

Agenda

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**
 - 5.1. A big thank you to Tristen Heller and the Veteran's Day committee for making our annual Veteran's Day program a success again this year.
6. **Audience Recognition**
7. **Consent items**
 - 7.1. Approve the minutes from the October 25, 2023 Regular Meeting and the November 1, 2023 Work Session
 - 7.2. Approve Treasurer's report and bills
 - 7.3. Approve second reading of Policy #512 - School Sponsored Student Publications
 - 7.4. Approve second reading of Policy #517 - Student Recruiting
 - 7.5. Approve second reading of Policy #522 - Title IX Sex Nondiscrimination Policy, Grievance Procedures
 - 7.6. Approve second reading of Policy #605 - Alternative Programs
 - 7.7. Approve second reading of Policy #607 - Organization of Grade Levels
 - 7.8. Approve the resolution accepting gifts/donations to Northland Community Schools:
Whereas the following; therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows: The Northland Community Schools - District 118 School Board does hereby accept the following gifts/donations:
 - Emily/Outing Lions Club - \$300 for football program
 - S. A. Yochum V.F.W. Post 772 - \$150 for the library to purchase patriotic books
8. **Reports**
 - 8.1. **Early Education Report**
 - 8.2. **Business Manager Report**
 - 8.3. **Elementary Principal/Activities Director Report**
 - 8.4. **Principal Report**
 - 8.5. **Facilities Report**
 - 8.6. **Indian Education Report**
 - 8.7. **CE Report**
 - 8.8. **Dean of Students Report**
9. **Superintendent Report**
10. **New Business**
 - 10.1. First reading of revised Policy #515 Protection and Privacy of Pupil Records
 - 10.2. First reading of revised Policy #608 - Instructional Services - Special Education

- 10.3. First reading of revised Policy # 609 - Religion
- 10.4. First reading of revised Policy # 610 - Field Trips
- 10.5. First reading of revised Policy #611 - Homeschooling
- 10.6. Discussion regarding potential incentive options to attract bus driver applicants
- 10.7. Approve the quote from Widseth for the Safety Town project
- 10.8. Approve continuation of the Family Educational Rights and Privacy Act Direct Admissions OPT IN version
- 10.9. Discussion and possible approval regarding replacing the football field lights
- 10.10. Approve the Licensed Staff Seniority list for SY2023-24
11. **Personnel**
 - 11.1. Accept the resignation of Nate Sharp as Junior High Baseball Coach
 - 11.2. Accept the resignation of October Soyring as Paraprofessional effective November 28, 2023
 - 11.3. Accept the resignation of October Soyring as Junior High Volleyball Coach
12. **Other school business which can legally be brought before the Board**
13. **Next Meeting Dates:**
 - Regular Meeting, December 20, 2023, 5:30 p.m.
 - Truth in Taxation Meeting, December 20, 2023, 6:30 p.m.
14. **Adjournment**

Regular Meeting
Wednesday, October 25, 2023 5:30 PM Central

Northland High School Room C113
316 Main St E
Remer, MN 56672

Aaron Ammerman: Present
Linda Knox: Absent
Terri Nystrom: Present
Seth Robison: Present
Marc Ruyak: Present
Tyler Seifert: Present
Bill Wake: Present
Present: 6, Absent: 1.

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

Motion to approve the agenda for October 25, 2023 Regular Meeting. This motion, made by Bill Wake and seconded by Terri Nystrom, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 6, Nay: 0, Absent: 1

5. Recognitions

6. Audience Recognition

Robert Johnson spoke before the board in regard to a student discipline policy
Raina Boucher, teacher and representative of NREM, reported that negotiation meetings have been positive and requested a fair and competitive contract be settled
Mark Gravelle, teacher and member of NREM, addressed the school board, thanking them for their honesty and cooperation during the negotiation process

7. Consent items

Motion to approve Consent items. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 6, Nay: 0, Absent: 1

7.1. Approve September 2023 Treasurer's report and bills

7.2. Approve the on-going collaboration with Deer River to share the cost of services for School Psychologist, Raina Heruth at .20 FTE.

7.3. Approve the resolution accepting gifts/donations to Northland Community Schools: Whereas the following; therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows: The Northland Community Schools - District 118 School Board does hereby accept the following gifts/donations -

- Dirt from Ruyak Enterprises
- Dirt work from School Board members, Marc Ruyak and Tyler Seifert
- \$1000 from the Outing Chamber of Commerce for "Grad Blast"
- \$5000 from the Outing Chamber of Commerce for the football program
- Instrument Donations :Armstrong 104N Flute and Bundy Clarinet donated by Ted Frick of Ice Cube Antiques; Bundy Selmer-1400 Clarinet donated by an anonymous donor and Gemeinhard 4RSH Piccolo, Gemeinhard 22SP Flute, and Slemmer Open-Hole Flute donated by Sarah Valtinson
- Hats, mittens and gloves donated by Salem Luthern Church

8. Reports

8.1. Early Education Report

8.2. Business Manager Report

8.3. Elementary Principal/Activities Director Report

8.4. Principal Report

8.5. Facilities Report

8.6. Indian Education Report

8.7. CE Report

8.8. Dean of Students Report

9. Superintendent Report

10. New Business

10.1. Review and approve the revised Joint Powers Agreement

Approve revisions to the UNLC Joint Powers Agreement. This motion, made by Terri Nystrom and seconded by Bill Wake, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 6, Nay: 0, Absent: 1

10.2. Approve Professional Services Agreement between Leech Lake Band of Ojibwe and Northland Community Schools for Early Childhood services

Approve the Professional Services Agreement between Leech Lake Band of Ojibwe and Northland Community Schools for Early Childhood. This motion, made by Terri Nystrom and seconded by Bill Wake, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc

Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 6, Nay: 0, Absent: 1

10.3. Approve a request from Lake Country Power to put an underground cable on school property. Jeff Major, Right of way Supervisor, will be in attendance to offer additional information and answer questions.

Approve the request by Lake Country Power to put an underground cable on school property. This motion, made by Aaron Ammerman and seconded by Seth Robison, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 6, Nay: 0, Absent: 1

After some discussion with Jeff Major of Lake Country Power, the board approved the request contingent upon revisions to the Right-Of -Way Easement

10.4. Approve MSHSL Resolution Form A, Application to MSHSL Foundation.

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Northland Community Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Northland Community Schools supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Approve MSHSL Resolution Form A, Application to MSHSL Foundation. This motion, made by Tyler Seifert and seconded by Seth Robison, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 6, Nay: 0, Absent: 1

10.5. Approve the updated Teacher Development Plan approved by NREM on October 4, 2023.

Approve the 2023-2024 Teacher Development Plan approved by NREM. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 6, Nay: 0, Absent: 1

10.6. Discussion and possible approval of the proposal from Widseth for the following projects:

The board suggested additional estimates be submitted for review prior to taking action on any of the projects

10.6.1. Proposed multi-use court and its location on the campus
Discussion to be moved to the November 1, 2023 Work Session

10.6.2. Include Safety Town as part of the multi-use court
Discussion to be moved to the November 1, 2023 Work Session

10.6.3. Sound mitigation in the band classroom

The project will move forward pending additional estimates and information

10.6.4. Dumpster project

It was discussed that the project could be done locally and incorporate students from the Industrial Technology classes

10.7. Discussion regarding the football field project set to begin in Spring/Summer 2024

The field project may result in some changes to the 2024-25 practice schedule in order to allow the grass to take root.

10.7.1. Accept the bid from Green Again Lawn and Landscaping Service for the shared field project

Accept the bid from Green Again Lawn and Landscaping Service for the football field project. This motion, made by Tyler Seifert and seconded by Seth Robison, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 6, Nay: 0, Absent: 1

10.8. Review and approve the Interagency Agreement, Appendices A and B and invoice for services with Cass County Children's Initiative

Approve the Interagency Agreement for services between Northland Community Schools and Cass County Children's Initiative. This motion, made by Bill Wake and seconded by Terri Nystrom, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 6, Nay: 0, Absent: 1

10.9. Propose changing the *pre-tax administrator from Aviben to Medsurity due to lack of customer service. This change will be at an increased cost to the district from \$500 per year to \$1480 per year.

**A pre-tax administrator is a third party that manages district employee contributions to pre-tax accounts including Sect. 125, HSA, FSA and Dependent Care.*

Approve changing the pre-tax administrator to Medsurity. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 6, Nay: 0, Absent: 1

11. Personnel

11.1. Approve the hire of Jeremy Schwarz for the position of Boys Basketball Head Coach effective the 2023-24 season

Approve Jeremy Schwarz as Boys Basketball Head Coach beginning the 2023-24 season. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 6, Nay: 0, Absent: 1

11.2. Approve the hire of Steve Kovall for the position of Boys Basketball Assistant Coach effective the 2023-24 season

Approve Steve Kovall as Boys Basketball Assistant Coach beginning the 2023-24 season.
This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 6, Nay: 0, Absent: 1

11.3. Accept the resignation of Girls Basketball Assistant Coach, Angela Lewandowski, effective immediately.

Accept the resignation of Girls Basketball Assistant Coach, Angela Lewandowski. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 6, Nay: 0, Absent: 1

11.4. Approve the hire of Howard Hagemaster for the position of Junior High Girls Basketball Coach effective the 2023-24 season

Approve the hire of Howard "Joe" Hagemaster as Junior High Girls Basketball Coach. This motion, made by Bill Wake and seconded by Seth Robison, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 6, Nay: 0, Absent: 1

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

13. Next Meeting Dates:

- Work Session, Wednesday November 1, 2023, 5:30 p.m.
- Regular Meeting, Wednesday November 15, 2023, 5:30 p.m.

*Due to the Thanksgiving holiday, the Policy Meeting scheduled for November 22, 2023 has been rescheduled to November 17, 2023 Tina Anderson, Recording Secretary

14. Adjournment

Call for a motion to adjourn the meeting. This motion, made by Terri Nystrom and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 6, Nay: 0, Absent: 1

The meeting was adjourned at 6:27 PM

Visitors: Robert Johnson, Jeff Major, Jeremy Schwarz, Kelly Riewer, Katie Edstrom, Julie Knapp, Cheri Parkinson, Amber Osterhoudt, Eddie Barron, Kelly Holmied, Jodi Bullock, Abbie Newman

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Work Session
Wednesday, November 1, 2023 5:30 PM

Northland High School Room C113
316 Main St E
Remer, MN 56672

Aaron Ammerman: Present
Linda Knox: Present
Terri Nystrom: Present
Seth Robison: Present
Marc Ruyak: Present
Tyler Seifert: Present
Bill Wake: Present
Linda Knox Present (joining by phone)

1. Greetings, Pledge of Allegiance, Mission Statement

Mission Statement: *Educate and inspire all learners to reach their full potential*

2. Discussion Items

2.1. Budget and available funding

Business Manger Lori Backlund joined virtually to discuss the budget

2.2. Two year revenue review

Lori Backlund presented a two-year revenue review

2.3. Affordable Care Act Compliance

Discussion regarding options for maintaining Affordable Care Act compliance

2.4. Location of proposed multi-use court

Two viable options for the location of the multi-use court were presented for discussion

2.5. Wednesday Family Night

Discussed some options for scheduling so students can attend Wednesday Family Night

2.6. Baseball field Spring 2024

Discussion about the options for practices and games for the 2023-24 baseball season

2.7. Direct Admissions Opt-In or Opt-Out

Discussion clarifying the differences between Direct Admissions Opt-In and Direct Admissions Opt-Out

3. Next Meeting:

Regular Meeting November 15, 2023

Policy Committee Meeting November 17, 2023

Visitors: Janessa Green, Carol Procopio

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

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
16188	0118	chec														
9/28 DEPOSIT			21726	Credit	A	10/16/23	10004	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				18.00	0.00
														Receipt Total:	\$18.00	\$0.00
M.LOSH-PLANNER			21727	Credit	A	10/16/23	10005	Cash	1	C1	Miscellaneous Customer					
						0118	R 01 005 000	000 000 099			Misc Revenue				5.00	0.00
														Receipt Total:	\$5.00	\$0.00
ORNAMENT FUNDRAISER			21728	Credit	A	10/16/23	10006	Check	1	1136	Northland Senior Class					
						0118	R 01 310 298	093 301 096			Senior Class Activity				560.00	0.00
														Receipt Total:	\$560.00	\$0.00
9/29-DEPOSIT			21729	Credit	A	10/16/23	10007	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				10.00	0.00
														Receipt Total:	\$10.00	\$0.00
10/2 DEPOSIT			21730	Credit	A	10/16/23	10008	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				50.76	0.00
														Receipt Total:	\$50.76	\$0.00
R.LATHROP AUG-OCT			21731	Credit	A	10/16/23	10009	Check	1	1070	RETIRE/DEDUCT:					
						0118	E 01 010 203	000 000 291			Elem Retired Emp Benefit				142.62	0.00
														Receipt Total:	\$142.62	\$0.00
FUTURE FOREST STEWARDS			21732	Credit	A	10/16/23	10010	Check	1	1071	I A S C					
						0118	R 01 020 250	270 809 096			Career Pathways				539.00	0.00
														Receipt Total:	\$539.00	\$0.00
			21733	Credit	A	10/16/23	10011	Check	1	1082	LLBO EARLY CHILDHOOD					
						0118	R 04 500 582	000 338 300			Pathways I				1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00
MARCH 2023 ELS			21734	Credit	A	10/16/23	10012	Check	1	1082	LLBO EARLY CHILDHOOD					
						0118	R 04 500 582	000 338 300			Pathways I				3,452.37	0.00
														Receipt Total:	\$3,452.37	\$0.00
SEPT 2023 ELS			21735	Credit	A	10/16/23	1013	Check	1	1082	LLBO EARLY CHILDHOOD					
						0118	R 04 500 582	000 338 300			Pathways I				416.66	0.00
														Receipt Total:	\$416.66	\$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
16188	0118	chec														
10/6 DEPOSIT			21746	Credit	A	10/16/23	10025	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				11.50	0.00
														Receipt Total:	\$11.50	\$0.00
10/10 DEPOSIT			21747	Credit	A	10/16/23	10026	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				121.75	0.00
														Receipt Total:	\$121.75	\$0.00
10/11 DEPOSIT			21748	Credit	A	10/16/23	10029	Check	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505 305 321 040				Tuition fm Patrons				827.00	0.00
														Receipt Total:	\$827.00	\$0.00
DONATION TO GRAD BLAST			21749	Credit	A	10/16/23	10027	Check	1	1107	OUTING CHAMBER OF C					
						0118	R 01 310 298 093 301 096				Senior Class Activity				1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00
LIZ JOHNSON-FITNESS MEMBI			21750	Credit	A	10/16/23	10028	Cash	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505 305 321 040				Tuition fm Patrons				20.00	0.00
														Receipt Total:	\$20.00	\$0.00
ISD#11 TUITION			21751	Credit	A	10/16/23	10030	Check	1	C1	Miscellaneous Customer					
						0118	R 01 040 000 000 000 021				Tuition from MN Schools to L				7,778.16	0.00
														Receipt Total:	\$7,778.16	\$0.00
10/11 DEPOSIT			21752	Credit	A	10/16/23	10031	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				29.75	0.00
														Receipt Total:	\$29.75	\$0.00
10/11/23			21753	Credit	A	10/16/23	10032	Check	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505 305 321 040				Tuition fm Patrons				209.00	0.00
														Receipt Total:	\$209.00	\$0.00
10/12 DEPOSIT			21754	Credit	A	10/16/23	10033	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				85.00	0.00
														Receipt Total:	\$85.00	\$0.00
TUITION			21755	Credit	A	10/16/23	10034	Check	1	1175	ISD 709					
						0118	R 01 040 000 000 000 021				Tuition from MN Schools to L				22,586.58	0.00
														Receipt Total:	\$22,586.58	\$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
16188	0118	chec														
SPORTS POSTER/CALENDAR			21756	Credit	A	10/16/23	10035	Check	1	C1	Miscellaneous Customer					
						0118	R 01 310 292	110 000 096		ACTIVITY					500.00	0.00
														Receipt Total:	\$500.00	\$0.00
10/13 DEPOSIT			21757	Credit	A	10/16/23	10036	Cash	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					7.75	0.00
														Receipt Total:	\$7.75	\$0.00
														Deposit Total:	\$41,661.87	\$0.00
16189	0118	chec														
Care & Treatment : A.K			21758	Credit	A	10/26/23	10037	Check	1	c1	Miscellaneous Customer					
						0118	R 01 040 000	000 000 021		Tuition from MN Schools to L					8,376.48	0.00
														Receipt Total:	\$8,376.48	\$0.00
10/16 deposit			21759	Credit	A	10/26/23	10038	Cash	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					7.00	0.00
														Receipt Total:	\$7.00	\$0.00
10/17 deposit			21760	Credit	A	10/26/23	10039	Wire	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					55.75	0.00
														Receipt Total:	\$55.75	\$0.00
B.Johnson October			21761	Credit	A	10/26/23	10040	Check	1	1070	RETIRE/DEDUCT:					
						0118	E 01 010 203	000 000 291		Elem Retired Emp Benefit					855.67	0.00
														Receipt Total:	\$855.67	\$0.00
			21762	Credit	A	10/26/23	10041	Cash	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505	305 321 040		Tuition fm Patrons					713.00	0.00
														Receipt Total:	\$713.00	\$0.00
10/18 deposit			21763	Credit	A	10/26/23	10043	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					235.90	0.00
														Receipt Total:	\$235.90	\$0.00
10/23 deposit			21764	Credit	A	10/26/23	10044	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					48.50	0.00
														Receipt Total:	\$48.50	\$0.00
Pacesetter Payment			21765	Credit	A	10/26/23	10045	Check	1	1082	LLBO EARLY CHILDHOOD					
						0118	R 04 500 505	305 321 040		Tuition fm Patrons					150.00	0.00
														Receipt Total:	\$150.00	\$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
16189	0118	chec														
ISD#0741	tuition-A.Bergstrom		21766	Credit	A	10/26/23	10047	Check	1	c1	Miscellaneous Customer					
						0118	R 01 040 000 000 000 021			Tuition from MN Schools to L					7,834.57	0.00
														Receipt Total:	\$7,834.57	\$0.00
ISD#739	tuition		21767	Credit	A	10/26/23	10048	Check	1	c1	Miscellaneous Customer					
						0118	R 01 040 000 000 000 021			Tuition from MN Schools to L					8,974.80	0.00
														Receipt Total:	\$8,974.80	\$0.00
T.Gross	health premium		21768	Credit	A	10/26/23	10049	Check	1	c1	Miscellaneous Customer					
						0118	B 01 215 030			Employee Insurance Withhol					214.41	0.00
														Receipt Total:	\$214.41	\$0.00
fy23 fin	629 reimb expenses		21769	Credit	A	10/26/23	10046	Check	1	1071	I A S C					
						0118	R 01 005 000 000 629 400			Federal Aids & Grant					18,499.37	0.00
														Receipt Total:	\$18,499.37	\$0.00
s.washington	care&treatment		21770	Credit	A	10/26/23	10050	Check	1	c1	Miscellaneous Customer					
						0118	R 01 040 000 000 000 021			Tuition from MN Schools to L					13,462.20	0.00
														Receipt Total:	\$13,462.20	\$0.00
10/24	deposit		21771	Credit	A	10/26/23	10051	Cash	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					9.35	0.00
														Receipt Total:	\$9.35	\$0.00
10/18	football		21772	Credit	A	10/26/23	10052	Cash	1	1118	GATE RECEIPTS					
						0118	R 01 310 292 110 000 060			Activity Admissions					560.00	0.00
														Receipt Total:	\$560.00	\$0.00
donation to	football		21773	Credit	A	10/26/23	10053	Check	1	1107	OUTING CHAMBER OF C					
						0118	R 01 310 294 210 301 096			Football Activity					5,000.00	0.00
														Receipt Total:	\$5,000.00	\$0.00
10/18	football		21774	Credit	A	10/26/23	10054	Cash	1	1119	CONCESSIONS - FOOD S					
						0118	R 01 310 292 125 000 096			CONCESSIONS DISTRICT					417.50	0.00
														Receipt Total:	\$417.50	\$0.00
			21775	Credit	A	10/26/23	10055	Check	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505 305 321 040			Tuition fm Patrons					90.00	0.00
														Receipt Total:	\$90.00	\$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	
16189	0118	chec															
Emily/outing lions-fb donation																	
			21776	Credit	A	10/26/23	10056	Check	1	c1							
						0118	R 01 310 294	210 301 096									
										Miscellaneous Customer							
										Football Activity					300.00	0.00	
															Receipt Total:	\$300.00	\$0.00
10/25 deposit																	
			21777	Credit	A	10/26/23	10057	Cash	1	1069							
						0118	B 02 230 001										
										Food Service							
										Deferred Revenue					3.00	0.00	
															Receipt Total:	\$3.00	\$0.00
															Deposit Total:	\$65,807.50	\$0.00
16190	0118	2															
SERVS FIN155 Reim																	
			21778	Credit	A	10/05/23	10052023	Wire	1	MDE							
						0118	R 01 005 000	013 155 400									
										Minn Dept of ED							
										Federal Aids & Grant					25,533.01	0.00	
										Federal Aids & Grant					4,531.31	0.00	
										Federal Aids & Grant					6,596.15	0.00	
															Receipt Total:	\$36,660.47	\$0.00
															Deposit Total:	\$36,660.47	\$0.00
16191	0118	2															
IDEAS payment																	
			21779	Credit	A	10/13/23	10132023	Wire	1	MDE							
						0118	R 01 005 000	000 000 211									
										Minn Dept of ED							
										Gen Ed/Spar/Pen Adj Aid					109,731.74	0.00	
										Special Ed Aid					3,586.24	0.00	
															Receipt Total:	\$113,317.98	\$0.00
															Deposit Total:	\$113,317.98	\$0.00
16192	0118	2															
P-EBT District Costs																	
			21780	Credit	A	10/27/23	10272023	Wire	1	MDE							
						0118	R 01 005 000	000 174 405									
										Minn Dept of ED							
										Federal Reim P-EBT					653.00	0.00	
															Receipt Total:	\$653.00	\$0.00
															Deposit Total:	\$653.00	\$0.00
16193	0118	2															
			21781	Credit	A	10/31/23	10312023	Wire	1	MDE							
						0118	R 01 005 000	000 000 211									
										Minn Dept of ED							
										Gen Ed/Spar/Pen Adj Aid					130,422.24	0.00	
										Special Ed Aid					7,472.54	0.00	
										Hmstd/Ag Market Value Crec					563.03	0.00	
										Other State Credits					11,327.46	0.00	
										Disparity Reduct Aid					16.46	0.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105713	5241		ACME TOOLS		Check		
				E 01	005 810 000 000 410	HEPA filter for DCV501 12		\$180.00	
	PO#: 19411	Voucher #:	72064	Invoice	Invoice No: 11700039	10/9/2023	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0118	chec	105714	6581		ALYSSA ERICKSON		Check		
				E 04	500 505 000 321 305	Consulting Fees		\$540.00	
	PO#:	Voucher #:	72065	Invoice	Invoice No: 09262023	10/9/2023	Paid Amt:	\$540.00	
							Check Amount:	\$540.00	
0118	chec	105715	3296		AMAZON.COM		Check		
				E 04	500 585 000 362 401	https://www.amazon.com/dp/B0BWL19X38/?c		\$195.93	
				E 04	500 585 000 362 401	https://www.amazon.com/dp/B0BT53QGZQ/?c		\$188.16	
	PO#: 19454	Voucher #:	72066	Invoice	Invoice No: 1R63-DN9J-1LXJ	10/9/2023	Paid Amt:	\$384.09	
				E 01	310 298 093 301 402	30x40 frame		\$111.11	
	PO#: 19494	Voucher #:	72067	Invoice	Invoice No: 1RVR-7PWW-GNTJ	10/9/2023	Paid Amt:	\$111.11	
				E 01	010 206 011 433 401	B06W55D3VR AK TRADING CO. Muslin Fabr		\$35.95	
				E 01	010 206 011 433 401	B07D9KM9LP EcoEarth Vertical ID Badge Hol		\$16.98	
				E 01	010 206 011 433 401	B07NPR11Q1 Bird Fiy Black Lanyard 100 Pac		\$31.57	
				E 01	010 206 011 433 401	Amazon Shipping Charge		\$6.99	
	PO#: 19498	Voucher #:	72068	Invoice	Invoice No: 1HXW-4NJX-J733	10/9/2023	Paid Amt:	\$91.49	
				E 04	500 582 806 000 401	1138310107 The Outdoor Classroom in Practi		\$84.72	
	PO#: 19432	Voucher #:	72069	Invoice	Invoice No: 1DPN-C134-Y4W9	10/9/2023	Paid Amt:	\$84.72	
				E 01	005 020 000 000 401	Scotch Painter's Tape Original Multi-Surface P		\$28.47	
				E 01	010 050 000 000 401	Scotch Painter's Tape Original Multi-Surface P		\$28.47	
				E 01	020 050 000 000 401	Scotch Painter's Tape Original Multi-Surface P		\$28.47	
				E 01	020 050 000 000 401	Scotch Heavy Duty Packaging Tape, 1.88" x 2		\$14.26	
				E 01	010 050 000 000 401	Scotch Heavy Duty Packaging Tape, 1.88" x 2		\$14.26	
				E 01	005 020 000 000 401	Scotch Heavy Duty Packaging Tape, 1.88" x 2		\$14.26	
				E 01	005 020 000 000 401	SHARPIE S-Gel, Gel Pens, Medium Point (0.7		\$0.00	
	PO#: 19386	Voucher #:	72070	Invoice	Invoice No: 1L1X-919T-CP7H	10/9/2023	Paid Amt:	\$128.19	
				E 01	010 200 499 499 430	Ventriloquist style puppet		\$194.85	
	PO#: 19419	Voucher #:	72071	Invoice	Invoice No: 17Q7-6663-CTWJ	10/9/2023	Paid Amt:	\$194.85	
				E 01	020 220 000 000 430	BOWERY HILL 72" Tall 15-Shelf Triple Wide V		\$442.63	
	PO#: 19404	Voucher #:	72072	Invoice	Invoice No: 17Q7-6663-CTWJ-A	10/9/2023	Paid Amt:	\$442.63	
				E 01	020 620 000 000 470	PAPER PLANES		\$15.06	
	PO#:	Voucher #:	72073	Invoice	Invoice No: 1NR1-P7X4-GWC9	10/9/2023	Paid Amt:	\$15.06	
				E 01	310 298 069 000 401	2X4 SHIPPING LABELS		\$13.99	
				E 01	310 298 069 000 401	TWO POCKET PORTFOLIO FOLDERS		\$94.95	
				E 01	310 298 069 000 401	THERMAL LAMINATING POUCHES		\$26.59	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105715	3296		AMAZON.COM		Check		
				E 01	310 298 069 000 401	SHIPPING		\$23.52	
PO#:	Voucher #:	72074	Invoice		Invoice No: 1Y7W-MVCH-QTFY	10/9/2023	Paid Amt:		\$159.05
				E 01	040 211 000 000 430	hole punch-		\$31.99	
				E 01	040 211 000 000 430	fidgits		\$19.99	
PO#: 19470	Voucher #:	72075	Invoice		Invoice No: 1911-K39C-NPQN	10/9/2023	Paid Amt:		\$51.98
				E 01	005 020 000 000 401	Lexmark 14YK Konica Minolta Sk 602 OEM Si		\$60.00	
				E 01	010 050 000 000 401	Lexmark 14YK Konica Minolta Sk 602 OEM Si		\$60.00	
				E 01	020 050 000 000 401	Lexmark 14YK Konica Minolta Sk 602 OEM Si		\$60.00	
				E 01	020 050 000 000 401	SHIPPING		\$21.98	
				E 01	005 020 000 000 401	Amazon Basics 1/3-Cut Tab, Assorted Positio		\$21.46	
				E 01	005 020 000 000 401	Amazon Basics 36-Pack AAA Alkaline High-Pe		\$13.01	
PO#: 19477	Voucher #:	72076	Invoice		Invoice No: 1W77-JTHF-RX39	10/9/2023	Paid Amt:		\$236.45
				E 01	310 298 114 301 402	B00300CWEE Dubble Bubble Gum, 53.9 Oun		\$16.60	
PO#: 19431	Voucher #:	72077	Invoice		Invoice No: 17KW-6PNW-4DTR	10/9/2023	Paid Amt:		\$16.60
								Check Amount:	\$1,916.22
0118	chec	105716	3908		ANDERSON BROTHERS CONSTRUCTION		Check		
				E 06	005 870 000 000 511	Paving Islands per bid BRENT P 3-30-23		\$20,935.00	
PO#: 19305	Voucher #:	72079	Invoice		Invoice No: 33522	10/9/2023	Paid Amt:		\$20,935.00
								Check Amount:	\$20,935.00
0118	chec	105717	6571		ANNE CAMPBELL		Check		
				E 01	310 296 310 000 305	VB-9/23		\$311.92	
PO#:	Voucher #:	72080	Invoice		Invoice No: 09232023	10/9/2023	Paid Amt:		\$311.92
								Check Amount:	\$311.92
0118	chec	105718	3330		ARROWHEAD CONFERENCE		Check		
				E 01	310 292 110 000 820	Arrowhead Conference Dues		\$60.00	
PO#: 19501	Voucher #:	72078	Invoice		Invoice No: 2023-2024	10/9/2023	Paid Amt:		\$60.00
								Check Amount:	\$60.00
0118	chec	105719	4446		ARROWHEAD REGIONAL COMPUTING		Check		
				E 01	005 110 000 000 391	Business Manager Services		\$15,750.00	
				E 01	005 110 000 000 391	mileage		\$433.26	
PO#:	Voucher #:	72181	Invoice		Invoice No: 1837	10/9/2023	Paid Amt:		\$16,183.26
								Check Amount:	\$16,183.26
0118	chec	105720	6254		BOXLIGHT INC		Check		
				E 01	010 630 000 000 350	Shipping SO#375140		\$24.97	
PO#: 19506	Voucher #:	72084	Invoice		Invoice No: INV373859	10/9/2023	Paid Amt:		\$24.97
								Check Amount:	\$24.97

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105721	4672		BSN SPORTS		Check		
				E 01	310 294 210 000 401	SPALDING ALPHA FULL FB, #WC726758		\$439.96	
				E 01	310 294 210 000 401	Shipping		\$25.00	
	PO#: 19421	Voucher #:	72081	Invoice	Invoice No: 922870590	10/9/2023	Paid Amt:	\$464.96	
				E 01	005 810 000 000 350	BSN UNIVERSAL VB WINCH - WORM DRIVE		\$369.99	
				E 01	005 810 000 000 350	Shipping		\$25.00	
	PO#: 19430	Voucher #:	72082	Invoice	Invoice No: 922894247	10/9/2023	Paid Amt:	\$394.99	
				E 01	005 810 000 000 401	Window Decal - Hallway		\$1,265.00	
				E 01	005 810 000 000 401	Freight		\$126.50	
	PO#: 19394	Voucher #:	72083	Invoice	Invoice No: 922894246	10/9/2023	Paid Amt:	\$1,391.50	
								Check Amount:	\$2,251.45
0118	chec	105722	05062	R	CAPITAL ONE		Check		
				E 04	500 582 000 338 490	Preschool Snack		\$50.00	
				E 04	500 582 000 338 490	Preschool Snack		\$40.00	
				E 04	500 582 000 338 490	Preschool Snack		\$40.00	
				E 04	500 582 000 338 490	Preschool Snack		\$20.00	
				E 04	500 582 000 338 490	Preschool Snack		\$20.00	
				E 04	500 582 000 338 490	Preschool Snack		\$8.85	
				E 04	500 582 000 338 490	Preschool Snack		\$30.00	
				E 04	500 582 000 338 490	Preschool Snack		\$10.00	
				E 04	500 582 000 338 490	Preschool Snack		\$50.00	
	PO#: 19446	Voucher #:	72085	Invoice	Invoice No: 323257013164456	10/9/2023	Paid Amt:	\$268.85	
				E 01	020 605 000 320 401	supplies		\$300.97	
	PO#: 19393	Voucher #:	72086	Invoice	Invoice No: 773239806715835	10/9/2023	Paid Amt:	\$300.97	
								Check Amount:	\$569.82
0118	chec	105723	01626		cmERDC		Check		
				E 01	005 810 000 000 410	BUTTERFLY CLIPS		\$4.65	
				E 01	005 810 000 000 410	BINDER CLIPS, 1"		\$5.84	
				E 01	005 810 000 000 410	PURPLE EXPO DRY ERASE MARKERS		\$54.30	
				E 01	005 810 000 000 410	ASSORTED COLORED PENCILS		\$17.78	
	PO#:	Voucher #:	72087	Invoice	Invoice No: 194250	10/9/2023	Paid Amt:	\$82.57	
								Check Amount:	\$82.57
0118	chec	105724	6499		DARA MICHELS		Check		
				E 01	310 296 310 000 305	9/23-VB TOURNAMENT		\$311.92	
	PO#:	Voucher #:	72089	Invoice	Invoice No: 09232023	10/9/2023	Paid Amt:	\$311.92	
				E 01	310 296 310 000 305	9/25-VB		\$164.06	
	PO#:	Voucher #:	72090	Invoice	Invoice No: 09252023	10/9/2023	Paid Amt:	\$164.06	
								Check Amount:	\$475.98

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105725	6582		DARRELL JOHNSON		Check		
				E 01	310 294 210 000 305	9/29-FB		\$144.54	
	PO#:	Voucher #:	72091	Invoice	Invoice No: 09292023	10/9/2023	Paid Amt:	\$144.54	
							Check Amount:	\$144.54	
0118	chec	105726	5269		DAVE TAUS		Check		
				E 01	310 296 310 000 305	VB TOURNAMENT		\$374.80	
	PO#:	Voucher #:	72088	Invoice	Invoice No: 09232023	10/9/2023	Paid Amt:	\$374.80	
							Check Amount:	\$374.80	
0118	chec	105727	5218		GREG PELTIER		Check		
				E 01	310 294 210 000 305	9/29-FB		\$100.00	
	PO#:	Voucher #:	72093	Invoice	Invoice No: 09292023	10/9/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0118	chec	105728	05106		HAAKON VAADELAND		Check		
				E 01	310 294 210 000 305	9/29-FB		\$165.50	
	PO#:	Voucher #:	72096	Invoice	Invoice No: 09292023	10/9/2023	Paid Amt:	\$165.50	
							Check Amount:	\$165.50	
0118	chec	105729	06475		HEARTLAND TIRE SERVICE INC		Check		
				E 03	005 760 000 720 441	2 TIRES		\$871.76	
	PO#:	Voucher #:	72183	Invoice	Invoice No: 15024310	10/9/2023	Paid Amt:	\$871.76	
							Check Amount:	\$871.76	
0118	chec	105730	03788	R	HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 000 350	Repair Machine #2 Iscrub26 dispenser pump /		\$234.50	
	PO#: 19314	Voucher #:	72095	Invoice	Invoice No: 700557944	10/9/2023	Paid Amt:	\$234.50	
				E 01	005 810 000 000 420	Repair axles for Karcher Extractor per quote 1		\$42.54	
	PO#: 19444	Voucher #:	72097	Invoice	Invoice No: 700560228	10/9/2023	Paid Amt:	\$42.54	
							Check Amount:	\$277.04	
0118	chec	105731	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01	020 255 000 000 430	Open P.O. for Shop Supplies		\$8.84	
	PO#: 19452	Voucher #:	72098	Invoice	Invoice No: 2309-059803	10/9/2023	Paid Amt:	\$8.84	
							Check Amount:	\$8.84	
0118	chec	105732	4163		IASC		Check		
				E 01	020 211 000 000 394	FY23 EXECUTIVE DIRECTOR SALARY		\$4,669.44	
	PO#:	Voucher #:	72104	Invoice	Invoice No: 3524	10/9/2023	Paid Amt:	\$4,669.44	
							Check Amount:	\$4,669.44	
0118	chec	105733	5740		INTEREUM INC		Check		
				E 01	005 810 000 000 420	Lock parts for office cabinets with shipping est		\$102.11	
	PO#: 19428	Voucher #:	72126	Invoice	Invoice No: 202233	10/9/2023	Paid Amt:	\$102.11	
							Check Amount:	\$102.11	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105734	6355		INTERQUEST DETECTIN CANINES		Check		
				E 01	005 716 000 342 311	Other Contracted Security		\$400.00	
	PO#:	Voucher #:	72099	Invoice	Invoice No: 205NM SEPT.2023				Paid Amt: \$400.00
									Check Amount: \$400.00
0118	chec	105735	3727		JENNIFER MULLIGAN		Check		
				E 01	310 296 310 000 184	VB TOURNAMENT-LIBERO		\$150.00	
				E 01	310 296 310 000 184	VB SCOREBOOK		\$55.00	
	PO#:	Voucher #:	72100	Invoice	Invoice No: 09/23,9/29				Paid Amt: \$205.00
									Check Amount: \$205.00
0118	chec	105736	5219		JIM RUNYAN		Check		
				E 01	310 294 210 000 305	9/29-FB		\$100.00	
	PO#:	Voucher #:	72101	Invoice	Invoice No: 09292023				Paid Amt: \$100.00
									Check Amount: \$100.00
0118	chec	105737	1279	R	JOHNSON CONTROLS		Check		
				E 06	005 867 000 000 350	Bryan Boiler Teardown Maint per quote 1-1N3\		\$1,954.00	
	PO#: 19366	Voucher #:	72105	Invoice	Invoice No: 1-131169210906				Paid Amt: \$1,954.00
									Check Amount: \$1,954.00
0118	chec	105738	01098		JOHNSON TELEPHONE CO		Check		
				E 01	040 810 000 000 320	R4513		\$31.65	
	PO#:	Voucher #:	72102	Invoice	Invoice No: R4513-100123				Paid Amt: \$31.65
				E 01	005 010 000 000 320	R0520		\$609.22	
	PO#:	Voucher #:	72103	Invoice	Invoice No: R0520-100123				Paid Amt: \$609.22
									Check Amount: \$640.87
0118	chec	105739	06071		M A S S P		Check		
				E 01	020 211 000 000 820	M A S S P membership 2023-24		\$620.00	
	PO#: 19481	Voucher #:	72109	Invoice	Invoice No: 2066				Paid Amt: \$620.00
									Check Amount: \$620.00
0118	chec	105740	2305		MATT KUNNARI		Check		
				E 01	310 294 210 000 184	9/29-FB CHAINS		\$55.00	
	PO#:	Voucher #:	72108	Invoice	Invoice No: 09/29/2023				Paid Amt: \$55.00
									Check Amount: \$55.00
0118	chec	105741	1457		McMASTER-CARR SUPPLY CO		Check		
				E 01	005 810 000 000 410	Door Stops for hold opens and Sawzall + blad		\$485.63	
	PO#: 19496	Voucher #:	72110	Invoice	Invoice No: 15222284				Paid Amt: \$485.63
									Check Amount: \$485.63

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105742	6583		MEGAN ROBINSON		Check		
				E 01	310 294 210 000 184	9/29-FB TICKET		\$55.00	
PO#:	Voucher #:	72182	Invoice	Invoice No:	09292023	10/9/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	105743	4225		MIDWEST BUS PARTS		Check		
				E 03	005 760 000 720 420	PARK CABLE FOR IC CE, SHORT		\$106.45	
				E 03	005 760 000 720 420	PARK BRAKE ASY		\$390.40	
PO#:	Voucher #:	72106	Invoice	Invoice No:	189378	10/9/2023	Paid Amt:	\$496.85	
				E 03	005 760 000 720 420	IC SIDE SASH, STORM		\$552.00	
PO#:	Voucher #:	72107	Invoice	Invoice No:	189075	10/9/2023	Paid Amt:	\$552.00	
				E 03	005 760 000 720 420	HYDRAULIC PARK BRAKE CYLINDAR		\$1,679.15	
				E 03	005 760 000 720 420	CORE CHARGE		\$125.00	
				E 03	005 760 000 720 420	SHIPPING		\$16.25	
PO#:	Voucher #:	72111	Invoice	Invoice No:	189446	10/9/2023	Paid Amt:	\$1,820.40	
							Check Amount:	\$2,869.25	
0118	chec	105744	6361		MULCAHY COMPANY		Check		
				E 06	005 867 000 000 350	glycol tote for electric boiler service per quote		\$3,885.00	
PO#: 19399	Voucher #:	72112	Invoice	Invoice No:	PS-INV168720	10/9/2023	Paid Amt:	\$3,885.00	
				E 06	005 867 000 000 350	LATTNER 10' ELEMENT BUNDLE GASKET		\$85.68	
PO#:	Voucher #:	72113	Invoice	Invoice No:	PS-INV169433	10/9/2023	Paid Amt:	\$85.68	
							Check Amount:	\$3,970.68	
0118	chec	105745	6222		REMIT NATURE EXPLORE		Check		
				E 04	500 582 806 000 401	art panel #6952		\$2,195.00	
				E 04	500 582 806 000 401	Freight		\$329.25	
PO#: 19240	Voucher #:	72092	Invoice	Invoice No:	SI23975	10/9/2023	Paid Amt:	\$2,524.25	
							Check Amount:	\$2,524.25	
0118	chec	105746	03349		REMIT NORTH CENTRAL INTERNATIONAL, LLC		Check		
				E 03	005 760 000 720 350	ROAD CALL SERVICE MOBILE TRUCK		\$1,989.20	
PO#:	Voucher #:	72094	Invoice	Invoice No:	R226001580:01	10/9/2023	Paid Amt:	\$1,989.20	
							Check Amount:	\$1,989.20	
0118	chec	105747	6097		NORTHERN DRUG SCREENING INC		Check		
				E 03	005 760 000 720 290	DOT-SARAH DIXON		\$70.00	
				E 03	005 760 000 720 290	DOT-JULIAN KITCHENHOFF		\$70.00	
				E 03	005 760 000 720 290	MEDICAL CERTIFICATE-SARAH DIXON		\$5.00	
PO#:	Voucher #:	72116	Invoice	Invoice No:	12964	10/9/2023	Paid Amt:	\$145.00	
							Check Amount:	\$145.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105748	4065		NORTHERN STAR COOPERATIVE		Check		
				E 01	310 298 069 301 402 Pizzas For Homecoming After School Event F			\$441.72	
	PO#:	Voucher #:	72114	Invoice	Invoice No: 3522	10/9/2023		Paid Amt:	\$441.72
				E 03	005 760 000 720 444 DIESEL			\$6,777.20	
				E 03	005 760 000 720 441 GASOLINE			\$2,533.66	
	PO#:	Voucher #:	72115	Invoice	Invoice No: STMT 9/30/23	10/9/2023		Paid Amt:	\$9,310.86
								Check Amount:	\$9,752.58
0118	chec	105749	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 420 SCOTCH MOLD			\$7.89	
				E 03	005 760 000 720 420 STUD EXTRACT			\$22.99	
	PO#:	Voucher #:	72117	Invoice	Invoice No: 1533-184096	10/9/2023		Paid Amt:	\$30.88
				E 03	005 760 000 720 420 SHOP SUPPLIES			\$575.09	
	PO#:	Voucher #:	72118	Invoice	Invoice No: 1533-1184564	10/9/2023		Paid Amt:	\$575.09
								Check Amount:	\$605.97
0118	chec	105750	4632		PEMBERTON SORLIE RUFER &		Check		
				E 01	005 110 000 000 305 Consulting Fees			\$87.00	
	PO#:	Voucher #:	72184	Invoice	Invoice No: 162	10/9/2023		Paid Amt:	\$87.00
								Check Amount:	\$87.00
0118	chec	105751	3306		REMIT PEPSI BEVERAGES CO		Check		
				E 01	310 292 125 000 490 CONCESSION FOOD			\$447.41	
	PO#:	Voucher #:	72123	Invoice	Invoice No: 177086606	10/9/2023		Paid Amt:	\$447.41
				E 01	310 292 125 000 490 CONCESSION FOOD			\$822.27	
	PO#:	Voucher #:	72124	Invoice	Invoice No: 1748458	10/9/2023		Paid Amt:	\$822.27
				E 01	310 298 311 301 402 High School Student Activity			\$83.55	
				E 01	310 298 114 301 402 Elem Student Activity			\$83.55	
	PO#:	Voucher #:	72125	Invoice	Invoice No: 17747503	10/9/2023		Paid Amt:	\$167.10
								Check Amount:	\$1,436.78
0118	chec	105752	06636		PINE CONE PRESS CITIZEN		Check		
				E 01	005 110 000 000 380 MINUTES			\$1,462.50	
				E 01	005 110 000 000 380 HELP WANTED			\$546.00	
				E 01	005 110 000 000 380 MTG CHANGE			\$45.50	
	PO#:	Voucher #:	72122	Invoice	Invoice No: STMT 9/26/23	10/9/2023		Paid Amt:	\$2,054.00
								Check Amount:	\$2,054.00
0118	chec	105753	2035		REMIT PITNEY BOWES INC		Check		
				E 01	005 110 000 000 329 Postage			\$50.00	
	PO#:	Voucher #:	72119	Invoice	Invoice No: 10012023	10/9/2023		Paid Amt:	\$50.00
								Check Amount:	\$50.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105754	04532		POPPLERS MUSIC INC		Check		
				E 01	020 258 105 000 430	03746548 - Industry Baby (MB) (Sheet Music)	\$60.00		
				E 01	020 258 105 000 430	00-BD9942 Sleigh Ride - Concert Band (Shee	\$62.00		
	PO#:	19515	Voucher #:	72120	Invoice	Invoice No: 2776710	10/9/2023	Paid Amt:	\$122.00
				E 01	310 298 410 301 402	A16HC260 DEG Trumpet Lyre	\$83.70		
				E 01	310 298 410 301 402	A16HC250 DEG Trombone Lyre	\$97.65		
				E 01	020 258 105 000 430	PVO Popplers Valve Oil	\$99.60		
				E 01	020 258 105 000 430	477 Selmer Sax Neck Strap - Padded With Ve	\$38.85		
				E 01	310 298 410 301 402	A16HC250 DEG Flip Folder with 5 Pockets	\$59.50		
				E 01	020 258 105 000 430	PMPBFG - Popplers Green Band Folders - Fo	\$26.00		
				E 01	020 258 105 000 430	RKA1020 - Rico Tenor Sax Reed 2; Box of 10	\$69.60		
				E 01	020 258 105 000 430	RCA2515 - Rico Clarinet 1.5; Box of 25 (Reed	\$47.95		
				E 01	020 258 105 000 430	RJA2520 Rico Alto Sax 2; Box of 25 (Reeds)	\$61.95		
				E 01	020 258 105 000 430	RJA2525 Rico Alto Sax 2.5; Box of 25 (Reeds)	\$61.95		
				E 01	020 258 105 000 430	RCA2520 Rico Clarinet 2; Box of 25 (Reeds)	\$47.95		
				E 01	020 258 105 000 430	RJA2515 Alto Sax 1.5, Box of 25 (Reeds)	\$61.95		
				E 01	020 258 105 000 430	RCA2525 Rico Clarinet 2.5; Box of 25 (Reeds)	\$47.95		
				E 01	020 258 105 000 430	REA1020 Rico Bass Clarinet Reed 2; Box of 1	\$36.95		
	PO#:	19515	Voucher #:	72121	Invoice	Invoice No: 2776689	10/9/2023	Paid Amt:	\$841.55
								Check Amount:	\$963.55
0118	chec	105755	05304		SANDSTROM'S		Check		
				E 01	310 292 125 000 490	CONCESSIONS	\$293.82		
	PO#:		Voucher #:	72131	Invoice	Invoice No: 475499	10/9/2023	Paid Amt:	\$293.82
				E 01	310 292 125 000 490	CONCESSIONS	\$251.93		
	PO#:		Voucher #:	72132	Invoice	Invoice No: 476346	10/9/2023	Paid Amt:	\$251.93
				E 02	005 770 000 705 495	BREAKFAST-MILK	\$34.00		
				E 02	005 770 000 701 495	LUNCH-MILK	\$103.08		
	PO#:		Voucher #:	72133	Invoice	Invoice No: 474395	10/9/2023	Paid Amt:	\$137.08
				E 02	005 770 000 705 495	BREAKFAST-MILK	\$204.00		
				E 02	005 770 000 701 495	LUNCH-MILK	\$288.08		
	PO#:		Voucher #:	72134	Invoice	Invoice No: 474896	10/9/2023	Paid Amt:	\$492.08
				E 02	005 770 000 705 495	BREAKFAST-MILK	\$146.58		
				E 02	005 770 000 701 495	LUNCH-MILK	\$222.00		
	PO#:		Voucher #:	72135	Invoice	Invoice No: 475482	10/9/2023	Paid Amt:	\$368.58
				E 02	005 770 000 705 495	BREAKFAST-MILK	\$119.00		
				E 02	005 770 000 701 495	LUNCH-MILK	\$185.00		
	PO#:		Voucher #:	72136	Invoice	Invoice No: 475940	10/9/2023	Paid Amt:	\$304.00
				E 02	005 770 000 705 495	BREAKFAST-MILK	\$102.00		

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105755	05304		SANDSTROM'S		Check		
				E 02	005 770 000 701 495 LUNCH-MILK			\$195.58	
PO#:	Voucher #:	72137	Invoice	Invoice No:	476670	10/9/2023	Paid Amt:	\$297.58	
				E 01	005 810 000 000 350 729850 Triple melt with Activar sno melt call cl			\$7,820.00	
PO#:	19483	Voucher #:	72138	Invoice	Invoice No:	F477331	10/9/2023	Paid Amt:	\$7,820.00
				E 02	005 770 000 705 495 BREAKFAST-MILK			\$113.10	
				E 02	005 770 000 701 495 LUNCH-MILK			\$284.80	
PO#:	Voucher #:	72139	Invoice	Invoice No:	476989	10/9/2023	Paid Amt:	\$397.90	
							Check Amount:	\$10,362.97	
0118	chec	105756	6514		SYSCO WESTERN MINNESOTA, INC		Check		
				E 02	005 770 000 705 490 BREAKFAST			\$585.98	
				E 02	005 770 000 701 490 LUNCH			\$925.41	
				E 02	005 770 000 701 401 SUPPLIES			\$64.00	
PO#:	Voucher #:	72127	Invoice	Invoice No:	253468859	10/9/2023	Paid Amt:	\$1,575.39	
				E 02	005 770 000 705 490 BREAKFAST			\$478.11	
				E 02	005 770 000 701 490 LUNCH			\$1,074.21	
				E 02	005 770 000 701 401 SUPPLIES			\$108.99	
PO#:	Voucher #:	72128	Invoice	Invoice No:	253473764	10/9/2023	Paid Amt:	\$1,661.31	
				E 02	005 770 000 705 490 BREAKFAST			\$455.90	
				E 02	005 770 000 701 490 LUNCH			\$774.11	
PO#:	Voucher #:	72129	Invoice	Invoice No:	253478488	10/9/2023	Paid Amt:	\$1,230.01	
				E 02	005 770 000 705 490 BREAKFAST			\$481.97	
				E 02	005 770 000 701 490 LUNCH			\$1,226.37	
PO#:	Voucher #:	72130	Invoice	Invoice No:	253485132	10/9/2023	Paid Amt:	\$1,708.34	
							Check Amount:	\$6,175.05	
0118	chec	105757	6146		TC's FOODS INC		Check		
				E 02	005 770 000 701 490 CRISCO,COOKING SPRAY			\$8.98	
PO#:	Voucher #:	72143	Invoice	Invoice No:	197705	10/9/2023	Paid Amt:	\$8.98	
				E 02	005 770 000 701 490 LETTUCE			\$59.76	
PO#:	Voucher #:	72144	Invoice	Invoice No:	195467	10/9/2023	Paid Amt:	\$59.76	
				E 02	005 770 000 701 490 BREAD			\$4.18	
				E 02	005 770 000 701 490 CASCADE			\$7.85	
PO#:	Voucher #:	72145	Invoice	Invoice No:	194471	10/9/2023	Paid Amt:	\$12.03	
				E 02	005 770 000 701 490 CELERY			\$1.79	
PO#:	Voucher #:	72146	Invoice	Invoice No:	194432	10/9/2023	Paid Amt:	\$1.79	
				E 02	005 770 000 701 490 CHEESE			\$5.00	
				E 02	005 770 000 701 490 PRODUCE			\$3.44	
PO#:	Voucher #:	72147	Invoice	Invoice No:	194456	10/9/2023	Paid Amt:	\$8.44	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	105757	6146		TC's FOODS INC		Check
				E 02 005 770 000 701 490	BUTTER		\$5.38
PO#:	Voucher #:	72148	Invoice	Invoice No: 194541		10/9/2023	Paid Amt: \$5.38
				E 02 005 770 000 701 490	Food		\$2.99
PO#:	Voucher #:	72149	Invoice	Invoice No: 194543		10/9/2023	Paid Amt: \$2.99
				E 02 005 770 000 701 490	CUCUMBERS		\$2.80
				E 02 005 770 000 701 490	TOMATOES		\$12.50
				E 02 005 770 000 701 490	SALT		\$4.05
PO#:	Voucher #:	72150	Invoice	Invoice No: 194534		10/9/2023	Paid Amt: \$19.35
				E 02 005 770 000 701 490	PEAS		\$4.98
PO#:	Voucher #:	72151	Invoice	Invoice No: 194722		10/9/2023	Paid Amt: \$4.98
				E 02 005 770 000 701 490	ROMAINE LETTUCE		\$11.96
PO#:	Voucher #:	72152	Invoice	Invoice No: 194888		10/9/2023	Paid Amt: \$11.96
				E 02 005 770 000 701 490	FROZEN PEASE		\$7.65
PO#:	Voucher #:	72153	Invoice	Invoice No: 195316		10/9/2023	Paid Amt: \$7.65
				E 02 005 770 000 701 490	EGGS		\$5.18
PO#:	Voucher #:	72154	Invoice	Invoice No: 195696		10/9/2023	Paid Amt: \$5.18
				E 02 005 770 000 701 490	MILK		\$19.56
PO#:	Voucher #:	72155	Invoice	Invoice No: 195956		10/9/2023	Paid Amt: \$19.56
				E 02 005 770 000 701 490	SOUR CREAM		\$23.85
				E 02 005 770 000 701 490	SOUR CREAM		\$10.77
				E 02 005 770 000 701 490	PEPPER		\$4.58
PO#:	Voucher #:	72156	Invoice	Invoice No: 196414		10/9/2023	Paid Amt: \$39.20
				E 02 005 770 000 701 490	LETTUCE		\$14.94
PO#:	Voucher #:	72157	Invoice	Invoice No: 196888		10/9/2023	Paid Amt: \$14.94
				E 02 005 770 000 701 490	FLOUR		\$5.49
				E 02 005 770 000 701 490	RED ONION		\$3.08
PO#:	Voucher #:	72158	Invoice	Invoice No: 196837		10/9/2023	Paid Amt: \$8.57
				E 02 005 770 000 701 490	LETTUCE		\$11.35
PO#:	Voucher #:	72159	Invoice	Invoice No: 197422		10/9/2023	Paid Amt: \$11.35
				E 02 005 770 000 701 490	SUGAR		\$10.29
				E 02 005 770 000 701 490	CHICKEN		\$21.00
				E 02 005 770 000 701 490	LETTUCE		\$64.56
PO#:	Voucher #:	72160	Invoice	Invoice No: 197562		10/9/2023	Paid Amt: \$95.85
				E 02 005 770 000 701 490	CARRROTS		\$5.97
				E 02 005 770 000 701 490	CELERY		\$7.16
				E 02 005 770 000 701 490	NOODLES		\$5.70
				E 02 005 770 000 701 490	TOMATES		\$1.97
PO#:	Voucher #:	72161	Invoice	Invoice No: 197497		10/9/2023	Paid Amt: \$20.80

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105757	6146		TC's FOODS INC		Check		
				E 01	310 292 125 000 490	ONION		\$1.39	
				E 01	310 292 125 000 490	LETTUCE		\$2.49	
PO#:	Voucher #:	72162	Invoice	Invoice No:	195393	10/9/2023	Paid Amt:	\$3.88	
				E 02	005 770 000 701 490	RELISH		\$2.25	
				E 01	310 292 125 000 490	KETCHUP		\$2.55	
				E 01	310 292 125 000 490	MUSTARD		\$1.55	
				E 01	310 292 125 000 490	SWEET RELISH		\$2.39	
PO#:	Voucher #:	72163	Invoice	Invoice No:	197091	10/9/2023	Paid Amt:	\$8.74	
				E 01	310 292 125 000 490	ONION		\$5.99	
				E 01	310 292 125 000 490	TOMATOES		\$2.34	
				E 01	310 292 125 000 490	TOMATOES		\$2.07	
				E 01	310 292 125 000 490	CONCESSION FOOD		\$0.00	
PO#:	Voucher #:	72164	Invoice	Invoice No:	196991	10/9/2023	Paid Amt:	\$10.40	
							Check Amount:	\$381.78	
0118	chec	105758	6502		TERRANCE JEFFERSON		Check		
				E 01	310 294 210 000 305	9/29-FB		\$100.00	
PO#:	Voucher #:	72140	Invoice	Invoice No:	09292023	10/9/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0118	chec	105759	6456		TINA BONESTELL		Check		
				E 01	310 296 310 000 305	9/23-VB TOURNAMENT		\$304.06	
PO#:	Voucher #:	72141	Invoice	Invoice No:	09262023	10/9/2023	Paid Amt:	\$304.06	
				E 01	310 296 310 000 305	9/25-VB		\$169.30	
PO#:	Voucher #:	72142	Invoice	Invoice No:	09252023	10/9/2023	Paid Amt:	\$169.30	
							Check Amount:	\$473.36	
0118	chec	105760	01099		UPPER LAKES FOODS, INC		Check		
				E 02	005 770 000 705 490	BREAKFAST		\$225.07	
				E 02	005 770 000 701 490	LUNCH		\$718.97	
				E 02	005 770 000 701 401	SUPPLIES		\$40.32	
PO#:	Voucher #:	72165	Invoice	Invoice No:	123067	10/9/2023	Paid Amt:	\$984.36	
				E 02	005 770 000 705 490	BREAKFAST		\$615.33	
				E 02	005 770 000 701 490	LUNCH		\$969.11	
				E 02	005 770 000 701 401	SUPPLIES		\$47.68	
PO#:	Voucher #:	72166	Invoice	Invoice No:	347300-00	10/9/2023	Paid Amt:	\$1,632.12	
				E 02	005 770 000 705 490	BREAKFAST		\$762.94	
				E 02	005 770 000 701 490	LUNCH		\$665.61	
				E 02	005 770 000 701 401	SUPPLIES		\$238.49	
PO#:	Voucher #:	72167	Invoice	Invoice No:	339478-00	10/9/2023	Paid Amt:	\$1,667.04	
				E 02	005 770 000 705 490	BREAKFAST		\$899.14	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105760	01099		UPPER LAKES FOODS, INC		Check		
				E 02	005 770 000 701 490 LUNCH			\$303.42	
PO#:	Voucher #:	72168	Invoice		Invoice No: 351115-00	10/9/2023	Paid Amt:		\$1,202.56
								Check Amount:	\$5,486.08
0118	chec	105761	5581		US FOODS INC		Check		
				E 02	005 770 000 705 490 Food			\$12.84	
PO#:	Voucher #:	72169	Credit		Invoice No: 5965644	10/9/2023	Paid Amt:		(\$12.84)
			E 02	005 770 000 705 490	BREAKFAST			\$490.15	
			E 02	005 770 000 701 490	LUNCH			\$369.92	
			E 02	005 770 000 701 401	SUPPLIES			\$58.48	
PO#:	Voucher #:	72170	Invoice		Invoice No: 4770297	10/9/2023	Paid Amt:		\$918.55
			E 01	310 292 125 000 490	CONCESSIONS			\$210.82	
PO#:	Voucher #:	72171	Invoice		Invoice No: 4770296	10/9/2023	Paid Amt:		\$210.82
			E 01	310 292 125 000 490	CONSESSIONS			\$126.76	
PO#:	Voucher #:	72172	Invoice		Invoice No: 4593602	10/9/2023	Paid Amt:		\$126.76
			E 02	005 770 000 705 490	BREAKFAST			\$532.98	
			E 02	005 770 000 701 490	LUNCH			\$88.17	
PO#:	Voucher #:	72173	Invoice		Invoice No: 4593603	10/9/2023	Paid Amt:		\$621.15
			E 02	005 770 000 705 490	BREAKFAST			\$268.70	
			E 02	005 770 000 701 490	LUNCH			\$1,072.36	
			E 02	005 770 000 701 401	SUPPLIES			\$60.96	
PO#:	Voucher #:	72174	Invoice		Invoice No: 4412309	10/9/2023	Paid Amt:		\$1,402.02
			E 02	005 770 000 705 490	BREAKFAST			\$18.65	
PO#:	Voucher #:	72175	Invoice		Invoice No: 4233556	10/9/2023	Paid Amt:		\$18.65
			E 01	310 292 125 000 490	CONCESSIONS			\$71.64	
PO#:	Voucher #:	72176	Invoice		Invoice No: 4233555	10/9/2023	Paid Amt:		\$71.64
			E 02	005 770 000 705 490	BREAKFAST			\$242.60	
			E 02	005 770 000 701 490	LUNCH			\$860.64	
PO#:	Voucher #:	72177	Invoice		Invoice No: 4233557	10/9/2023	Paid Amt:		\$1,103.24
			E 01	310 292 125 000 490	CONCESSIONS			\$218.21	
PO#:	Voucher #:	72178	Invoice		Invoice No: 4058530	10/9/2023	Paid Amt:		\$218.21
			E 02	005 770 000 705 490	BREAKFAST			\$171.88	
			E 02	005 770 000 701 490	LUNCH			\$482.66	
PO#:	Voucher #:	72179	Invoice		Invoice No: 4058531	10/9/2023	Paid Amt:		\$654.54
								Check Amount:	\$5,332.74
0118	chec	105762	6580		VITAMINK12, LLC		Check		
				E 01	005 010 000 000 366 Employee Sick & Safe Time			\$150.00	
PO#: 19505	Voucher #:	72180	Invoice		Invoice No: 1292	10/9/2023	Paid Amt:		\$150.00
								Check Amount:	\$150.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105763	4985		INSTRUCTIONAL EMPOWERMENT, INC.		Check		
				E 01	010 050 000 000 305	IE Observation Annual License, Marzano (Buil		\$2,228.00	
	PO#: 19381	Voucher #:	72188	Invoice	Invoice No: Q-30132	10/13/2023		Paid Amt:	\$2,228.00
								Check Amount:	\$2,228.00
0118	chec	105764	6222		REMIT NATURE EXPLORE		Check		
				E 04	500 582 806 000 401	creativity table, tall #6991		\$2,395.00	
				E 04	500 582 806 000 401	Freight		\$359.25	
	PO#: 19240	Voucher #:	72187	Invoice	Invoice No: SI23651	10/13/2023		Paid Amt:	\$2,754.25
								Check Amount:	\$2,754.25
0118	chec	105765	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 420	absorbent		\$44.97	
	PO#:	Voucher #:	72185	Invoice	Invoice No: 1533-175938	10/13/2023		Paid Amt:	\$44.97
								Check Amount:	\$44.97
0118	chec	105766	2746		ACHESON TIRE, INC		Check		
				E 03	005 760 000 720 441	tires for suburban F (maintenance vehicle)		\$600.00	
				E 03	005 760 000 720 441	Winter tires for Van D		\$880.00	
				E 03	005 760 000 720 350	mount and balance skid steer tires		\$140.00	
	PO#: 19525	Voucher #:	72195	Invoice	Invoice No: 577567	10/25/2023		Paid Amt:	\$1,620.00
								Check Amount:	\$1,620.00
0118	chec	105767	3296		AMAZON.COM		Check		
				E 01	020 211 000 000 430	3 Ring Binders, Durable 1" Round Ring, Holds		\$157.08	
	PO#: 19502	Voucher #:	72196	Invoice	Invoice No: 1RDH-PYH4-7NNR	10/25/2023		Paid Amt:	\$157.08
				E 01	005 720 000 000 401	B01EEGYZYM 24 Boxes/case (Flex Strips 1x:		\$59.99	
				E 01	005 720 000 000 401	B01N4B5MRD Care Plus Medium Size Dispos		\$7.99	
				E 01	005 720 000 000 401	B06XD7CF3L McKesson Single-Use Pillowcas		\$52.34	
				E 01	005 720 000 000 401	B07GL7T9Z6 Medipoint Splinter Out Splinter F		\$19.99	
				E 01	005 720 000 000 401	B07VHF8L76 Globe (144 Pack) Triple Antibiot		\$35.91	
				E 01	005 720 000 000 401	B07WWW4KS6 24 Pack Breathable Self Adhe		\$16.99	
				E 01	005 720 000 000 401	B085WT81CB Elera Ear Thermometer for Kid:		\$18.99	
				E 01	005 720 000 000 401	B08Y98BVDM Med PRIDE NitriPride Nitrile-Vi		\$9.98	
				E 01	005 720 000 000 401	B0B2LLZ9C2 SIUQ 600 Pack 3 oz Paper Cup		\$29.98	
				E 01	005 720 000 000 401	B0B5WG46Q6 48 Pack Self Adhesive Wrap B		\$30.78	
				E 01	005 720 000 000 401	B0BX3L3BGH Lounswear 1000 Pcs Fabric Ad		\$32.79	
				E 01	005 720 000 000 401	B0C1RVWWFQ Sinmoe 600 Pcs Large Band:		\$40.99	
				E 01	005 720 000 000 401	Amazon Shipping Charge		\$6.99	
	PO#: 19509	Voucher #:	72197	Invoice	Invoice No: 1CGQ-X9TF-6V9R	10/25/2023		Paid Amt:	\$363.71
				E 01	020 212 000 000 430	B0044S89F2 INOVART Presto Foam Printing		\$20.47	
				E 01	020 212 000 000 430	Amazon Shipping Charge		\$6.99	
	PO#: 19514	Voucher #:	72198	Invoice	Invoice No: 1T9L-WCQW-R4GK	10/25/2023		Paid Amt:	\$27.46

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105767	3296		AMAZON.COM		Check		
				E 01	020 212 000 000 430	B07WGRS1D5 Awpeye 40 Packs Suction Cup		\$11.49	
				E 01	020 212 000 000 430	B0B1KQN36M Gallery Glass, Basic Stained K		\$239.85	
PO#:	19503	Voucher #:	72199	Invoice	Invoice No:	11VV-N431-GK9F	10/25/2023	Paid Amt:	\$251.34
				E 01	020 211 000 000 430	SMUG Drafting Chair Tall Office Chair for Stan		\$99.99	
PO#:	19516	Voucher #:	72296	Invoice	Invoice No:	1VYW-FHLY-4C9F	10/25/2023	Paid Amt:	\$99.99
				E 04	500 580 000 325 430	1553795199 The Just Right Gift: A Story of Lo		\$29.85	
				E 04	500 580 000 325 430	1553795202 Singing Sisters: A Story of Humili		\$29.85	
				E 04	500 580 000 325 430	1553795229 Kode's Quest(ion): A Story of Res		\$29.85	
				E 04	500 580 000 325 430	1553795237 Amik Loves School: A Story of W		\$29.85	
				E 04	500 580 000 325 430	1553795245 Misaabe's Stories: A Story of Hor		\$28.05	
				E 04	500 580 000 325 430	1553795253 What is Truth, Betsy?: A Story of		\$22.17	
				E 04	500 580 000 325 430	1681342383 Mashkiki Road: The Seven Gran		\$58.40	
				E 04	500 580 000 325 430	Amazon Shipping Charge		\$6.99	
PO#:	19523	Voucher #:	72297	Invoice	Invoice No:	1KGQ-GC14-1NXJ	10/25/2023	Paid Amt:	\$235.01
								Check Amount:	\$1,134.59
0118	chec	105768	04084		AMERICAN DISPOSAL		Check		
				E 01	005 810 000 000 331	SEPTEMBER		\$1,695.71	
PO#:		Voucher #:	72200	Invoice	Invoice No:	540510039	10/25/2023	Paid Amt:	\$1,695.71
								Check Amount:	\$1,695.71
0118	chec	105769	4446		ARROWHEAD REGIONAL COMPUTING		Check		
				E 01	020 050 000 000 820	TUG membership-Lori Sizenbach		\$155.00	
PO#:		Voucher #:	72201	Invoice	Invoice No:	1868	10/25/2023	Paid Amt:	\$155.00
								Check Amount:	\$155.00
0118	chec	105770	5181		AUL/MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS INC		Check		
				E 01	005 020 000 000 251	M.Doro		\$2,500.00	
PO#:		Voucher #:	72189	Invoice	Invoice No:	102023	10/25/2023	Paid Amt:	\$2,500.00
								Check Amount:	\$2,500.00
0118	chec	105771	2138		BLAINE SAWDEY		Check		
				E 01	310 294 210 000 184	10/18-FB CHAINS		\$55.00	
PO#:		Voucher #:	72259	Invoice	Invoice No:	10182023	10/25/2023	Paid Amt:	\$55.00
								Check Amount:	\$55.00
0118	chec	105772	6586		BRIAN KMECIK		Check		
				E 01	310 294 210 000 305	FB 10/26		\$156.99	
PO#:		Voucher #:	72202	Invoice	Invoice No:	10062023	10/25/2023	Paid Amt:	\$156.99
								Check Amount:	\$156.99
0118	chec	105773	4672		BSN SPORTS		Check		
				E 01	020 211 013 161 530	Freight		\$1,400.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105773	4672		BSN SPORTS		Check		
				E 01	020 211 013 161 530			\$13,949.00	
				E 01	310 296 310 301 402			\$0.00	
					5 station adj. Pulley				
					Freight				
		PO#: 19403	Voucher #: 72290	Invoice	Invoice No: 923102998	10/25/2023		Paid Amt: \$15,349.00	
								Check Amount: \$15,349.00	
0118	chec	105774	2839		CENTRAL LAKES COLLEGE		Check		
				E 01	005 960 314 340 898			\$1,500.00	
					MIRANDA JOHNSON				
		PO#:	Voucher #: 72205	Invoice	Invoice No: SPRING 2023	10/25/2023		Paid Amt: \$1,500.00	
								Check Amount: \$1,500.00	
0118	chec	105775	01151		CITY OF REMER		Check		
				E 01	005 810 000 000 330			\$2,767.11	
					Water and Sewer				
		PO#:	Voucher #: 72204	Invoice	Invoice No: 10/1/23-12/31/23	10/25/2023		Paid Amt: \$2,767.11	
								Check Amount: \$2,767.11	
0118	chec	105776	6513		COLONIAL LIFE		Check		
				B 01	215 032			\$622.34	
					ER Cafe Plan Payroll Deductions				
		PO#:	Voucher #: 72285	Invoice	Invoice No: 11/2023	10/25/2023		Paid Amt: \$622.34	
								Check Amount: \$622.34	
0118	chec	105777	6590		COLTON KSTYNICK		Check		
				E 01	310 294 210 000 305			\$100.00	
					FB-10/18				
		PO#:	Voucher #: 72264	Invoice	Invoice No: 10182023	10/25/2023		Paid Amt: \$100.00	
								Check Amount: \$100.00	
0118	chec	105778	6584		COMMERCIAL KITCHEN SERVICES		Check		
				E 02	005 770 000 701 530			\$785.50	
					GAS REGULATOR FOR TILT PAN				
		PO#:	Voucher #: 72203	Invoice	Invoice No: 105034	10/25/2023		Paid Amt: \$785.50	
								Check Amount: \$785.50	
0118	chec	105779	5389		COWHORN CROSSING PUMPKIN PATCH		Check		
				E 04	500 580 000 325 369			\$525.00	
					entry fees				
		PO#: 19540	Voucher #: 72212	Invoice	Invoice No: 2024 PRE-K	10/25/2023		Paid Amt: \$525.00	
								Check Amount: \$525.00	
0118	chec	105780	6051		CYNTHIA BUCHHOLZ		Check		
				E 04	500 505 000 321 305			\$960.00	
					Consulting Fees				
		PO#:	Voucher #: 72206	Invoice	Invoice No: 10162023	10/25/2023		Paid Amt: \$960.00	
								Check Amount: \$960.00	
0118	chec	105781	6464		CYNTHIA HORBACH		Check		
				E 04	500 505 000 321 305			\$175.00	
					Consulting Fees				
		PO#:	Voucher #: 72295	Invoice	Invoice No: 10242023	10/25/2023		Paid Amt: \$175.00	
								Check Amount: \$175.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105782	6135		DAN JONES		Check		
				E 01	310 294 210 000 305	10/6/23 FB		\$231.00	
PO#:	Voucher #:	72207	Invoice		Invoice No: 10062023	10/25/2023	Paid Amt:	\$231.00	
							Check Amount:	\$231.00	
0118	chec	105783	6103		DAVID LANGE		Check		
				E 01	310 294 210 000 184	10/18-FB CHAINS		\$55.00	
PO#:	Voucher #:	72253	Invoice		Invoice No: 10182023	10/25/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	105784	6101		DAVID OLSON		Check		
				E 01	310 294 210 000 184	10/18-FB CHAIN		\$55.00	
PO#:	Voucher #:	72255	Invoice		Invoice No: 10182023	10/25/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	105785	4397		DELTA DENTAL OF MN		Check		
				E 01	010 203 000 000 291	ELEM RETIREE		\$190.16	
				E 01	020 211 000 000 291	SEC RETOREE		\$92.72	
				E 01	010 050 000 000 291	ADMIN RETIREE		\$140.26	
				B 01	215 046	DISTRICT CONTRIBUTION		\$2,031.86	
PO#:	Voucher #:	72279	Invoice		Invoice No: RIS0005287202	10/25/2023	Paid Amt:	\$2,455.00	
							Check Amount:	\$2,455.00	
0118	chec	105786	5419		DSC		Check		
				E 01	005 110 000 000 401	FIX POOR RADIO COVERAGE		\$202.50	
PO#:	Voucher #:	72244	Invoice		Invoice No: 2234612	10/25/2023	Paid Amt:	\$202.50	
							Check Amount:	\$202.50	
0118	chec	105787	3580		EDUCATORS BENEFIT CONSULTANTS LLC		Check		
				E 01	005 110 000 000 299	4 QTR FLEX PLAN ADMIN.		\$125.00	
				E 01	005 110 000 000 299	FLEX PARTICIPANT FEE		\$24.00	
PO#:	Voucher #:	72208	Invoice		Invoice No: 29987	10/25/2023	Paid Amt:	\$149.00	
							Check Amount:	\$149.00	
0118	chec	105788	06679	R	FERRELLGAS		Check		
				E 01	005 810 000 000 442	BOILER ROOM		\$602.97	
PO#:	Voucher #:	72209	Invoice		Invoice No: 2033807563	10/25/2023	Paid Amt:	\$602.97	
				E 01	005 810 000 000 442	ECFE BUILDING		\$628.99	
PO#:	Voucher #:	72210	Invoice		Invoice No: 2033807561	10/25/2023	Paid Amt:	\$628.99	
				E 01	005 810 000 000 442	MANIFOLD		\$1,210.41	
PO#:	Voucher #:	72211	Invoice		Invoice No: 2033807565	10/25/2023	Paid Amt:	\$1,210.41	
							Check Amount:	\$2,442.37	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105789	6216		FLICEK WELDING LLC		Check		
				E 06	005 867 000 000 350	Replace Ladder access and parapett transiti		\$23,300.00	
	PO#: 19488	Voucher #:	72194	Invoice	Invoice No: 11146	10/25/2023	Paid Amt:	\$23,300.00	
							Check Amount:	\$23,300.00	
0118	chec	105790	6155		GENERATION GENIUS INC		Check		
				E 01	010 203 208 000 430	Generation Genius Math License		\$75.00	
	PO#: 19510	Voucher #:	72193	Invoice	Invoice No: 166234	10/25/2023	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0118	chec	105791	5392		REMIT GOODIN COMPANY		Check		
				E 01	005 810 000 000 420	Sink repair parts from handle vandalism that p		\$1,029.80	
				E 01	005 810 000 000 420	shipping est		\$11.14	
	PO#: 19401	Voucher #:	72298	Invoice	Invoice No: 3873385-00	10/25/2023	Paid Amt:	\$1,040.94	
							Check Amount:	\$1,040.94	
0118	chec	105792	4717		GRABA		Check		
				E 04	500 505 000 321 369	Entry Fee for GRABA		\$590.00	
	PO#: 19531	Voucher #:	72213	Invoice	Invoice No: 2024	10/25/2023	Paid Amt:	\$590.00	
							Check Amount:	\$590.00	
0118	chec	105793	6550		GREEN AGAIN LAWN AND LANDSCAPING, INC		Check		
				E 01	005 810 000 000 350	1 App Lawn Treatment, Fall Application Includ		\$4,800.00	
				E 01	005 810 000 000 350	Insect/Grub control added for entire area (ant		\$600.00	
	PO#: 19408	Voucher #:	72291	Invoice	Invoice No: 9385	10/25/2023	Paid Amt:	\$5,400.00	
							Check Amount:	\$5,400.00	
0118	chec	105794	6587		GREG ESALA		Check		
				E 01	310 294 210 000 305	FB-10/18		\$228.38	
	PO#:	Voucher #:	72260	Invoice	Invoice No: 10182023	10/25/2023	Paid Amt:	\$228.38	
							Check Amount:	\$228.38	
0118	chec	105795	03788	R	HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 000 410	PAP10171 20 CS 38.64 772.80 TISSUE HC C		\$772.80	
				E 01	005 810 000 000 410	PAP22285 15 CS 57.55 863.25 TOWEL ROLL		\$2,302.00	
				E 01	005 810 000 000 410	GEO48580 5 CS 53.26 266.30 TISSUE FACIA		\$319.56	
	PO#: 19435	Voucher #:	72241	Invoice	Invoice No: 605235906	10/25/2023	Paid Amt:	\$3,394.36	
				E 01	005 810 000 000 420	Repair axles for Karcher Extractor per quote 1		\$158.00	
				E 01	005 810 000 000 420	MISC Est for Shipping		\$2.62	
	PO#: 19444	Voucher #:	72215	Invoice	Invoice No: 7005615636	10/25/2023	Paid Amt:	\$160.62	
				E 01	005 810 000 000 410	UNGPBW20 5 EA 11.85 59.25 PAD WASHIN		\$106.65	
	PO#: 19407	Voucher #:	72216	Invoice	Invoice No: 605267597	10/25/2023	Paid Amt:	\$106.65	
							Check Amount:	\$3,661.63	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105796	5590		HOLDEN ELECTRIC		Check		
				E 01	005 810 000 000 350	elem gym hoop4-limit switch conduit issue fi		\$1,845.03	
	PO#: 19414	Voucher #:	72247	Invoice	Invoice No: 73401	10/25/2023	Paid Amt:	\$1,845.03	
				E 01	005 810 000 000 350	Repair Service into box on South side of boiler		\$1,400.00	
				E 01	005 810 000 000 350	Repair broken outlets in Welding Metal shop s		\$1,331.25	
	PO#: 19382	Voucher #:	72248	Invoice	Invoice No: 73402	10/25/2023	Paid Amt:	\$2,731.25	
				E 01	005 810 000 000 350	Replace 50A Welding Plug		\$182.80	
	PO#:	Voucher #:	72249	Invoice	Invoice No: 73400	10/25/2023	Paid Amt:	\$182.80	
				E 01	005 810 000 000 350	Tie in Hotsy with comb air dampner		\$1,300.00	
	PO#: 19474	Voucher #:	72250	Invoice	Invoice No: 73405	10/25/2023	Paid Amt:	\$1,300.00	
								Check Amount:	\$6,059.08
0118	chec	105797	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01	005 810 000 000 420	Open PO		\$25.58	
	PO#: 19299	Voucher #:	72286	Invoice	Invoice No: 2310-061284	10/25/2023	Paid Amt:	\$25.58	
				E 01	005 810 000 000 420	Open PO		\$116.00	
	PO#: 19299	Voucher #:	72287	Invoice	Invoice No: 2310-061585	10/25/2023	Paid Amt:	\$116.00	
				E 01	020 255 000 000 430	Open P.O. for shop supplies		\$11.58	
	PO#: 19452	Voucher #:	72288	Invoice	Invoice No: 2310-061482	10/25/2023	Paid Amt:	\$11.58	
				E 01	005 810 000 000 420	Open PO		\$6.49	
	PO#: 19299	Voucher #:	72289	Invoice	Invoice No: 2310-0607494	10/25/2023	Paid Amt:	\$6.49	
								Check Amount:	\$159.65
0118	chec	105798	4422		INFINITY ONLINE		Check		
				E 01	020 211 000 000 820	FY24 FALL TUITION		\$12,640.00	
	PO#:	Voucher #:	72214	Invoice	Invoice No: 311676	10/25/2023	Paid Amt:	\$12,640.00	
								Check Amount:	\$12,640.00
0118	chec	105799	5140		INSTITUTE FOR ENVIRONMENTAL ASSESSMENT		Check		
				E 05	005 865 000 352 305	SITE VISIT #1 &2		\$1,550.00	
	PO#: 19316	Voucher #:	72192	Invoice	Invoice No: 00050164	10/25/2023	Paid Amt:	\$1,550.00	
								Check Amount:	\$1,550.00
0118	chec	105800	02406		ISD #0002		Check		
				E 04	500 507 000 000 391	Q1-OTWAY		\$9,695.91	
	PO#:	Voucher #:	72245	Invoice	Invoice No: 1277	10/25/2023	Paid Amt:	\$9,695.91	
								Check Amount:	\$9,695.91
0118	chec	105801	6589		JOHN KOSTYNICK		Check		
				E 01	310 294 210 000 305	FB-10/18		\$100.00	
	PO#:	Voucher #:	72263	Invoice	Invoice No: 10182023	10/25/2023	Paid Amt:	\$100.00	
								Check Amount:	\$100.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105802	5889		JOSHUA PARISE		Check		
				E 01	310 294 210 000 184	10/18-FB PA		\$55.00	
	PO#:	Voucher #:	72257	Invoice	Invoice No: 10182023	10/25/2023		Paid Amt:	\$55.00
								Check Amount:	\$55.00
0118	chec	105803	6215		KAJEET INC		Check		
				E 01	010 412 000 740 320	HOTSPOT FOR ECFE HOME VISITS		\$205.41	
	PO#:	Voucher #:	72284	Invoice	Invoice No: INV31062	10/25/2023		Paid Amt:	\$205.41
								Check Amount:	\$205.41
0118	chec	105804	6452		KELLY'S IRRIGATION LLC		Check		
				E 01	005 810 000 000 350	blow out system for fall		\$300.00	
	PO#: 19396	Voucher #:	72292	Invoice	Invoice No: 463	10/25/2023		Paid Amt:	\$300.00
								Check Amount:	\$300.00
0118	chec	105805	6332		KEVIN TUMBERG		Check		
				E 01	310 294 210 000 305	FB-10/18		\$100.00	
	PO#:	Voucher #:	72261	Invoice	Invoice No: 10182023	10/25/2023		Paid Amt:	\$100.00
								Check Amount:	\$100.00
0118	chec	105806	5358		L&M SUPPLY INC		Check		
				E 01	020 255 000 000 430	Open P.O. for shop supplies		\$77.88	
	PO#: 19451	Voucher #:	72217	Invoice	Invoice No: 11558874wsid	10/25/2023		Paid Amt:	\$77.88
								Check Amount:	\$77.88
0118	chec	105807	01095		LAKE COUNTRY POWER		Check		
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$86.00	
	PO#:	Voucher #:	72219	Invoice	Invoice No: 10000175-9/1-10/1/23	10/25/2023		Paid Amt:	\$86.00
				E 01	005 810 000 000 332	BOILER HOUSE		\$9,992.00	
	PO#:	Voucher #:	72220	Invoice	Invoice No: 90000204/205-9/1-10/	10/25/2023		Paid Amt:	\$9,992.00
				E 01	005 810 000 000 332	ECFE		\$913.00	
	PO#:	Voucher #:	72221	Invoice	Invoice No: 90000206-9/1-10/1/23	10/25/2023		Paid Amt:	\$913.00
				E 01	005 810 000 000 332	NEW SCHOOL		\$17,087.00	
	PO#:	Voucher #:	72222	Invoice	Invoice No: 90000203-9/1-10/1/23	10/25/2023		Paid Amt:	\$17,087.00
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$76.00	
	PO#:	Voucher #:	72223	Invoice	Invoice No: 10000176-9/1-10/1/23	10/25/2023		Paid Amt:	\$76.00
								Check Amount:	\$28,154.00
0118	chec	105808	6577		LAKEVIEW TREE COMPANY, LLC		Check		
				E 06	005 867 000 000 350	Safety issue Remove all Hazdours hung/leadir		\$5,400.00	
				E 06	005 867 000 000 350	Safety issue Remove Hazdours dead trees ar		\$4,200.00	
	PO#: 19486	Voucher #:	72218	Invoice	Invoice No: INV1390	10/25/2023		Paid Amt:	\$9,600.00
								Check Amount:	\$9,600.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105809	5223		MADISON NATIONAL LIFE		Check		
				B 01	215 036	Ltd Insurance Withholding Payable-Dist		\$1,115.68	
PO#:		Voucher #:	72278	Invoice	Invoice No: 11/2023	10/25/2023		Paid Amt:	\$1,115.68
								Check Amount:	\$1,115.68
0118	chec	105810	1095		MARCO TECHNOLOGIES LLC		Check		
				E 01	010 203 202 000 580	ELEMENTARY		\$773.37	
				E 01	020 211 000 000 580	SECONDARY		\$773.37	
				E 01	005 110 371 000 580	OFFICE		\$773.38	
PO#:		Voucher #:	72225	Invoice	Invoice No: 512871880	10/25/2023		Paid Amt:	\$2,320.12
								Check Amount:	\$2,320.12
0118	chec	105811	6449		MARK HENRY		Check		
				E 01	310 294 210 000 305	FB-10/6		\$100.00	
PO#:		Voucher #:	72226	Invoice	Invoice No: 10/6/23	10/25/2023		Paid Amt:	\$100.00
								Check Amount:	\$100.00
0118	chec	105812	02316		MASA		Check		
				E 01	005 020 000 000 820	MASA/MASE MEMBERSHIP FY24		\$860.00	
PO#:		Voucher #:	72246	Invoice	Invoice No: MASA/MASE FY24	10/25/2023		Paid Amt:	\$860.00
								Check Amount:	\$860.00
0118	chec	105813	2305		MATT KUNNARI		Check		
				E 01	310 294 210 000 184	10/19-FB CHAINS		\$55.00	
PO#:		Voucher #:	72252	Invoice	Invoice No: 10182023	10/25/2023		Paid Amt:	\$55.00
								Check Amount:	\$55.00
0118	chec	105814	6583		MEGAN ROBINSON		Check		
				E 01	310 294 210 000 184	10/18-FB GATE		\$55.00	
PO#:		Voucher #:	72258	Invoice	Invoice No: 10182023	10/25/2023		Paid Amt:	\$55.00
								Check Amount:	\$55.00
0118	chec	105815	6102		MENDY OUKROP		Check		
				E 01	310 294 210 000 184	10/18-FB TICKET/GATE		\$55.00	
PO#:		Voucher #:	72256	Invoice	Invoice No: 10182023	10/25/2023		Paid Amt:	\$55.00
								Check Amount:	\$55.00
0118	chec	105816	4225		MIDWEST BUS PARTS		Check		
				E 03	005 760 000 720 420	Repair Supplies-BUSES		\$372.75	
PO#:		Voucher #:	72224	Invoice	Invoice No: 190090	10/25/2023		Paid Amt:	\$372.75
								Check Amount:	\$372.75
0118	chec	105817	5867		MINER'S INCORPORATED		Check		
				E 01	310 298 069 301 402	Flowers for 2023 Homecoming Coronation		\$102.39	
PO#: 19499		Voucher #:	72240	Invoice	Invoice No: 00129216	10/25/2023		Paid Amt:	\$102.39
								Check Amount:	\$102.39

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	105818	6222	REMIT	NATURE EXPLORE		Check
				E 04	500 582 806 000 401	SMALL AT EASE BENCH	\$318.00
				E 04	500 582 806 000 401	LARGE AT EASE BENCH	\$1,314.00
				E 04	500 582 806 000 401	SHIPPING	\$244.80
PO#:	Voucher #:	72191	Invoice	Invoice No:	S123688	10/25/2023	Paid Amt: \$1,876.80
							Check Amount: \$1,876.80
0118	chec	105819	4213	R	NCS PEARSON INC		Check
				E 01	010 400 000 000 430	Goldman Fristoe	\$381.00
				E 01	010 400 000 000 430	Oral and Written Language Scales 2	\$699.00
				E 01	010 400 000 000 430	Test of Language Development P 5	\$458.00
				E 01	010 400 000 000 430	Shipping	\$76.90
				E 01	010 400 000 000 430	TAX	\$0.00
PO#: 19418	Voucher #:	72230	Invoice	Invoice No:	23256994	10/25/2023	Paid Amt: \$1,614.90
							Check Amount: \$1,614.90
0118	chec	105820	5651		OFFICE OF MNIT SERVICES		Check
				E 01	005 810 000 000 320	SEPTEMBER	\$85.78
PO#:	Voucher #:	72190	Invoice	Invoice No:	w23090678	10/25/2023	Paid Amt: \$85.78
							Check Amount: \$85.78
0118	chec	105821	5796		O'REILLY AUTO PARTS		Check
				E 03	005 760 000 720 420	WIPER BLADE	\$27.54
				E 03	005 760 000 720 420	WIPER BLAD	\$27.46
				E 03	005 760 000 720 420	VAC TUBING	\$2.20
				E 03	005 760 000 720 420	FUEL HOSE	\$6.80
PO#:	Voucher #:	72227	Invoice	Invoice No:	1533-186044	10/25/2023	Paid Amt: \$64.00
				E 03	005 760 000 720 420	5QT MOTOR OIL	\$47.98
				E 03	005 760 000 720 420	5W-20-5QT	\$47.98
				E 03	005 760 000 720 420	BRAKE CLEAN	\$41.88
				E 03	005 760 000 720 420	BRAKE FLUID	\$77.97
PO#:	Voucher #:	72228	Invoice	Invoice No:	1533-185569	10/25/2023	Paid Amt: \$215.81
							Check Amount: \$279.81
0118	chec	105822	5871		PHILLIP JOHNSON		Check
				E 01	310 294 210 000 305	FB-10/6	\$100.00
PO#:	Voucher #:	72229	Invoice	Invoice No:	10/6/23	10/25/2023	Paid Amt: \$100.00
							Check Amount: \$100.00
0118	chec	105823	2035		PITNEY BOWES INC		Check
				E 01	005 110 000 000 329	Postage	\$31.96
PO#:	Voucher #:	72251	Invoice	Invoice No:	10162023	10/25/2023	Paid Amt: \$31.96
							Check Amount: \$31.96

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105824	05304		SANDSTROM'S		Check		
				E 02	005 770 000 705 495	BREAKFAST	\$68.00		
				E 02	005 770 000 701 495	LUNCH	\$114.00		
PO#:	Voucher #:	72232	Invoice	Invoice No:	477980	10/25/2023	Paid Amt:	\$182.00	
				E 02	005 770 000 705 495	BREAKFAST	\$113.10		
				E 02	005 770 000 701 495	LUNCH	\$266.00		
PO#:	Voucher #:	72233	Invoice	Invoice No:	477635	10/25/2023	Paid Amt:	\$379.10	
				E 02	005 770 000 705 495	BREAKFAST	\$136.00		
				E 02	005 770 000 701 495	LUNCH	\$285.00		
PO#:	Voucher #:	72299	Invoice	Invoice No:	478870	10/25/2023	Paid Amt:	\$421.00	
				E 02	005 770 000 705 495	BREAKFAST	\$181.10		
				E 02	005 770 000 701 495	LUNCH	\$266.00		
PO#:	Voucher #:	72300	Invoice	Invoice No:	479745	10/25/2023	Paid Amt:	\$447.10	
				E 02	005 770 000 705 495	BREAKFAST	\$102.00		
				E 02	005 770 000 701 495	LUNCH	\$190.00		
PO#:	Voucher #:	72301	Invoice	Invoice No:	478543	10/25/2023	Paid Amt:	\$292.00	
							Check Amount:	\$1,721.20	
0118	chec	105825	6314		SFM		Check		
				E 01	005 110 000 000 270	Workers Compens	\$2,482.00		
PO#:	Voucher #:	72231	Invoice	Invoice No:	3116756	10/25/2023	Paid Amt:	\$2,482.00	
							Check Amount:	\$2,482.00	
0118	chec	105826	5941		SOURCEWELL		Check		
				E 01	010 640 000 316 820	COMPREHENSIVE SUPPORT PACKAGE	\$2,095.00		
				E 01	020 640 000 316 820	COMPREHENSIVE SUPPORT PACKAGE	\$2,095.00		
PO#:	Voucher #:	72243	Invoice	Invoice No:	INV00002287	10/25/2023	Paid Amt:	\$4,190.00	
							Check Amount:	\$4,190.00	
0118	chec	105827	6514		SYSCO WESTERN MINNESOTA, INC		Check		
				E 02	005 770 000 705 490	BREAKFAST	\$198.49		
				E 02	005 770 000 701 490	LUNCH	\$1,562.60		
PO#:	Voucher #:	72294	Invoice	Invoice No:	253494585	10/25/2023	Paid Amt:	\$1,761.09	
							Check Amount:	\$1,761.09	
0118	chec	105828	5243		T J TOWING		Check		
				E 03	005 760 000 720 350	tow to southside auto bus #1	\$380.00		
PO#:	Voucher #:	72293	Invoice	Invoice No:	52283	10/25/2023	Paid Amt:	\$380.00	
							Check Amount:	\$380.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105829	6099		TAMI MEYER		Check		
				E 01	310 294 210 000 184	10/18-FB TICKET/GATE		\$55.00	
PO#:	Voucher #:	72254	Invoice		Invoice No: 10182023	10/25/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	105830	6588		TIMOTHY SEATON		Check		
				E 01	310 294 210 000 305	FB-10/18		\$100.00	
PO#:	Voucher #:	72262	Invoice		Invoice No: 10182023	10/25/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0118	chec	105831	5311		TOM LAWRENCE		Check		
				E 01	310 294 210 000 305	FB-10/6		\$100.00	
PO#:	Voucher #:	72234	Invoice		Invoice No: 10/6/2023	10/25/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0118	chec	105832	6260		TRAFERA HOLDINGS LLC		Check		
				E 01	010 203 000 000 466	HP Chromebook 11MK G9 EE - 11.6" HD Anti-		\$37,265.00	
				E 01	010 203 000 000 466	Google Chrome Management Perpetual EDU		\$4,640.00	
PO#: 19465	Voucher #:	72235	Invoice		Invoice No: I000835938	10/25/2023	Paid Amt:	\$41,905.00	
							Check Amount:	\$41,905.00	
0118	chec	105833	06131		TREASURE BAY PRINTING		Check		
				E 04	500 505 000 321 401	Receipt books		\$342.00	
				E 04	500 505 000 321 401	Freight		\$24.00	
PO#: 19532	Voucher #:	72282	Invoice		Invoice No: 277738	10/25/2023	Paid Amt:	\$366.00	
							Check Amount:	\$366.00	
0118	chec	105834	6476		UHS PREMIUM BILLING		Check		
				E 01	010 203 000 000 291	ELEM RETIREE		\$1,601.47	
				E 01	020 211 000 000 291	SEC RETIREE		\$671.93	
				E 01	010 050 000 000 291	ADMIN RETIREE		\$855.67	
				B 01	215 031	DISTRICT CONTRIBUTION		\$38,471.92	
PO#:	Voucher #:	72281	Invoice		Invoice No: 686372122431	10/25/2023	Paid Amt:	\$41,600.99	
							Check Amount:	\$41,600.99	
0118	chec	105835	01099		UPPER LAKES FOODS, INC		Check		
				E 02	005 770 000 705 490	BREAKFAST		\$171.64	
				E 02	005 770 000 701 490	LUNCH		\$721.57	
				E 02	005 770 000 701 401	SUPPLIES		\$34.08	
PO#:	Voucher #:	72302	Invoice		Invoice No: 352160-00	10/25/2023	Paid Amt:	\$927.29	
							Check Amount:	\$927.29	
0118	chec	105836	5581		US FOODS INC		Check		
				E 02	005 770 000 705 490	Food		\$2.12	
PO#:	Voucher #:	72242	Credit		Invoice No: 5986809	10/25/2023	Paid Amt:	(\$2.12)	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105836	5581		US FOODS INC		Check		
				E 01	010 206 000 433 401 General Supplies		\$177.89		
PO#:	Voucher #:	72236	Invoice		Invoice No: 4950539	10/25/2023	Paid Amt:	\$177.89	
				E 02	005 770 000 701 490 LUNCH		\$955.59		
				E 02	005 770 000 701 401 SUPPLIES		\$77.43		
PO#:	Voucher #:	72237	Invoice		Invoice No: 4950540	10/25/2023	Paid Amt:	\$1,033.02	
				E 02	005 770 000 701 490 LUNCH		\$36.34		
PO#:	Voucher #:	72238	Invoice		Invoice No: 4950541	10/25/2023	Paid Amt:	\$36.34	
				E 02	005 770 000 705 490 BREAKFAST		\$109.55		
				E 02	005 770 000 701 490 LUNCH		\$416.27		
PO#:	Voucher #:	72303	Invoice		Invoice No: 5130609	10/25/2023	Paid Amt:	\$525.82	
							Check Amount:	\$1,770.95	
0118	chec	105837	6489		VSP INSURANCE CO. (CT)		Check		
				B 01	215 032 ER Cafe Plan Payroll Deductions		\$102.14		
PO#:	Voucher #:	72280	Invoice		Invoice No: 819033314	10/25/2023	Paid Amt:	\$102.14	
							Check Amount:	\$102.14	
0118	chec	105838	5157		WOODSMAN CAFE		Check		
				E 01	310 298 069 301 402 Lunch for Homecoming Candidates		\$129.92		
PO#: 19482	Voucher #:	72239	Invoice		Invoice No: 92013/92014	10/25/2023	Paid Amt:	\$129.92	
							Check Amount:	\$129.92	
							Report Total:	\$359,998.94	

Reviewed: 1/2018

512 SCHOOL SPONSORED STUDENT PUBLICATIONS

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. Expression and representations made by students in school publications is not an expression of official school district policy. Official school publications are free from prior restraint by officials except as provided by law. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- B. Students who believe their right to free expression has been unreasonably restricted in an official student publication may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing official school publications shall be under the supervision of a faculty advisor and the school principal. Official publications shall be subject to the guidelines set forth below.
 - 2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material.
- B. "Official school publications" means school newspapers, yearbooks, material produced in communication, journalism or other writing classes as a part of the curriculum.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Expression in an official school publication is prohibited when the material is:

- (1) obscene to minors
- (2) libelous or slanderous
- (3) advertises or promotes any product or service not permitted for minors by law
- (4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.

- (5) expresses or advocates sexual, racial or religious harassment or violence or prejudice
- (6) distributed or displayed in violation of time, place and manner regulations

B. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

(1) Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

(2) Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

(3) Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References: U.S. Constitution, First Amendment
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.D.S. No. 14, 822 F.2d 747 (8th Cir. 1987)

Cross References:MSBA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)
MSBA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premise by Students and Employees)

Adopted: _____

MSBA/MASA Model Policy 517

Orig. 1995

Revised: _____

Rev. 202200

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
~~MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)~~

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, grade level, or school building. Standards may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, or previous disciplinary proceedings.
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in

accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. State High School League Bylaws

Cross References:MSBA Model Policy 509 (Enrollment of Nonresident Students)
MSBA Service Manual Chapter 6, District Education Program (A-6: Enrollment Options Program)

Adopted: _____

MSBA/MASA Model Policy 522

Orig. 1995

Revised: _____

Rev. 2022

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 Code of Federal Regulations, F.R. Part 106. These regulations, which went 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 Code of Federal Regulations section 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(s) is/are:

[INSERT: NAME(S) TITLE(S) PHONE NUMBER(S) OFFICE ADDRESS(ES) EMAIL ADDRESS(ES)]

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), 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).
- D. "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.
- E. "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.
- F. "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.
- G. "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.
- H. "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.

- I. "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.
- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "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 [United States Code section U.S.C. 1092\(f\)\(6\)A\(v\)](#)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 [United States Code section U.S.C. 12291](#)).
- L. "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 [Minnesota Statutes section 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.
- M. "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 administrating 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 [United States Code section U.S.C. 1232g](#), ~~or FERPA's regulations, 34 Code of Federal Regulations part 99, and State Minnesota law under Minnesota Statutes section Minn. Stat. 13.32, 34 C.F.R. Part 99,~~ or as required by law, or to carry out the purposes of 34 [Code of Federal Regulations 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 Minnesota Statutes section Minn.-Stat. 122A.20, subdivisions subd. 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board 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)

Adopted: _____

MSBA/MASA Model Policy 522

Orig. 1995

Revised: _____

Rev. 2022

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 Code of Federal Regulations part 106. These regulations, which went 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 Code of Federal Regulations section 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(s) is/are:

[INSERT: NAME(S) TITLE(S) PHONE NUMBER(S) OFFICE ADDRESS(ES) EMAIL ADDRESS(ES)]

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), 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).
- D. "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.
- E. "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.
- F. "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.
- G. "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.
- H. "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.

- I. "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.
- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "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 United States Code section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code section 12291).
- L. "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 Minnesota Statutes section 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.
- M. "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 administrating 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.
3. "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.
4. 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 United States Code section 1232g, FERPA regulations, 34 Code of Federal Regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations 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 filling 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 Minnesota Statutes section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board 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)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
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)

Adopted: 11/05/2020

Independent School District #118 Policy 522

Orig. 1995

Revised:10/12/21

Rev. 2020

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

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:

Assistant Principal, (218) 566-2351

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).
- D. “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.
- E. “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.
- F. “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.
- G. “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.
- H. “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.

- I. "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.
- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "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).
- L. "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.
- M. "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.

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.

IV.

- V.** 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.

VI.

- VII.** 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.

VIII.

- A.
- B.

IX.

Adopted: _____

MSBA/MASA Model Policy 605

Orig. 1999

Revised: _____

Rev. ~~2022~~1999

605 ALTERNATIVE ~~PROGRAMS~~ EDUCATIONAL SERVICES

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational ~~programs~~ services for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative ~~program options~~ educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school ~~board~~ district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.

B. It shall be the responsibility of the superintendent to identify alternative ~~program~~ educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative ~~programs~~ educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational ~~programs~~ services to the school board.

B.C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – ~~Alternative Educational Services~~)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

605 ALTERNATIVE PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies and organizations, periodically recommend additional or modified alternative educational programs to the school board.
- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22 Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41 (Definitions)
Minn. Stat. § 121A.45, subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (Center Programs and Services)
Minn. Stat. § 124D.32 (Learn and Earn Graduation Achievement Program)
Minn. Stat. § 124D.331 (Educational Program for Pregnant Minors and Minor Parents)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)

Cross References: MSBA Model Policy 603 (Curriculum Development)
MSBA Model Policy 604 (Instructional Curriculum)

Adopted: _____

MSBA/MASA Model Policy 607

Orig. 1995

Revised: _____

Rev. 2022~~0~~

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in ~~Minn. Stat. § Minnesota Statutes section~~ 120A.05, as follows:

[Note: Each school district should identify within the groupings as defined in ~~Minn. Stat. § Minnesota Statutes section~~ 120A.05, how grade levels shall be organized within the school district -from the options listed below:

<i>Elementary:</i>	<i>Grades prekindergarten through 6</i>
<i>Middle:</i>	<i>Minimum of two consecutive grades above 4th but below 10th</i>
<i>Secondary:</i>	<i>(Grades 7 through 12)</i>
<i>Junior High</i>	<i>Grades ___ through ___</i>
<i>Senior High</i>	<i>Grades ___ through ___</i>
<i>Vocational</i>	<i>Grades 7 through 12]</i>

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school’s minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician’s certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. “Prekindergarten” means a program designed for students younger than five years of

age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (~~Definitions~~Public Schools)
Minn. Stat. § 120A.20, Subd. 4 (~~Verification of Age for~~ Admission to Public School)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References: None

Adopted: 12/3/97
Revised: 7/20/00, 5/20/04, 04/20/06
Reviewed: 10/09/19

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05 (public schools), as follows:

Elementary: Grades prekindergarten through 6

Secondary: Grades 7 through 12

- B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

III. DEFINITIONS

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subd. 9, 11, 13, 17 (Public Schools)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

Northland Community Schools ISD# 118
FY 2024 Through October 2023

2023-2024
 EXP/REV Report
 October 23

EXPENDITURES	Actual 2022-23 Expenses	Adopted Budgeted 2023-24 Expenses	YTD Oct 2022-23 Expenses	YTD Oct 2023-2024 Expenses	% of 2022-23 Budget	Oct FY '23 vs Oct FY '24 Difference	% of 2023-24 Budget
Fund							
General Fund (01)	8,344,116	7,696,063	1,779,479	1,989,116	21.3%	209,637	25.8%
Administrative & Support Svc	760,264	998,543	256,561	245,616	33.7%	(10,945)	24.6%
Regular Instruction	3,270,974	3,170,345	669,828	613,170	20.5%	(56,658)	19.3%
Vocational Instruction	65,300	30,554	2,757	12,706	4.2%	9,949	41.6%
Special Education Inst	1,188,608	1,037,670	140,243	206,017	11.8%	65,774	19.9%
Instructional Support	563,885	322,898	102,780	74,260	18.2%	(28,520)	23.0%
Pupil Support	1,615,159	1,978,522	336,902	138,158	20.9%	(198,743)	7.0%
Sites & Buildings	807,601	788,173	218,076	642,336	27.0%	424,260	81.5%
Fiscal & Other Fixed Costs	72,324	51,000	52,331	56,852	72.4%	4,521	111.5%
Food Service (02)	294,205	302,244	54,795	65,963	18.6%	11,168	21.8%
Transportation (03)	551,332	587,111	121,574	195,344	22.1%	73,770	33.3%
Community Service (04)	360,001	367,638	81,266	66,765	22.6%	(14,501)	18.2%
Capital Outlay (05)	255,129	140,750	92,271	44,245	36.2%	(48,026)	31.4%
Construction (06)	471,182	529,295		150,664	0.0%	150,664	28.5%
Debt Service (07)	1,685,771	1,761,075	349,186	340,592	20.7%	(8,594)	19.3%
Total	11,961,736	11,384,176	2,478,570	2,852,689	20.7%	374,118	25.1%
Total Funds 01, 03 & 05	9,150,576	8,423,924	1,993,324	2,228,705	21.8%	235,381	26.5%
REVENUE	Actual *	Budgeted	YTD Oct	YTD Oct	% of	Oct FY '23	% of
Fund	2022-23 Revenue	2023-24 Revenue	2022-23 Revenue	2023-2024 Revenue	2022-23 Budget	vs Oct FY '24 Difference	2023-24 Budget
General Fund (01)	8,197,824	7,688,097	1,523,453	1,910,879	18.6%	387,427	24.9%
Food Service (02)	290,371	249,549	7,772	3,168	2.7%	(4,604)	1.3%
Transportation (03)	405,293	375,081	16	(110)	0.0%	(126)	0.0%
Community Service (04)	278,749	213,415	20,978	29,133	7.5%	8,155	13.7%
Capital Outlay (05)	270,835	307,730	-	-	0.0%	-	0.0%
Construction (06)			-	-	#DIV/0!	-	#DIV/0!
Debt Service (07) & (47)	1,639,577	1,778,746	329,861	325,632	20.1%	(4,229)	18.3%
Trust (08) & (25) & (10) & (18)	54	100		13	0.0%	13	13.4%
Total	11,082,703	10,612,718	1,882,080	2,268,716	17.0%	386,636	21.4%
Total Funds 01, 03 & 05	8,873,952	8,370,908	1,523,469	1,910,770	17.2%	387,301	22.8%

* FY 23 Actual will change yet with audit entries

Northland Community Schools

Independent School District #118



School Board Report

Date: 11/15/23

Report Submitted by: Janessa Green (Activities Director)

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

Celebrations:

- Winter Activities Meeting - Very successful! Lots of interest in basketball, as well as Knowledge Bowl, One Act Play, and Speech
- Girls' Basketball started practice on Monday, November 13
- Boys' Basketball practice starts on Monday, November 20
- One Act held their auditions at Northland on Wednesday, November 15

Updates:

- Athletic Booster Club - According to IRS records, it hasn't been active since 5/15/2017. Interested parents could start it up again and we can reinstate their Tax ID number.
- Open Positions
 - Head Track and Field
 - Assistant Girls' Basketball Coach
 - JH Baseball Coach
- Next Storm Co-op Meeting - December 4 at 5:30 in Hill City Boardroom

Proposals:

- Coach Evaluations
 - Input from the following
 - Self-evaluation
 - Evaluation of other level coaches
 - Evaluation from AD(s)
 - **Athlete exit interviews (is this something we want to implement?)

Student-Athlete End-of-Season Interviews 2023-2024

The end-of-season exit interview is a valuable tool in giving student-athletes a voice, helping them to understand their role on the team and helping them to get the most out of their high school experience. It also helps the coaches and athletic program to take the feedback and get the most out of the athletic experiences.

General Information

Your Name

Select the sport you are completing the survey for.

Select your grade.

Type the name of your coach.

(On a scale of 1 to 5, 1 being strongly disagree and 5 being strongly agree, select your answer to each statement.)

Questions Regarding Myself

I worked hard in practice and games.

I learned techniques and fundamentals to play my position better.

I am more confident now in playing this sport.

I saw how my shape or physical conditioning affects my game performance.

Playing this sport made me a better student-athlete.

Questions Regarding My Coach

My coach did a good job of communicating with me.

The feedback I received in practice helped me learn.

Drills and practices were effective in teaching how to play and perform.

Physical ability, talent, and effort were accurately evaluated.

Being a good sport was emphasized.

Questions Regarding My Teammates

I felt I was part of the team.

I felt I had a role on the team.

Everyone on the team, even if not a starter, was given a chance to contribute.

I encouraged and supported my teammates.

Teammates treated each other with respect and trust.

Questions Regarding Facilities and Equipment

I had appropriate access to the practice facilities and weight room.

The practice and game facilities allowed for a positive experience in this sport.

The uniforms and equipment allowed for a positive experience in this sport.

Comments

What are your goals for this team next season?

In the space provided below, please type in comments about any feelings you had regarding your experience playing your sport this year. Suggestions for making this program better are welcome.

Northland Community Schools

Independent School District #118

School Board Report

Date: 11/15/23



Report Submitted by: Janessa Green (Elementary Principal)

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

Celebrations:

- **Elementary - Highlighted Grade - 5th Grade**

- In 5th grade, we have been getting ready for our second annual class election. We have been learning about the branches of government, their roles in our country, as well as the role of citizens. Instead of holding a "mock" election, we decided to do the real deal. Students prepared speeches, made campaign posters, and held "rallies" at recess to get other students to vote for them. At our election, each student presented their speech in front of the class. The students showed one another Eagle Pride as they were respectful listeners. Afterward, each student got to head to the voting poll to cast their vote in private. They were so bummed to hear they had to wait until Monday for the results!
- Other than their fantastic work in social studies, the students have been rocking Second Step, ELA, and math. A large part of the increased focus this year is due to the new flexible seating. After talking with Mrs. Green last year, she gave me the idea to start flexible seating. This summer I got to work scrounging up different tables, unique chairs, rugs, and cushions for the students to choose a successful spot in the classroom. The process of teaching how to use the flexible seating is the reason it is successful. For the first 6 weeks of school, the students practiced what finding a successful spot looked like, sounded like, and felt like. Compared to regular desks, I rarely have to tell students to find another successful spot during work time. The kids love it and it shows in their quality of work. During direct instruction, students choose a successful chair to bring to the rug. Once our lesson is done, they get to choose any successful spot around the room. It is always interesting to see which kids naturally choose the floor as their spot. Cushions are a good thing in 5th grade! This year's class has also won the Eagle Pride classroom challenge twice! The kids chose to celebrate by watching a movie and enjoying root beer floats.
- At the end of October, this year's class got to shop at their first ever Eagle Pride store! I did something very similar to this last year, but now it is official school wide. Not to toot my own horn, but the 5th graders said our store had the best stuff! We are very thankful to the Hill City Thrift Store for their generous donation and commitment to supporting the communities around them.

Updates:

-

PBIS:

DATA from 10/2/23 - 10/31/23 (October)

Total Number of Students: 173

Total Number of Referrals: 91

Tier 1: Students with 0 or 1 referral: 87%

Tier 2: Students with 2 to 5 referrals: 11%

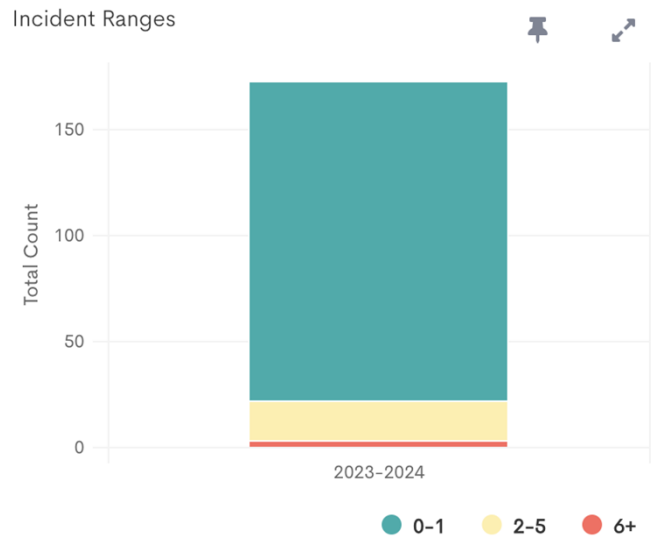
Tier 3: Students with 6+ referrals: 1.7%

4 students account for 31 out of 81 ODRs (38.27%)

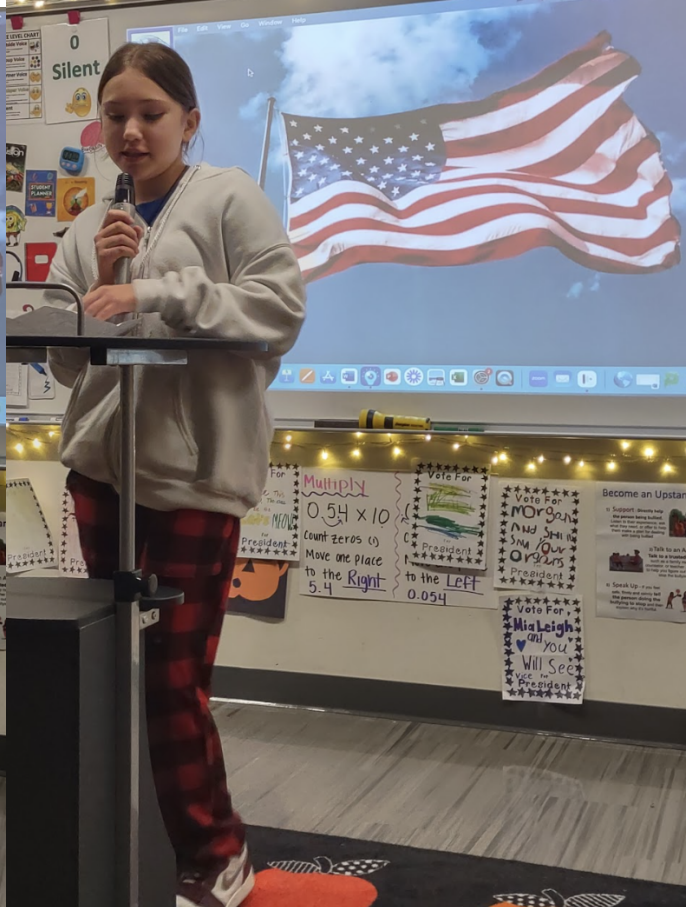
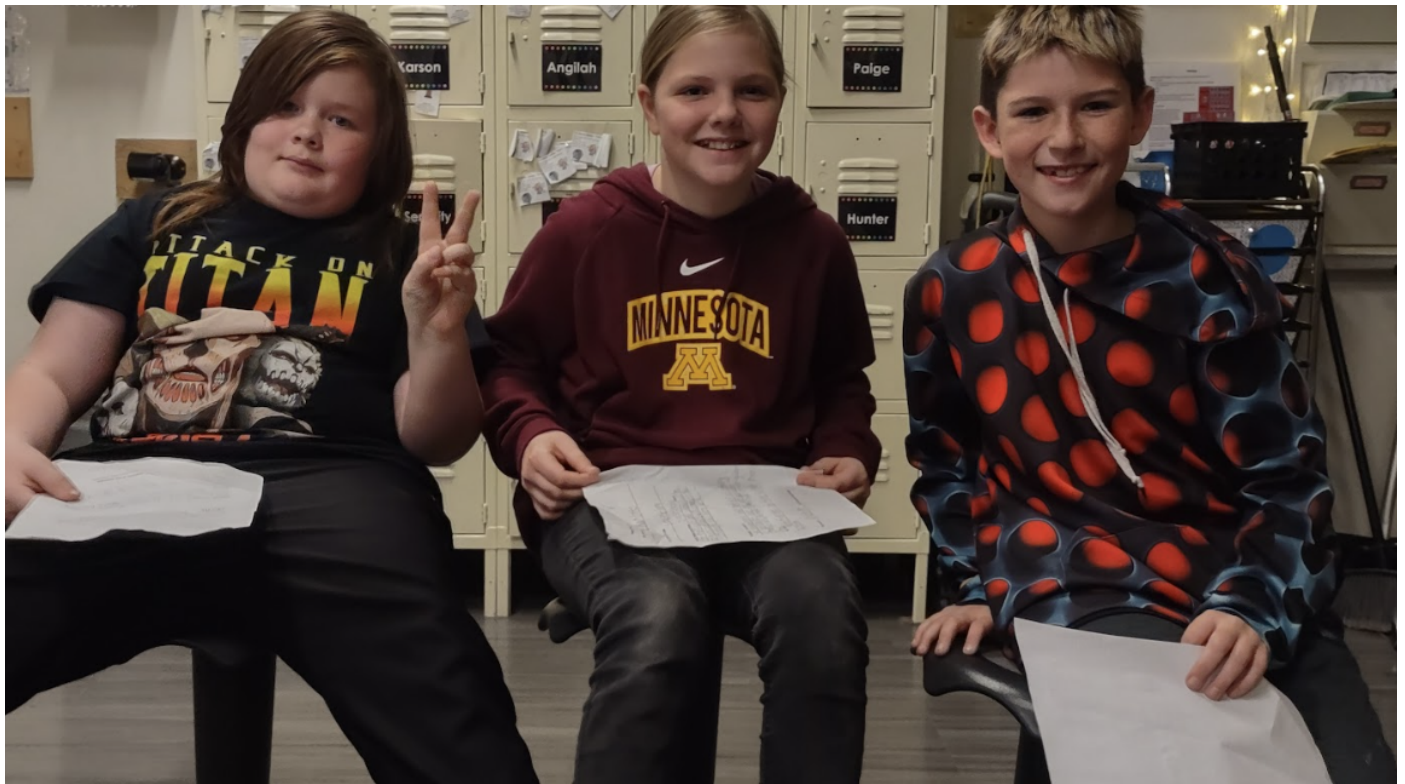
Top 5 Behaviors

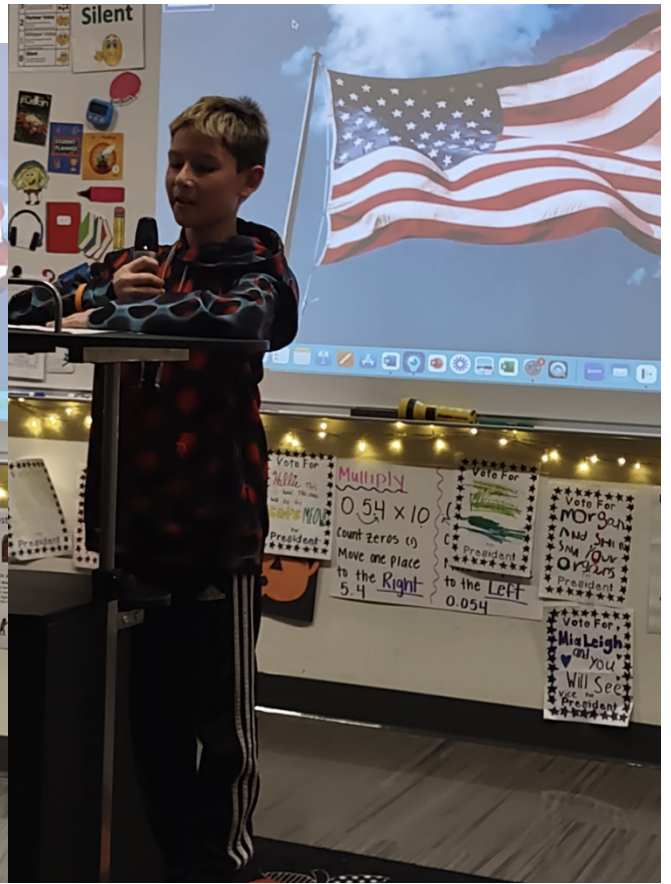
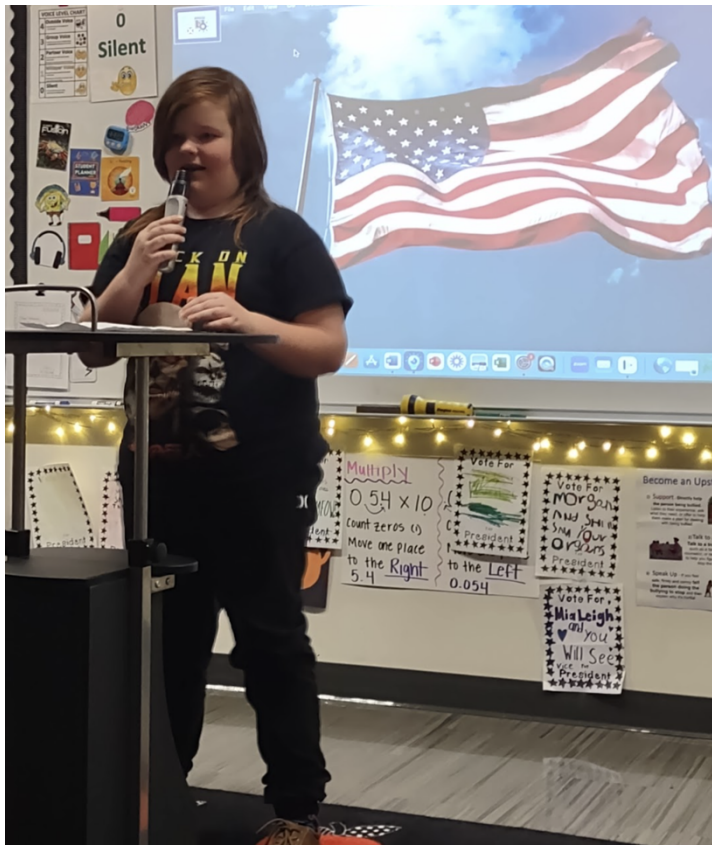
- Defiance/Disrespect/Non-Compliance = 17
- Minor Aggressive Act = 15
- Chronic Level 2 = 15
- Endangerment = 14
- Skipping Class/Tardies = 9

Proposals:











ELECTION TODAY!

VOTE

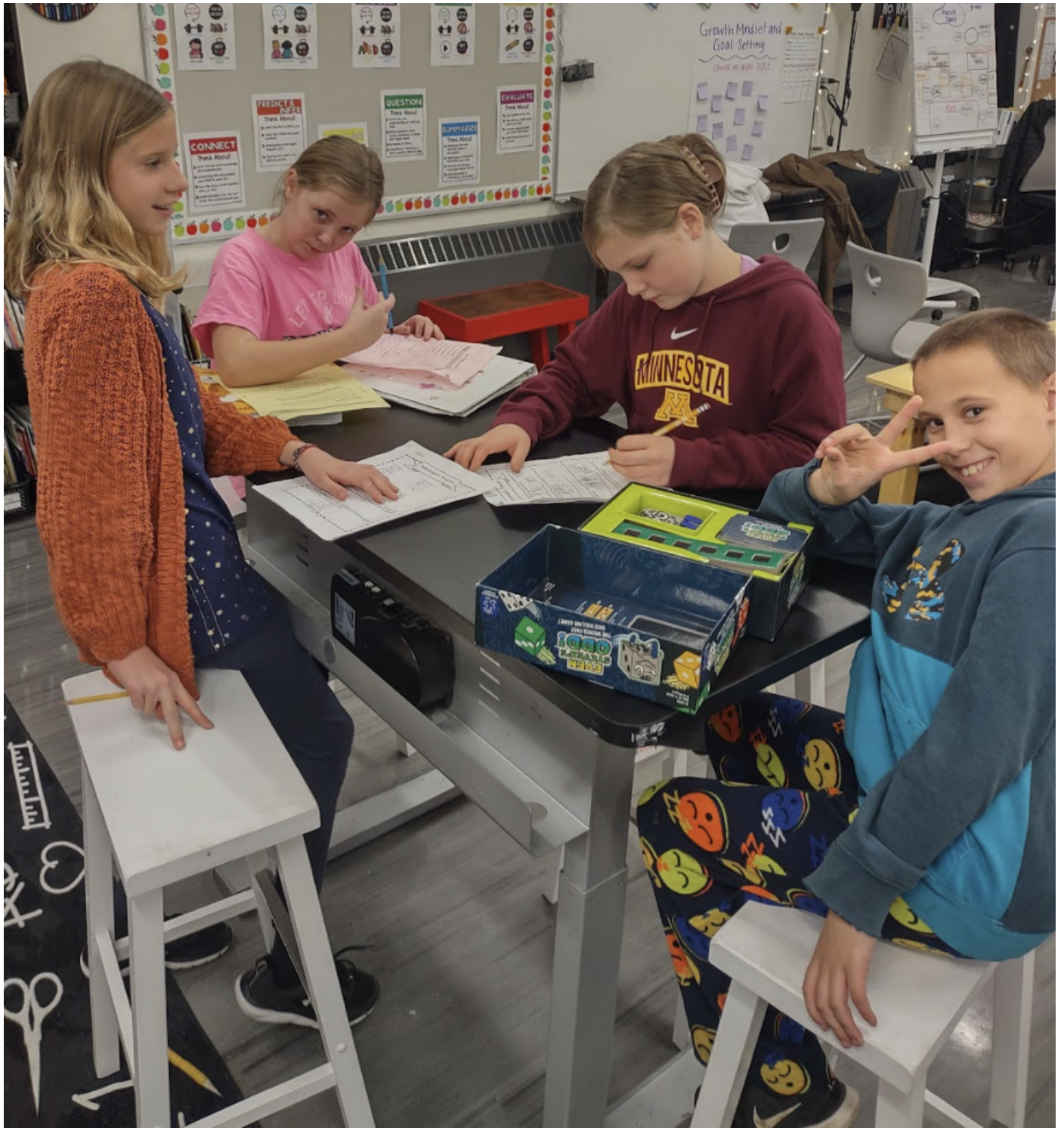
HERE!

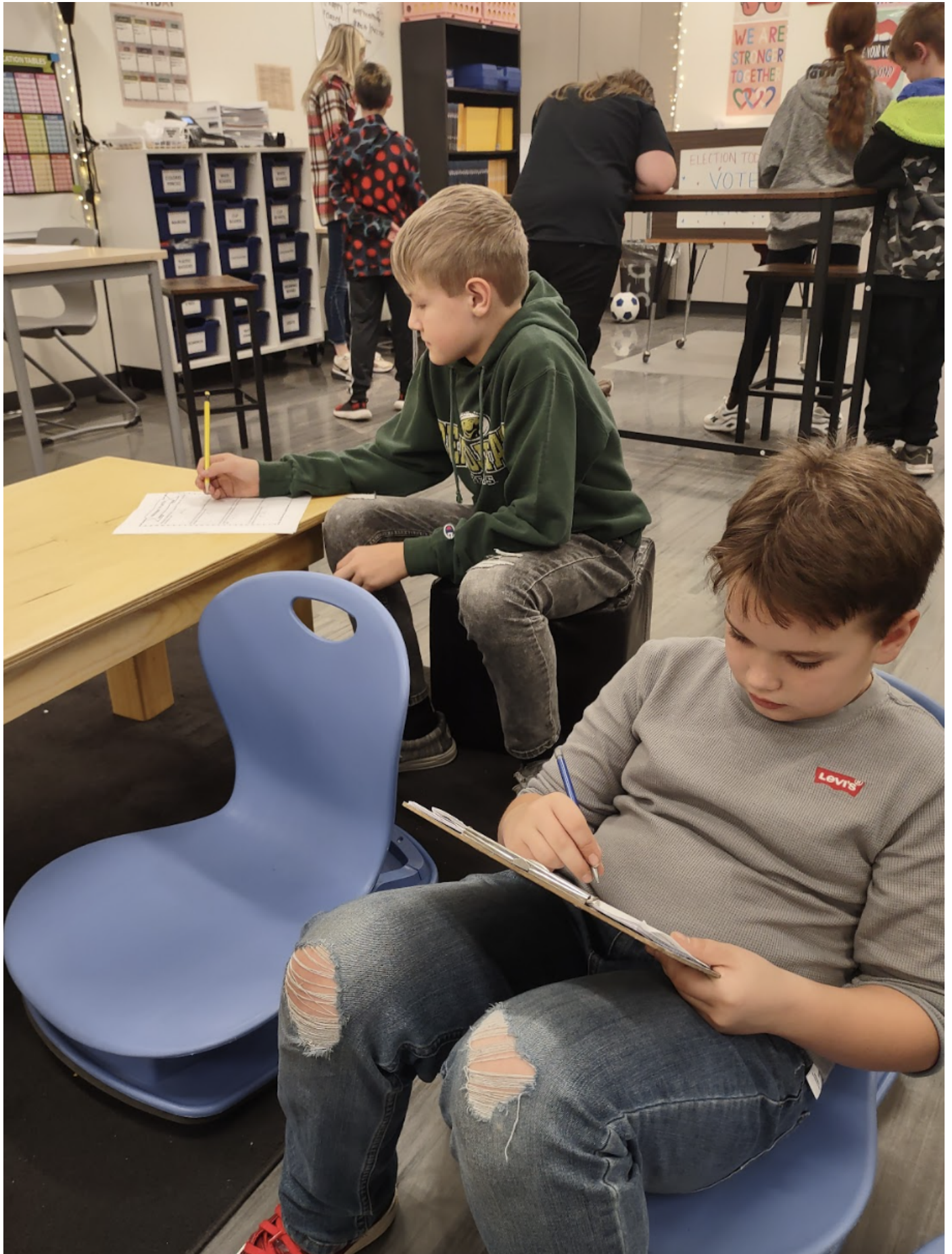
INCLUDED

BOOK RETURN

Book Station







Northland Community Schools

Independent School District #118

School Board Report

Date: Nov23



- Sign out front display is down, electrician will be out first to validate the 3 phase portion of power is not causing the issues before addressing with a Daktronics Service Vendor
- Domestic Hot water circ pump failed and will be replaced
- Elem gym AHU project – near completion waiting for closeout documents from the contractor
- Football Field – A generous donation of topsoil and labor to apply it near the hump complete, ISD 118 to cover cost of seed
- Elec boiler and Fuel oil boiler repairs this month continue – laminar flow for sensor completed, FO leaks complete, induction motor is next late this month along with an early DEC check of all contactors and elements
- Jackson dishwasher return line failed and was repaired
- Project with Climate Makers continues with failed exhaust fans, one left to complete and parts on order

School Board Meeting
Dean of Students Board Report Notes
November 2023

* 6th grade has been added to high school responsibilities as far as behavior. We hope this will help ease their transition into the middle/high school next year.

* Recurring Behavior Issues (high school): Skipping class/tardies
- Attendance board met last week to discuss plans to improve tardies for students with more than ten tardies in Quarter 1

* Chromebook misuse is up this month from the previous two months.

* Recurring behavior issues (middle school): Defiance, disruption, refusal to follow instruction from teacher

* *Improving* behavior Issues: Phone violations are lessening

Northland Community Schools – ISD #118

**LICENSED STAFF SENIORITY LIST
2023-24**

Name	Certification Area	Tier	Date of First Service	Total Yrs Taught	District Seniority Yrs
Myers, Jill	Elementary Education (K-6)	4	8/22/90	32.25	32.25
Shepard, Terri	School Social Worker	4	12/16/91	32	32
Kitchenhoff, Jackie	Science 5-9 K-12 Emotionally/Behaviorally Disorder Physics Chemistry	4	8/29/95	29	28
Bachmann, Scott	7-12 Coaching K-12 Health Education K-12 Physical Education	4	8/26/97	26	26
Boucher, Raina	K-6 Elementary Education	4	8/28/00	25 (364466)	23
Horn, Michael	5-12 Social Studies	4	8/28/00	23 (388496)	23
Daugherty, Shem	7-12 Social Studies	4	8/28/00	23 (392145)	23
Gravelle, Mark	5-12 Industrial Arts	4	8/27/01	22	22
Procopio, Carol	5-12 Mathematics	4	8/25/05	24	17.25
McKinney, Stacey	1-6 Elementary Education K-12 Learning Disabilities K-12 Emotional Behavior Disorders	4	6/20/02-5/24/05 01/14/2015	13	11.51

Bullock, Jodi	Pre-Kindergarten 1-6 Elementary Education K-12 Emotional Behavior Disorders K-12 Learning Disabilities	4	08/27/12	16	11
Knapp, Julie	K-6 Elementary Education Age 3 – K Pre-Primary	4	08/29/12	11	11
Monroe, Leah	American Indian Language & Culture	4	08/26/13	9.29	9.29
Birt, Kathleen	K-6 Elementary Education K-12 Learning Disabilities B-12 Autism Spectrum Disorders B-12 Blind or Visually Impaired K-12 Emotional Behavior Disorders Director of Special Education	4	12/16/13	25	9.5

Licensed Staff Seniority List 2023-24

Page 1 of 3

Name	Certification Area	Tier	Date of First Service	Total Yrs Taught	District Seniority Yrs
Osterhoudt, Amber	1-6 Elementary Education 5-8 Communication arts/Literature K-12 Reading	4	08/25/2014	9	9
Peterson, Scott	K-12 School Counselor	4	09/22/2014	8.90	8.90
Holmied, Kelly	K-6 Elementary Education	4	10/13/2014	8.82	8.82
Kuck, Lori	K-12 Learning Disabilities 1-6 Elementary Education 9-12 Tchr/Coord Work Based Learning	4	01/05/2015	8.56	8.56
Heruth, Raina	PreK – 12 School Psychologist	4	08/31/2015	11	8

Sharp, Nathaniel	5-12 Mathematics	4	08/31/2015	8	8
Johnson, Michelle	1-6 Elementary Education	4	08/31/2015	21	8
Edstrom, Katelyn	5-12 Communication Arts/Literature	4	08/15/2016	7	7
Sparen, Sam	K-12 Physical Education	2	08/25/2017	6	6
Riewer, Kelly	B-Grade 3 Early Childhood Education	4	08/24/2018	4 (508865)	4
Christensen, Cortney	1-6 Elementary Education	4	08/24/2018	10 (414056)	4
Hall, Roberta	K-6 Elementary Education	4	08/24/2018	13 (481664)	4
Thompson, Lavonne	American Indian Language & Culture	3	08/29/2019	4	4
Gilbertson, Terry	Pre-Kindergarten Family Ed/Early Childhood Early Childhood Special Ed	4	08/31/2020	11	3
Parkinson, Cheri	Pre-Kindergarten Family ED/Early Childhood K-6 Elementary Education Parent and Family Education	4	08/31/2020	27	3
Erin Diedrich	K-6 Elementary Education	4	08/26/21 (471756)	9	2

Name	Certification Area	Tier	Date of First Service	Total Yrs Taught	District Seniority Yrs
Edward Barron	K-12 Academic and Behavior Strategist	3	08/26/21 (506770)	3	2
Abbie Newman	K-6 Elementary Education 5-8 Communication Arts/Literature	3	08/26/21 (1009803)	2	2
Lisa Holm	K-6 Elementary Education	4	08/26/22	26	1
Tristen Heller	K-12 Instrumental and Classroom Music	3	08/26/22	1	1
Izabella Bishop	K-6 Elementary Education	3	08/26/22	1	1
Brittany McClellan	K-6 Elementary Education Age 3 – PreK Pre-Primary	4	08/26/22	7	1
Sarah Bodin	5-12 Social Studies	3	08/26/22	2	1
Ong, Sarah	Speech Pathology	3	08/28/23	12	0
Anderson, Rod	Life Science Coaching	4	08/28/23	30	0
Benoit, Karissa	Licensed Social Worker	3	08/28/23	5	0
Mortenson, CarrieAnn	K-12 Elementary Education	3	08/28/23	5	0
Decker, Kathryn	K-12 Elementary Education	4	08/28/23	19	0
Miley, Kevin	License Pending	2	08/28/23	6	0

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Licensed Staff Seniority List 2023-24

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