the School District and posted once a year. When the seniority list is posted, an employee shall have 15 working days to request a correction on the list.

SECTION 14. Loss of Seniority and Related Benefits: Employees who are terminated during their initial probationary period, resign, retire, are discharged for just cause, or fail to return to work following the completion of a leave of absence, or fail to respond to a recall notice within 16 calendar days while on layoff shall lose their seniority rights, longevity pay, and other related benefits.

SECTION 15. Job Classifications: Employees may be reassigned within their classification whenever employee absences create the need for reassignment.

1. Instructional Paraprofessional
 - a. Paraprofessional II
 - i. Computer Technician Assistant
 - ii. High School Library and Online Learning Assistant
2. Clerical Paraprofessional
3. Management Paraprofessional
 - i. Paraprofessional/Driver
4. Baker
5. Cooks I & II
6. Kitchen Helper
7. Custodian
8. Secretary
9. Bookkeeper II
10. Mechanic II
11. Bus Driver (including Special Education Bus Driver)
12. Payroll Clerk
13. Grounds Keeper
14. Cleaner
15. Lead Custodian
16. District Computer Tech
17. Indian Education Paraprofessional
18. Health Paraprofessional

ARTICLE XIII
Grievance Procedure

SECTION 1. Grievance Procedure: A “grievance” shall mean an allegation by an employee or group of employees resulting in a dispute or disagreement between the employee or group of employees, as filed by the exclusive representative, and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

SECTION 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party’s behalf.

SECTION 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to “days” regarding time periods in this procedure shall refer to all week days not designated as holidays by this contract or state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document required by this Agreement shall be timely if it bears a postmark of the United States mail or if it has been faxed or personally served within the time period. The counting of the time line begins the day after the employee, the employee's representative, or School District receives notice.

SECTION 4. Time Limitations: A grievance shall not be valid for consideration unless the grievance is submitted in writing to the principal(s) or building administrator setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within 20 days after the date of the event giving rise to the grievance occurred.

Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

SECTION 5. An Adjustment of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee in the following manner:

Subd. 1. Level I - If the grievance is not resolved through informal discussion, the principal(s) or building administrator shall give a written decision on the grievance to the parties involved within 5 days after receipt of the written grievance.

Subd. 2. Level II - Superintendent: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, provided such appeal is made in writing within 5 days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within 10 days after receipt of the appeal. Within 7 days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III - School Board: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within 5 days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance at the next regular School Board meeting after receipt of the appeal. Within 10 days after the hearing, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level, and report the findings and recommendations to the School Board. The School Board shall then render its decision.

Subd. 4. Grievance Mediation: Either party may request grievance mediation at any time by sending a written request to the BMS and by sending a copy of such requests to the other party.

SECTION 6. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the employee may appeal it to the next level.

SECTION 7. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as explained in this article.

Subd. 1. Submission to Arbitration: The grievant may submit to arbitration any grievance which has been properly processed through Level III of the grievance procedure. The exclusive representative must file with the Superintendent a written notice of intention to arbitrate not more than 12 days after the written decision of the grievance at Level III. Arbitration proceedings shall be conducted according to labor arbitration rules.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: The School District and employee or employee's representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the School District and the employee or employee's representative are unable to agree on an arbitrator, they may request from the Commissioner of the BMS, a list of 5 names. The list maintained by the Commissioner shall be made up of qualified arbitrators who have submitted an application to the Commissioner. The parties shall alternately strike names from the list of 5 arbitrators until only 1 name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Each party shall be responsible for equally compensating the arbitrator for his/her fee and necessary expenses.

Subd. 4. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited, to such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Subd. 5. Decision: The decision of the arbitrator shall be final and binding on all parties to the dispute. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the BMS.

Subd. 6. Extension of Time Limits: The parties, by mutual written agreement, may waive any step and extend any time limits in this grievance procedure.

Subd. 7. Employee Participation: Employees shall not lose wages due to their necessary participation in grievance hearing held locally during the working hours. No reprisals of any kind will be taken by the School District against any employee because of his/her participation in this grievance procedure.

ARTICLE XIV
Miscellaneous

SECTION 1. Boiler License Fee: The School District shall pay the cost of a boiler license fee when the School District requires the custodian to maintain a boiler license as a requirement for his or her job. A custodian who is hired without the qualification of possessing a “Special Class Boiler License” will obtain a Special Class boiler license within 30 work days of employment and will obtain a “Second Class Boiler License” within 28-months. The School District shall pay only the actual cost of the boiler license fee. The district agrees to pay only once for training time, testing materials, testing time, and exam for each license level required.

SECTION 2. Para Pro Test: The School District shall pay the test fee for the Para Pro Test for currently employed paraprofessionals. The district will pay the fee only once for any paraprofessional. If the district becomes a Title I School Wide project, the School District shall pay the test fee for the Para Pro Test.

ARTICLE XV
Extra Compensation

Section 1. 403(b)

Subd. 1. Eligibility. Pursuant to the provisions of M.S. 123B.02, Subd. 15 and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee.

Subd. 2. Amount of School District Contribution:

403(b) – Beginning January 1, 2019 members of the Remer/Longville Minnesota Schools Employees Association shall be eligible to participate in this plan and receive matching contributions from the District, according to the following schedule:

Credited Years of Service in the District	Maximum Annual Matching Contribution	Minimum Employee Contribution
0-1 Less than 1 (one) year	0	0
2 1-9	\$250	\$250
10+	\$500	\$500

ARTICLE XVI
Duration

SECTION 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2018 through June 30, 2020, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent to the other party no later than 60 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 60 days prior to the expiration of this Agreement.

SECTION 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior agreements, resolutions, and practices, and School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term of this Agreement.

SECTION 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

SECTION 4. Severability: The provisions of this Agreement shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any such provisions thereof.

Appendix A
SCHEDULE A
202018 - 202119

Step- Years	Para	Para II	Baker	Cooks I&II	Kitchen Helper
1	\$13.73	\$15.12	\$17.97	\$13.69	\$12.07
2-5	\$15.26	\$16.78	\$19.96	\$15.22	\$13.40
6-10	\$15.57	\$17.10	\$20.27	\$15.51	\$13.70
11-15	\$15.86	\$17.40	\$20.56	\$15.82	\$14.00
16-20	\$16.18	\$17.71	\$20.89	\$16.12	\$14.30
21-25	\$16.47	\$18.01	\$21.19	\$16.43	\$14.62
26-28	\$16.75	\$18.30	\$21.47	\$16.72	\$14.90
29-30	\$17.05	\$18.60	\$21.77	\$17.02	\$15.20
31+	\$17.35	\$18.90	\$22.07	\$17.32	\$15.50
	Custodians	Cleaner	Groundskeeper	Mechanic	Mechanic II
1	\$13.69	\$13.08	\$12.38	\$19.50	-
2-5	\$15.22	\$14.51	\$13.77	\$21.66	-
6-10	\$15.51	\$14.81	\$14.07	\$21.98	-
11-15	\$15.82	\$15.13	\$14.37	\$22.28	-
16-20	\$16.12	\$15.42	\$14.67	\$22.58	\$24.48
21-25	\$16.43	\$15.74	\$14.95	\$22.88	\$24.79
26-28	\$16.72	\$16.02	\$15.24	\$23.16	\$25.07
29-30	\$17.02	\$16.32	\$15.54	\$23.46	\$25.37
31+	\$17.32	\$16.62	\$15.84	\$23.76	\$25.67
	Driver	Secretaries	Payroll	Bookkeeper	Bkkeeper II
1	\$19.34	\$15.44	\$16.99	\$20.27	\$23.37
2-5	\$21.48	\$17.15	\$18.88	\$22.53	\$25.97
6-10	\$23.69	\$17.44	\$19.18	\$22.82	\$26.28
11-15	\$23.91	\$17.76	\$19.47	\$23.13	\$26.55
16-20	\$24.07	\$18.05	\$19.78	\$23.42	\$26.86
21-25	\$25.46	\$18.36	\$20.05	\$23.74	\$27.14
26-28	\$25.74	\$18.65	\$20.34	\$24.02	\$27.43
29-30	\$26.04	\$18.95	\$20.64	\$24.32	\$27.73
31+	\$26.34	\$19.25	\$20.94	\$24.62	\$28.03
	Lead Custodian	District Comp Tech			
1	\$16.38	\$19.50			
2-5	\$18.03	\$21.66			
6-10	\$18.32	\$21.98			
11-15	\$18.59	\$22.28			
16-20	\$18.88	\$22.58			
21-25	\$19.16	\$22.88			
26-28	\$19.44	\$23.16			
29-30	\$19.74	\$23.46			
30+	\$20.04	\$23.76			

Upon completion of the probationary period, employees are entitled to step movement on their anniversary date. Step advancement: After the first full year of employment, step eligible employees shall advance on July 1 of the applicable step-year.

**APPENDIX A
SCHEDULE B
202119-202220**

Step-Years	Para	Para II	Baker	Cooks I&II	Kitchen Helper
1	\$14.00	\$15.42	\$18.33	\$13.96	\$12.31
2-5	\$15.56	\$17.11	\$20.36	\$15.52	\$13.67
6-10	\$15.88	\$17.44	\$20.67	\$15.82	\$13.97
11-15	\$16.18	\$17.75	\$20.97	\$16.14	\$14.28
16-20	\$16.50	\$18.06	\$21.31	\$16.44	\$14.59
21-25	\$16.80	\$18.37	\$21.61	\$16.76	\$14.91
26-28	\$17.09	\$18.66	\$21.90	\$17.05	\$15.20
29-30	\$17.39	\$18.96	\$22.20	\$17.35	\$15.50
31+	\$17.69	\$19.26	\$22.50	\$17.65	\$15.80
	Custodians	Cleaner	Groundskeeper	Mechanic	Mechanic II
1	\$13.96	\$13.34	\$12.63	\$19.89	-
2-5	\$15.52	\$14.80	\$14.05	\$22.10	-
6-10	\$15.82	\$15.11	\$14.35	\$22.42	-
11-15	\$16.14	\$15.43	\$14.66	\$22.73	-
16-20	\$16.44	\$15.73	\$14.96	\$23.03	\$24.97
21-25	\$16.76	\$16.05	\$15.25	\$23.34	\$25.28
26-28	\$17.05	\$16.34	\$15.54	\$23.62	\$25.57
29-30	\$17.35	\$16.64	\$15.84	\$23.92	\$25.87
31+	\$17.65	\$16.94	\$16.14	\$24.22	\$26.17
	Driver	Secretaries	Payroll	Bookkeeper	Bkkeeper II
1	\$19.73	\$15.75	\$16.99	\$20.27	\$23.37
2-5	\$21.91	\$17.49	\$18.88	\$22.53	\$25.97
6-10	\$24.17	\$17.79	\$19.18	\$22.82	\$26.28
11-15	\$24.39	\$18.11	\$19.47	\$23.13	\$26.55
16-20	\$24.55	\$18.42	\$19.78	\$23.42	\$26.86
21-25	\$25.97	\$18.73	\$20.05	\$23.74	\$27.14
26-28	\$26.26	\$19.02	\$20.34	\$24.02	\$27.43
29-30	\$26.56	\$19.32	\$20.64	\$24.32	\$27.73
31+	\$26.86	\$19.62	\$20.94	\$24.62	\$28.03
	Lead Custodian	District Comp Tech			
1	\$16.38	\$19.89			
2-5	\$18.03	\$22.10			
6-10	\$18.32	\$22.42			
11-15	\$18.59	\$22.73			
16-20	\$18.88	\$23.03			
21-25	\$19.16	\$23.34			
26-28	\$19.44	\$23.62			
29-30	\$19.74	\$23.92			
30+	\$20.04	\$24.22			

Upon completion of the probationary period, employees are entitled to step movement on their anniversary date. After the first full year of employment, step eligible employees shall advance on July 1 of the applicable step-year.

IN WITNESS WHEREOF, the parties have executed this Master Agreement as follows:

FOR:

MN School Employees' Association
Representative

Carla Hopkins, Vice Steward

Lori Sizenbach, Chief Steward

MSEA Negotiator

Date

FOR:

Independent School District #118 Exclusive

Marc Ruyak, School Board Chairperson

Linda Knox, School Board Clerk

Date

**Northland Community Schools
Independent School District #118
Remer, Minnesota**

**MEMORANDUM OF EMPLOYMENT
2020-2021**

An Agreement is made this 1st day of October 2020 between **Independent School District No. 118**, Remer, Minnesota, hereafter called the party of the first part and **Brenda Snakenberg**, hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of **Food Service Director** as directed by the Superintendent of Schools, or his/her designated representative and the Board of Education for a period beginning October 1, 2020 through June 30, 2021 unless Snakenberg's employment is terminated before June 30, 2021.

October 1, 2020- June 30, 2021

1448 hours at \$17.87 per hour (181 days, 8 hours per day)	\$25,875.76
Health Insurance: \$583.33 per month (If enrolled in one of the District's health plans)	7000.00
Dental Insurance: \$35 per month	384.00
L.T. D. Insurance	144.00

Additional Annual Benefits

- 8 paid holidays (Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day)
- 1 2/3 days per month sick leave (15 days per year) - accumulated to maximum of 110 days
- 2 emergency days per year
- 3 personal days per year

Brenda Snakenberg

School Board Clerk

Date

School Board Chairperson

**Northland Community Schools
Independent School District #118
Remer, Minnesota**

**MEMORANDUM OF EMPLOYMENT
2020 -2023**

An Agreement is made this 1st day of October 2020 between **Independent School District No. 118**, Remer, Minnesota, hereafter called the party of the first part and **Jared Johnson**, hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of **Custodial/Maintenance Supervisor** as directed by the Superintendent of Schools, or his/her designated representative and the Board of Education for a period of two hundred and sixty (260) days per year beginning July 1, 2020 through June 30, 2023 unless Johnson's employment is terminated before June 30, 2023.

July 1, 2020 - June 30, 2021

2080 hours at \$20.81 per hour (260 days, 8 hours per day)	\$43,284.80
Insurance Benefit \$583.33 per month (If enrolled in one of the District's health plans)	7,000.00
HSA contribution (on January 1 st)	750.00
L.T. D. Insurance	144.00

July 1, 2021- June 30, 2022

2080 hours at \$21.23 per hour (260 days, 8 hours per day)	\$44,158.40
Insurance Benefit \$583.33 per month (If enrolled in one of the District's health plans)	7,000.00
HSA contribution (on January 1 st)	750.00
L.T. D. Insurance	144.00

July 1, 2022- June 30, 2023

2080 hours at \$21.65 per hour (260 days, 8 hours per day)	\$45,032.00
Insurance Benefit \$583.33 per month (If enrolled in one of the District's health plans)	7,000.00
HSA contribution (on January 1 st)	750.00
L.T. D. Insurance	144.00

Additional Annual Benefits

- 9 paid holidays (July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Day, Good Friday, and Memorial Day)
- 12 paid vacation days – can be carried over to a maximum of 24 days (192) hours. Johnson may accrue more than 192 hours of vacation days during the course of a year, however, by June 30 of each year of the contract he must have brought his vacation balance down to 192 hours. Any hours over 192 as of June 30 of each year are forfeited.
- 1 2/3 day per month sick leave - accumulated to 110 days
- 2 emergency days
- 3 personal days

Three days of unused vacation time may be paid per year instead of using vacation time. Two days of unused vacation time may be placed in a HCSP.

Jared Johnson

School Board Clerk

Date

School Board Chairperson