

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

REGULAR MEETING AGENDA

**Wednesday, January 17, 2024 - 5:30 PM Northland High School Room C113
316 Main St E
Remer, MN 56672**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Mission Statement "Educate and inspire all learners to reach their full potential."**
4. **Adoption of Agenda**
5. **Recognitions**
6. **Audience Recognition**
7. **Consent items**
 1. Approve Meeting Minutes from December 20, 2023 Regular Meeting and the January 3, 2024 Organizational Meeting
 2. Approve December 2023 Treasurer's report and bills
 3. Second Reading and approval of revised Policy #410- Family and Medical Leave Policy
 4. Second reading and approval of revised Policy #416 Drug, Alcohol, and Cannabis Testing
 1. Second reading and approval of revised forms for Policy 416 Drug, Alcohol and Cannabis Testing
 5. Approve an overnight field trip for the Senior Class, leaving Northland Community Schools at 7:30 AM on May 15, 2024 and returning May 16, 2024.
 6. Approve overnight field trip for Quiz Bowl to Duluth on January 11, 2024
 7. Approve Resolution accepting gifts/donations to Northland Community Schools
WHEREAS the following: therefor, BE IT RESOLVED by the School Board of Northland Community School District ISD No. 118, Remer, and State of Minnesota as follows: The Northland Community School District ISD 118 does hereby accept the following donations:
 - \$1200 from Northland Lions for vape detectors
8. **Reports**
 1. **Early Education Report**
 2. **Business Manager Report**
 3. **Elementary Principal/Activities Director Report**
 4. **Principal Report**

5. **Facilities Report**
6. **Indian Education Report**
7. **CE Report**
8. **Dean of Students Report**
9. **Superintendent Report**
10. **New Business**
 1. Approve giving old Chromebooks to students
 2. Approve resolution directing administrators to make recommendations for reductions in programs and positions and reasons thereof.
WHEREAS, the financial condition of Northland Community Schools ISD #118 dictates that the school board must review expenditures, and WHEREAS, this review in expenditure may include discontinuance of positions and discontinuance or curtailment of programs, and WHEREAS, a determination must be made as to which employees' contracts may be terminated and not renewed and which employees may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,
BE IT RESOLVED by the School Board of Independent School District #118 as follows: That the School Board hereby directs the Superintendent of Schools and administration to review programs and positions to effectuate economies in the school district and possible discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.
11. **Personnel**
 1. Approve the hire of CarrieAnn Mortenson as Knowledge Bowl Coach for the 2023-2024 season
 2. Approve the hire of Brittany Frank as 1.0 FTE Paraprofessional
 3. Accept the resignation of Paraprofessional, Sara Smith (effective date pending)
 4. Approve the Memorandum of Understanding for the purpose of amending NREM's 2023 - 2025 contract to reflect the changes to MN State Statute 181.940, subd. "Earned Safe and Sick Time"
12. **Other school business which can legally be brought before the Board**
 1. Approve the Memorandum of Employment between at-will employee Jared Johnson and ISD #118
13. **Next Meeting Dates:**
 - Work Session, February 7, 5:30 p.m.
 - Regular Meeting, February 21, 5:30 p.m.
14. **Adjournment**

Northland Community Schools – ISD #118
Remer, MN 56672
Regular Meeting - December 20, 2023
MEETING MINUTES SUMMARY

Aaron Ammerman: Present
Linda Knox: Present
Terri Nystrom: Present
Seth Robison: Present
Marc Ruyak: Present
Tyler Seifert: Present
Bill Wake: Present
Present: 7.

1. Call to Order

Board Chair Ruyak called the meeting to order at 5:30 P.M.

2. Pledge of Allegiance

3. Mission Statement "Educate and inspire all learners to reach their full potential."

4. Adoption of Agenda

Board Chair Ruyak called for a motion to adopt the agenda for the December 20, 2023 Regular Meeting. This motion, made by Bill Wake and seconded by Seth Robison, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

5. Closed session for labor negotiation strategy as permitted by MN Statute Section 13D.03 subd. 1

The Meeting recessed at 5:35 P.M. for a closed session. The Regular Meeting resumed at 5:47 P.M.

6. Recognitions

6.1. The school board and staff of ISD #118 would like to recognize Mark Gravelle for securing a \$1000 grant, in the form of store credit at Holker's Do It Best Lumber, from the Minnesota Builders Association and the Builders Group for the carpentry program

7. Audience Recognition

Carol Procopio addressed the school board requesting that the tentative agreement between NREM and ISD #118 be approved

8. Consent items

Approve Consent Items. This motion, made by Bill Wake and seconded by Seth Robison, Passed.

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

Yea: 7, Nay: 0

8.1. Approve minutes from the November 15, 2023 Regular Meeting

8.2. Approve Treasurer's Report and bills for November 2023

8.3. Approve the following people as volunteers: Zayelyn Parise, Mindy Genz, Cassidy Elhard

8.4. Second reading and approval of Policy #515 Protection and Privacy of Pupil Records

8.5. Second reading and approval of revised Policy #608 - Instructional Services - Special Education

8.6. Second reading and approval of revised Policy # 609 - Religion

8.7. Second reading and approval of revised Policy # 610 - Field Trips

8.8. Second reading and approval of revised Policy #611 - Homeschooling

8.9. 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:

- Fraternal Order of Eagles - \$200 for Special Education to purchase Exacto paper cutters
- Eagle Country Snowmobile and ATV Club - \$2500 for Trap Club
- Hill City Thrift Shop - \$250 for Girls Basketball and \$250 for Boys Basketball for the purchase of food for road trips
- Deer River School District ISD#317 - Robotics gear for the robotics program. The following is a list of general items donated: Motors and gears, electronic components and wiring, drive frame and operating controllers, and Robot 3036

9. Reports

9.1. Audit Report

9.1.1. Audit findings presented by BerganKDV

9.1.2. Motion to accept the Audit Report

Accept the 2023 Audit Report. This motion, made by Tyler Seifert and seconded by Bill Wake, Passed.

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

Yea: 7, Nay: 0

9.2. Early Education Report

9.3. Business Manager Report

9.4. Elementary Principal/Activities Director Report

9.5. Principal Report

9.6. Facilities Report

9.6.1. Lead In Water Report

9.7. Indian Education Report

9.8. CE Report

9.9. Dean of Students Report

10. Superintendent Report

11. New Business

11.1. Approve the revised Right of Way Easement with Lake Country Power

Approve the Right of Way Easement agreement, with revisions, between Lake Country Power and Northland Community Schools ISD#118. This motion, made by Tyler Seifert and seconded by Seth Robison, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.2. Approve resolution establishing combined polling places for 2024

Motion to approve the resolution establishing combined polling places for the 2024 elections. This motion, made by Bill Wake and seconded by Linda Knox, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.3. Set a date for the January 2024 Reorganization Meeting

The Reorganization Meeting of the school board will be held on Wednesday, January 3, 2025, at 5:30 P.M.

11.4. Discussion regarding Minnesota's "Earned Sick and Safe Time" law set to take effect January 1, 2024

The district will follow MN State Statute 181.940, sub 4, regarding the use of ESST

11.5. Approve the Non-Licensed Staff Seniority List for 2023-2024

Approve the 2023-2024 MSBA Non-Licensed Staff Seniority List. This motion, made by Linda Knox and seconded by Seth Robison, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

Board Approved December 20, 2023

11.6. Discussion and possible approval of bus transportation communication purchase Motorola radios Armer system used by law enforcement and emergency services

After some discussion, Board Chair Ruyak called for a motion to approve the purchase of the Motorola Armer radio system for the transportation department communications. This motion, made by Seth Robison and seconded by Terri Nystrom, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.7. Approve Cooperative Agreement between Hill City and Northland for Girls Volleyball beginning the 2024-2025 season

Approve Cooperative Agreement between Hill City and Northland for Girls Volleyball beginning the 2024-2025 season (Application for Cooperative Sponsorship pending). This motion, made by Linda Knox and seconded by Aaron Ammerman, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.8. Approve the 2023-2025 Master Agreement with NREM (Northland Remer Education Minnesota)

Call for a motion to approve the 2023-2025 Master Agreement between Northland Community Schools ISD #118 and Northland Remer Education Minnesota. This motion, made by Seth Robison and seconded by Linda Knox, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.9. Call for bids for the 2023-2024 Multi-Use Court Project

Motion to approve a call for bids for the 2023-2024 Multi-Use Court Project with a bid opening date of February 15, 2024 at 3:00 P.M. This motion, made by Tyler Seifert and seconded by Seth Robison, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.10. Discussion regarding replacement of the football field lights

The school board will invite a representative to the January 2024 Regular Meeting to present additional information on the cost of the project and be available to answer any questions at that time

11.11. Discussion regarding 2023-24 Christmas Concert

Superintendent Yakibchuk will send out surveys asking families, community members and other stakeholders to offer opinions on the best time to hold the 2024-2025 Christmas Program and provide the results of that survey at the February 2024 Regular Meeting for further discussion

11.12. First reading of revised Policy #410- Family and Medical Leave Policy

11.13. Approve for 2023-2024, Policy 614.1 - Indian Policies and Procedures Regarding Students Residing on Indian Lands with revisions to dates

Approve Policy 614.1 with no revisions. This motion, made by Linda Knox and seconded by Aaron Ammerman, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.14. First reading of revised Policy #416 Drug, Alcohol, and Cannabis Testing

11.14.1. First reading of revised forms for Policy 416 Drug, Alcohol and Cannabis Testing

12. Personnel

12.1. Approve the hire of Julian Kitchenhoff as Regular Route Bus Driver.

Approve the hire of Julian Kitchenhoff as 1.0 FTE Regular Bus Route Driver. This motion, made by Tyler Seifert and seconded by Seth Robison, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

12.2. Approve the hire of Megan Robinson as Building Sub at 75% of BA Step 1, beginning January 2, 2024

Approve the hire of Megan Robinson as 2023-2024 Building Sub beginning January 2, 2024. This motion, made by Linda Knox and seconded by Bill Wake, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

12.3. Approve the hire of an additional Knowledge Bowl for 2023-24.

Approve the hire of an additional Knowledge Bowl Coach due to increased student participation. This motion, made by Linda Knox and seconded by Terri Nystrom, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

12.4. Approve the hire of Denise Stefan and Lori Sizenbach as co-advisors for High School Student Leadership for 2023-24

Motion to approve the hire of Denise Stefan and Lori Sizenbach as co-advisors for 2023-2024 Student Leadership. This motion, made by Linda Knox and seconded by Tyler Seifert, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

12.5. Accept the resignation of Cross Country Coach, Pat Kelehan, effective immediately

Motion to approve the resignation of Cross Country Coach, Pat Kelehan effective immediately. This motion, made by Seth Robison and seconded by Bill Wake, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

12.6. Approve the hire of Stacey Wake as Assistant/JV Girls Basketball Coach with a start date of November 20, 2023

Motion to approve the hire of Stacey Wake as Assistant/JV Volleyball Coach effective November 30, 2023. This motion, made by Linda Knox and seconded by Seth Robison, Passed.

Bill Wake: Abstain (With Conflict), Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1

12.7. Approve allocating FY25 and FY26 tuition assistance of up to \$10,000 to FY25 for Izabella Bishop in order to expedite completion of her Master's program
Motion to approve allocating FY25 and FY26 tuition assistance of up to \$10,000 to FY25 in order to expedite completion of Izabella Bishop's Master's program. This motion, made by Tyler Seifert and seconded by Bill Wake, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

12.8. Approve the Memorandum of Understanding between Northland Community Schools #118 and retiree, Mary Wilke, effective February 1, 2024

Motion to approve Mary Wilke's request to opt out of the Lifetime Health Benefit, as per her retirement contract, and opt for a quarterly contribution from the district of \$2,500.00 to an HRA account effective February 1, 2024. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

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

Board Member Ammerman expressed concerns about the overuse of Instant Alerts to communicate information about school activities that are non-emergencies or don't apply to all students. Additional information about the capabilities of the Instant Alert system will be collected and discussed further at a future meeting

13.1. Truth In Taxation Meeting - 6:30pm

Meeting recessed at 6:30 P.M. for Truth in Taxation

13.1.1. Truth in Taxation Report - Presenter: Business Manager, Lori Backlund

13.1.2. Approve the 2023 Levy, payable in 2024, of \$2,504,220.57

Motion to approve the 2023 Levy, payable in 2024, in the amount of \$2,504,220.57. This motion, made by Terri Nystrom and seconded by Seth Robison, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

Meeting resumed at 7:05 P.M.

14. Next Meeting Dates:

- Reorganization Meeting, January 3, 2024
- Regular Meeting, TBD following Reorganization Meeting
- Work Session, TBD following Reorganization Meeting

15. Adjournment

The meeting was adjourned at 7:17 P.M.

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Visitors: Kyndra Johnson, Carol Procopio, Katelyn Edstrom, Abbie Newman, Kelly Riewer, Kelly Holmied, Leah Monroe, Jodi Bullock, Mark Gravelle, Jason Knapp, Stacey Wake

NORTHLAND COMMUNITY SCHOOLS – ISD #118
Organizational Meeting Minutes Summary
January 3, 2024
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

Board Chair Ruyak called the meeting to order at 5:30 PM

2. Pledge of Allegiance

3. Mission Statement "Educate and inspire all learners to reach their full potential."

4. Adoption of Agenda

Motion to adopt the agenda. 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

5. Action Items

5.1. Reorganize the Board for the 2024 Calendar Year

Motion to keep all School Board and School Board Committee assignments from 2023 the same for 2024. This motion, made by Marc Ruyak 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

5.1.1. Nominations for Chair

5.1.1.1. Motion to Elect Chair

5.1.2. Nominations for Vice Chair

5.1.2.1. Motion to Elect Vice Chair

5.1.3. Nominations for Clerk

5.1.3.1. Motion to Elect Clerk

5.1.4. Nominations for Treasurer

5.1.4.1. Motion to Elect Treasurer

5.2. Set dates for 2024 Official Regular Meetings of the School Board

Regular Meetings of the School Board will be held on the third Wednesday of the month, 5:30 PM at Northland High School Room C113 - 316 Main Street East - Remer, MN, except the June 2024 meeting which will be held on June 12, 2024, 5:30 PM at Northland High School Room C113 - 316 Main Street East - Remer, MN

5.3. Set dates for 2024 Work Sessions

The 2024 Work Sessions will be held on the following dates: February 7, 2024, May 1, 2024, August 7, 2024 and November 6, 2024 - 5:30 PM at Northland High School Room C113 - 316 Main Street East - Remer, MN

5.4. Approve Board Expense Reimbursement Schedule for 2024

Per Diem for board and committee meetings -

Stipend for:

Chair - per year

Vice Chair - per meeting

Clerk - per year

Treasurer - per year

Mileage - federal rate of \$.67 per mile for 2024

Motion to approve the 2024 Expense Reimbursement Schedule Per Diem for board and committee meetings- No Changes Stipend for Chair, Vice Chair, Clerk, Treasurer - No Changes Mileage - Increase mileage reimbursement to match the federal rate of \$.67 per mile. This motion, made by Seth Robison 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

5.5. Approve Chair, Clerk and Treasurer as signers for the district checking account

Motion to approve Chair, Clerk and Treasurer as signers for the district checking account. 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

5.6. Designate the Pine Cone Press as the official newspaper for the district in 2024

Motion to designate the Pine Cone Press as the official newspaper for the district in 2024. 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

5.7. Set Committee Assignments for 2024

Motion to adjourn at 5:39 PM. 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

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

7. Next Meeting Dates:

- Regular Meeting - January 17, 2024, 5:30 PM
- Work Session - February 7, 2024, 5:30 PM

8. Adjournment

Motion to adjourn. 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

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Northland Community Schools Finance Report 12/31/2023

First National Bank

General Checking	\$344,697.20
Money Market Account	\$12,593.35
CD Operating Matures 8/8/24	\$271,484.45
CD/Scholarship Carpenter Matures 6/17/24	\$8,175.86
CD/Scholarship Carpenter Matures 6/17/24	\$14,764.75
CD/Scholarship Felton Matures 12/10/23	\$7,250.38
CD/Scholarship Sepin Matures 8/25/26	\$3,461.93
Total Investments	\$317,730.72
Total of all deposits at First National Bank	\$662,427.92
MN Trust Account at PMA total Value	\$3,020,649.40

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P Checks
01	General Fund	\$629,872.33	\$158,068.99
02	Food Service Fund	\$32,058.76	\$14,220.11
03	Transportation Fund	\$866.50	\$15,772.16
04	Community Ed Fund	\$23,716.40	\$11,398.37
05	Capital Fund	\$0.00	\$1,499.01
06	Construction Fund	\$0.00	\$2,908.78
07	Debt Redemption Fund	\$11,906.96	\$0.00
08	Scholarship Fund	\$0.00	\$0.00
Total		\$698,420.95	\$203,867.42

December 2023 Payroll

	Monthly Total
Gross Payroll	\$394,752.90
Employer Benefits	\$78,849.64
Employer Taxes	\$28,389.68
Total Cost of Payroll	\$501,992.22

Includes Payrolls:

S202411 12/15/2023

S202412 12/29/2023

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	
16213	0118	chec															
Ashton Harris BBall fee			21848	Credit	A	12/08/23	10131	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
															Receipt Total:	\$55.00	\$0.00
Tucker Koval - BBall fee			21849	Credit	A	12/08/23	10132	Cash	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
															Receipt Total:	\$55.00	\$0.00
Christian's BBall fee			21850	Credit	A	12/08/23	10133	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
															Receipt Total:	\$55.00	\$0.00
Jamison's BBall fee			21851	Credit	A	12/08/23	10134	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
															Receipt Total:	\$55.00	\$0.00
11/30 deposit			21852	Credit	A	12/08/23	10135	Cash	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					29.00	0.00	
															Receipt Total:	\$29.00	\$0.00
12/1 deposit			21853	Credit	A	12/08/23	10136	Cash	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					30.50	0.00	
															Receipt Total:	\$30.50	\$0.00
Band Activities			21854	Credit	A	12/08/23	10137	Cash	1	1073	BAND I						
						0118	R 01 310 298	410 301 096		Band Activity					71.00	0.00	
															Receipt Total:	\$71.00	\$0.00
Elem. fruit fundraiser			21855	Credit	A	12/08/23	10138	Cash	1	1151	NORTHLAND STUDENT L						
						0118	R 01 310 298	114 301 096		Elem Student Activity					234.00	0.00	
															Receipt Total:	\$234.00	\$0.00
11/28 GBB			21856	Credit	A	12/08/23	10139	Cash	1	1119	CONCESSIONS - FOOD S						
						0118	R 01 310 292	125 000 096		CONCESSIONS DISTRICT					714.75	0.00	
															Receipt Total:	\$714.75	\$0.00
11/28-GBB			21857	Credit	A	12/08/23	10140	Cash	1	1118	GATE RECEIPTS						
						0118	R 01 310 292	110 000 060		Activity Admissions					337.00	0.00	
															Receipt Total:	\$337.00	\$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
16213	0118	chec														
M.SIMEK DECEMBER			21858	Credit	A	12/08/23	10141	Check	1	1070	RETIRE/DEDUCT:					
						0118	E 01 020 211	000 000	291	Retired Emp Benefit					146.32	0.00
														Receipt Total:	\$146.32	\$0.00
B.JOHNSON-DECEMBER			21859	Credit	A	12/08/23	10142	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
DONATION-EAGLE CTRY SNOV			21860	Credit	A	12/08/23	10143	Check	1	1173	NORTHLAND TRAP SHOC					
						0118	R 01 310 298	160 301	096	Trap Shoot Donations/Fundr					2,500.00	0.00
														Receipt Total:	\$2,500.00	\$0.00
			21861	Credit	A	12/08/23	10144	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					39.60	0.00
														Receipt Total:	\$39.60	\$0.00
12/5-BBB			21862	Credit	A	12/08/23	10145	Cash	1	1118	GATE RECEIPTS					
						0118	R 01 310 292	110 000	060	Activity Admissions					284.00	0.00
														Receipt Total:	\$284.00	\$0.00
12/5*-BBB			21863	Credit	A	12/08/23	10146	Cash	1	1119	CONCESSIONS - FOOD S					
						0118	R 01 310 292	125 000	096	CONCESSIONS DISTRICT					788.66	0.00
														Receipt Total:	\$788.66	\$0.00
M.DORO JAN-MAR 2024			21864	Credit	A	12/08/23	10147	Check	1	1070	RETIRE/DEDUCT:					
						0118	E 01 010 050	000 000	291	Retired Emp Benefit					289.26	0.00
														Receipt Total:	\$289.26	\$0.00
GLASS REIMB. - MAKI AUTOBC			21865	Credit	A	12/08/23	10148	Check	1	C1	Miscellaneous Customer					
						0118	E 03 005 760	000 720	350	Repairs/Maintenance					427.20	0.00
														Receipt Total:	\$427.20	\$0.00
J.KENDALL-5 COPIES			21866	Credit	A	12/08/23	10149	Check	1	C1	Miscellaneous Customer					
						0118	R 01 005 000	000 000	099	Misc Revenue					0.50	0.00
														Receipt Total:	\$0.50	\$0.00
12/7 DEPOSIT			21867	Credit	A	12/08/23	10150	Cash	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					77.00	0.00
														Receipt Total:	\$77.00	\$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
16213	0118	chec														
ELI FENNING - BBALL FEE			21868	Credit	A	12/08/23	10151	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
														Deposit Total:	\$7,079.46	\$0.00
16214	0118	chec														
Evan's bball fee			21869	Credit	A	12/01/23	10111	Cash	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
11/20 Deposit			21870	Credit	A	12/01/23	10113	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					118.75	0.00
														Receipt Total:	\$118.75	\$0.00
M.Horn-Knowledge Bowl fee			21871	Credit	A	12/01/23	10114	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
donation to Bullock-Eagles clu			21872	Credit	A	12/01/23	10115	Check	1	c1	Miscellaneous Customer					
						0118	E 01 020 400	000 000 430		Instructional Supp					200.00	0.00
														Receipt Total:	\$200.00	\$0.00
11/21 Deposit			21873	Credit	A	12/01/23	10116	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					50.50	0.00
														Receipt Total:	\$50.50	\$0.00
			21874	Credit	A	12/01/23	10117	Check	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505	305 321 040		Tuition fm Patrons					30.00	0.00
														Receipt Total:	\$30.00	\$0.00
11/22 deposit			21875	Credit	A	12/01/23	10118	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					100.80	0.00
														Receipt Total:	\$100.80	\$0.00
11/16 deposit			21876	Credit	A	12/01/23	10119	Cash	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					22.00	0.00
														Receipt Total:	\$22.00	\$0.00
L.FIGGINS-DECEMBER			21877	Credit	A	12/01/23	10120	Check	1	1070	RETIRE/DEDUCT:					
						0118	E 01 010 203	000 000 291		Elem Retired Emp Benefit					162.46	0.00
														Receipt Total:	\$162.46	\$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	
16214	0118	chec															
Lauren's BBall fee			21878	Credit	A	12/01/23	10122	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
														Receipt Total:	\$35.00	\$0.00	
Elizabeth Johnson BBall fee			21879	Credit	A	12/01/23	10123	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
														Receipt Total:	\$55.00	\$0.00	
Avery& Brooklyn Ruyak -BBall			21880	Credit	A	12/01/23	10124	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					70.00	0.00	
														Receipt Total:	\$70.00	\$0.00	
11/27 deposit			21881	Credit	A	12/01/23	10125	Cash	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					27.00	0.00	
														Receipt Total:	\$27.00	\$0.00	
11/28 deposit			21882	Credit	A	12/01/23	10126	Cash	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					5.75	0.00	
														Receipt Total:	\$5.75	\$0.00	
Cole Doree-Bball fee			21883	Credit	A	12/01/23	10127	Cash	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
														Receipt Total:	\$55.00	\$0.00	
11/29 deposit			21884	Credit	A	12/01/23	10128	Cash	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					21.00	0.00	
														Receipt Total:	\$21.00	\$0.00	
Jack & Trey BBall fee			21885	Credit	A	12/01/23	10129	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					110.00	0.00	
														Receipt Total:	\$110.00	\$0.00	
Isabella Laidlow BBall fee			21886	Credit	A	12/01/23	10130	Cash	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
														Receipt Total:	\$35.00	\$0.00	
MN Rural Ed. Assoc. - Drum Gro			21887	Credit	A	12/01/23	10121	Check	1	c1	Miscellaneous Customer						
						0118	R 01 310 298	096 301 096		Indian Ed Activity					250.00	0.00	
														Receipt Total:	\$250.00	\$0.00	
														Deposit Total:	\$1,438.26	\$0.00	

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16215	0118	chec														
12/8 deposit			21888	Credit	A	12/18/23	10152	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				7.00	0.00
														Receipt Total:	\$7.00	\$0.00
GBB 12/8			21889	Credit	A	12/18/23	10153	Cash	1	1119	CONCESSIONS - FOOD S					
						0118	R 01 310 292	125 000 096			CONCESSIONS DISTRICT				355.00	0.00
														Receipt Total:	\$355.00	\$0.00
GBB 12/8			21890	Credit	A	12/18/23	10154	Cash	1	1118	GATE RECEIPTS					
						0118	R 01 310 292	110 000 060			Activity Admissions				137.00	0.00
														Receipt Total:	\$137.00	\$0.00
12/11 deposit			21891	Credit	A	12/18/23	10155	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				81.00	0.00
														Receipt Total:	\$81.00	\$0.00
Shutterfly commisions			21892	Credit	A	12/18/23	10158	Check	1	c1	Miscellaneous Customer					
						0118	R 01 005 000	000 000 099			Misc Revenue				336.01	0.00
														Receipt Total:	\$336.01	\$0.00
12/12 deposit			21893	Credit	A	12/18/23	10159	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				28.00	0.00
														Receipt Total:	\$28.00	\$0.00
12/13 deposit			21894	Credit	A	12/18/23	10160	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				18.85	0.00
														Receipt Total:	\$18.85	\$0.00
ISD#704 tuition			21895	Credit	A	12/18/23	10162	Check	1	c1	Miscellaneous Customer					
						0118	R 01 040 000	000 000 021			Tuition from MN Schools to L				4,448.16	0.00
														Receipt Total:	\$4,448.16	\$0.00
JOM reimbursement-sports fees			21896	Credit	A	12/18/23	10163	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292	110 000 050			Activity Fees				980.00	0.00
														Receipt Total:	\$980.00	\$0.00
12/14 deposit			21897	Credit	A	12/18/23	10164	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				6.75	0.00
														Receipt Total:	\$6.75	\$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
16216	0118	chec														
12/19-BBB			21908	Credit	A	12/22/23	10173	Cash	1	1119						
						0118	R 01 310 292	125 000 096		CONCESSIONS - FOOD S					553.99	0.00
										CONCESSIONS DISTRICT						
															Receipt Total:	\$553.99 \$0.00
12/19-BBB			21909	Credit	A	12/22/23	10174	Cash	1	1118						
						0118	R 01 310 292	110 000 060		GATE RECEIPTS					266.00	0.00
										Activity Admissions						
															Receipt Total:	\$266.00 \$0.00
L.FIGGINS-JANUARY			21910	Credit	A	12/22/23	10175	Check	1	1070						
						0118	E 01 010 203	000 000 291		RETIRE/DEDUCT:					306.45	0.00
										Elem Retired Emp Benefit						
															Receipt Total:	\$306.45 \$0.00
S.WASH. COUNTY SCHOOLS			21911	Credit	A	12/22/23	10176	Check	1	C1						
						0118	R 01 040 000	000 000 021		Miscellaneous Customer					5,384.88	0.00
										Tuition from MN Schools to L						
															Receipt Total:	\$5,384.88 20.00
			21912	Credit	A	12/22/23	10177	Cash	1	1072						
						0118	R 04 500 505	305 321 040		COMMUNITY EDUATION					30.00	0.00
										Tuition fm Patrons						
															Receipt Total:	\$30.00 \$0.00
12/19 DEPOSIT			21913	Credit	A	12/22/23	10178	Cash	1	1069						
						0118	B 02 230 001			Food Service					2.00	0.00
										Deferred Revenue						
															Receipt Total:	\$2.00 \$0.00
12/20 DEPOSIT			21914	Credit	A	12/22/23	10179	Cash	1	1069						
						0118	B 02 230 001			Food Service					7.00	0.00
										Deferred Revenue						
															Receipt Total:	\$7.00 \$0.00
ALEXANDRIA PUBLIC SCHOOL			21915	Credit	A	12/22/23	10180	Check	1	C1						
						0118	R 01 040 000	000 000 021		Miscellaneous Customer					4,695.66	0.00
										Tuition from MN Schools to L						
															Receipt Total:	\$4,695.66 \$0.00
NREM to Food Service			21916	Credit	A	12/22/23	10166	Check	1	c1						
						0118	E 02 005 770	000 701 170		Miscellaneous Customer					110.00	0.00
										COOK & SUB COOK SALAF						
															Receipt Total:	\$110.00 \$0.00
															Deposit Total:	\$13,422.53 \$0.00
16217	0118	chec														
Food Svc Online			21917	Credit	A	12/31/23	12312023	Wire	1	1069						
						0118	B 02 230 001			Food Service					6.41	0.00
										Deferred Revenue						
						0118	B 02 230 001			Deferred Revenue					25.70	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
16217	0118	chec														
Food Svc Online			21917	Credit	A	12/31/23	12312023	Wire	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				49.83	0.00
														Receipt Total:	\$81.94	\$0.00
														Deposit Total:	\$81.94	\$0.00
16218	0118	chec														
Cass County Settlement			21918	Credit	A	12/01/23	12012023	Wire	1	1097	CASS COUNTY AUDITOR					
						0118	R 01 005 000	000	000	001	Taxes				50,199.34	0.00
														Receipt Total:	\$50,199.34	\$0.00
														Deposit Total:	\$50,199.34	\$0.00
16219	0118	2														
MN Dept of Ed Food Reim			21919	Credit	A	12/07/23	10777667	Wire	1	MDE	Minn Dept of ED					
						0118	R 02 005 770	000	701	472	Spec Asst-Need Ch				17,625.30	210.00
						0118	R 02 005 770	000	701	471	Federal Lunch Aid				1,831.20	0.00
						0118	R 02 005 770	000	701	471	Federal Lunch Aid				366.24	0.00
						0118	R 02 005 770	000	705	476	Federal Breakfast				10,444.98	0.00
						0118	R 02 005 770	000	701	300	STATE SCH LUNCH				572.25	0.00
														Receipt Total:	\$30,839.97	\$0.00
														Deposit Total:	\$30,839.97	\$0.00
16220	0118	2														
Outdoor Learning Grant			21920	Credit	A	12/13/23	10782345	Wire	1	MDE	Minn Dept of ED					
						0118	R 04 500 582	806	000	096	Pre K Grant				11,968.42	0.00
														Receipt Total:	\$11,968.42	\$0.00
														Deposit Total:	\$11,968.42	\$0.00
16221	0118	2														
Special Milk Payment			21921	Credit	A	12/14/23	10779922	Wire	1	MDE	Minn Dept of ED					
						0118	R 02 005 770	000	703	300	STATE SPECIAL MILK				75.60	0.00
														Receipt Total:	\$75.60	\$0.00
														Deposit Total:	\$75.60	\$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	
16222	0118	2															
IDEAS payment																	
			21922	Credit	A	12/15/23	10784888	Wire	1	MDE							
						0118	R 01 005 000	000 000	211	Gen Ed/Spar/Pen Adj Aid					319,545.13	0.00	
														Receipt Total:	\$319,545.13	\$0.00	
														Deposit Total:	\$319,545.13	\$0.00	
16223	0118	2															
IDEAS Payment																	
			21923	Credit	A	12/29/23	10794842	Wire	1	MDE							
						0118	R 01 005 000	000 000	211	Gen Ed/Spar/Pen Adj Aid					157,057.81	0.00	
						0118	R 07 005 000	000 000	234	Hmstd/Ag Market Value Crec					563.03	0.00	
						0118	R 07 005 000	000 000	258	Other State Credits					11,327.47	0.00	
						0118	R 07 005 000	000 000	229	Disparity Reduct Aid					16.46	0.00	
						0118	R 01 005 000	000 740	360	Special Ed Aid					10,334.06	0.00	
						0118	R 04 500 582	000 344	300	School Readiness State Aids					6,752.48	0.00	
						0118	R 04 500 583	000 354	300	PRESCH SCREEN					153.00	0.00	
														Receipt Total:	\$186,204.31	\$0.00	
														Deposit Total:	\$186,204.31	\$0.00	
16224	0118	2															
Title I reimbursement																	
			21924	Credit	A	12/22/23	10790496	Wire	1	MDE							
						0118	R 01 005 000	000 401	400	TITLE I					46,714.48	0.00	
														Receipt Total:	\$46,714.48	\$0.00	
														Deposit Total:	\$46,714.48	\$0.00	
16225	0118	2															
MEGS Title I Reimbursement																	
			21925	Credit	A	12/29/23	10791797	Wire	1	MDE							
						0118	R 01 005 000	000 401	400	TITLE I					12,901.19	0.00	
														Receipt Total:	\$12,901.19	\$0.00	
														Deposit Total:	\$12,901.19	\$0.00	
16226	0118	2															
ELSA pathways Payment																	
			21926	Credit	A	12/28/23	10793616	Wire	1	MDE							
						0118	R 04 500 582	000 337	300	Pathways II					4,687.50	0.00	
														Receipt Total:	\$4,687.50	\$0.00	
														Deposit Total:	\$4,687.50	\$0.00	
														Report Total:	\$691,902.65	\$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	105934	3296		AMAZON.COM		Check		
				E 01	020 255 058 000 430	B072YR5WJN Danger Propane No Smoking [\$9.99		
				E 01	020 255 058 000 430	B09BZD14LJ Sandpaper 400 Grit 20 PCS, W	\$29.98		
PO#: 19589	Voucher #:	72529	Invoice		Invoice No: 1VX3-HMTY-1NMH	12/8/2023	Paid Amt:	\$39.97	
				E 01	010 412 000 620 433	B07PVJSQXS Chew Necklace for Sensory Kid	\$11.88		
				E 01	010 412 000 620 433	B07RKS4D2 Chew Necklaces for Sensory K	\$26.64		
				E 01	010 412 000 620 433	B09DPJ246Z Chew Necklace for Sensory Kid:	\$9.99		
				E 01	010 412 000 620 433	B09K3VB4F4 Sensory Chew Necklace for Boy	\$9.88		
				E 01	010 412 000 620 433	B0C2W49RX3 Spider Sensory Chew Necklac	\$9.48		
				E 01	010 412 000 620 433	Amazon Shipping Charge	\$5.66		
PO#: 19603	Voucher #:	72530	Invoice		Invoice No: 1pcp-7146-xkvx	12/8/2023	Paid Amt:	\$73.53	
				E 04	500 505 000 321 401	https://www.amazon.com/dp/B0CMQXT2HG/?	\$47.98		
				E 04	500 505 000 321 401	https://www.amazon.com/dp/B00MTF6ZVC/?c	\$36.98		
				E 04	500 505 000 321 401	https://www.amazon.com/dp/B09FS8YSW6/?c	\$43.99		
PO#: 19592	Voucher #:	72531	Invoice		Invoice No: 1PCP-7L46-9N4T	12/8/2023	Paid Amt:	\$128.95	
				E 01	005 020 000 000 401	1" metal key rings for staff keys	\$5.87		
PO#: 19602	Voucher #:	72532	Invoice		Invoice No: 1PCP-7L46-9N4T-1	12/8/2023	Paid Amt:	\$5.87	23
				E 01	020 255 056 000 430	B012PW8642 Flipside Products Flipside Cork	\$50.99		
				E 01	020 255 058 000 430	B0BTBTKP75 IRONFIST Lithium-Ion Battery (\$19.99		
				E 01	020 255 056 000 430	Amazon Shipping Charge	\$0.00		
				E 01	020 255 058 000 430	B00062NEKK WILTON TOOLS Wilton 78A Wi	\$220.99		
				E 01	020 255 058 000 430	B000I2FW2Q NEIKO 02624 Number and Lettr	\$17.96		
				E 05	005 865 000 349 401	B000Z552P8 JUSTRITE 894500 Sure-Grip E>	\$1,226.77		
				E 01	020 255 058 000 430	B001D6ZLCM WILTON 4' x 10' Magentic Mapl	\$34.99		
				E 01	020 255 000 000 430	B0084GX1JO First Aid Only FAE-7011 SmartC	\$9.38		
				E 01	020 255 058 000 430	B072YR5WJN Danger Propane No Smoking [\$19.98		
				E 01	020 255 000 000 430	B08P27LHJ4 First Aid Only 91248 OSHA-Con	\$31.44		
				E 01	020 255 058 000 430	B0913G2BVW 6-pack Premium Condiment Sc	\$16.99		
				E 01	020 255 058 000 430	B09BZCMWDF Sandpaper 600 Grit 20 PCS, \	\$29.58		
				E 01	020 255 058 000 430	B09BZCQCS4 Sandpaper 1200 Grit 20 PCS, '	\$23.58		
				E 01	020 255 058 000 430	B09BZD29QM Sandpaper 1000 Grit 20 PCS, '	\$27.58		
				E 01	020 255 058 000 430	B09Q4N4BMJ Milescraft 5223 Glue Mate 450-	\$5.99		
				E 01	020 255 058 000 430	B09VK5C2L1 Sandpaper 800 Grit 20 PCS, W	\$29.58		
				E 01	020 255 058 000 430	B09WMR55XJ Sander Pads for Makita, 2-Pac	\$9.99		
				E 01	020 255 000 000 430	B0B63PN7Z1 TitanFlex Nitrile Exam Gloves, E	\$12.99		
				E 01	020 255 000 000 430	B0B63QPML5 TitanFlex Nitrile Exam Gloves,	\$25.98		
				E 01	020 255 058 000 430	B0CCJJTCTD Rolling Knife Sharpener - Knife	\$69.99		
				E 01	020 255 058 000 430	Amazon Shipping Charge	\$0.00		
PO#: 19589	Voucher #:	72533	Invoice		Invoice No: 17VY-6VP1-QRDX	12/8/2023	Paid Amt:	\$1,884.74	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	105934	3296		AMAZON.COM		Check
				E 01	010 216 000 401 401	MATTEL PHASE 10 CARD GAME WITH SKIF	\$79.90
PO#:	Voucher #:	72534	Credit		Invoice No: 14YX-YYN3-JXJ3	12/8/2023	Paid Amt: (\$79.90)
				E 01	010 216 000 401 401	B016715XXY Mattel Phase 10 Card Game wit	\$79.90
				E 01	010 216 000 401 401	Amazon Shipping Charge	\$0.00
PO#: 19573	Voucher #:	72535	Invoice		Invoice No: 19JD-FKR6-1Q6T	12/8/2023	Paid Amt: \$79.90
				E 04	500 582 806 000 401	0760378355 Nature School: Lessons and Acti	\$53.19
				E 04	500 582 806 000 401	0760378355 Nature School: Lessons and Acti	\$53.19
				E 04	500 582 806 000 401	1631597671 The Organic Artist for Kids: A DIY	\$41.37
				E 04	500 582 806 000 401	1643400932 Try Not to Laugh Challenge Woul	\$23.97
				E 04	500 582 806 000 401	1780289294 Play The Forest School Way: Wc	\$47.40
				E 04	500 582 806 000 401	1781352666 Messy Maths: A Playful, Outdoor	\$83.96
				E 04	500 582 806 000 401	1784944033 Forest School Adventure: Outdoc	\$53.61
				E 04	500 582 806 000 401	178678131X A Year of Forest School: Outdoor	\$45.99
				E 04	500 582 806 000 401	B00004TBJP Springfield Indoor Outdoor Big B	\$6.39
				E 04	500 582 806 000 401	B0033990N8 Coleman Pop Up Canopy, 13 x 1	\$599.96
				E 04	500 582 806 000 401	B00361NV88 Learning Resources Jumbo Twe	\$12.99
				E 04	500 582 806 000 401	B00AZOS38M Kamik unisex child Snobuster1	\$899.80
				E 04	500 582 806 000 401	B00XKO5RPQ gofindit -The Original Outdoor I	\$50.00
				E 04	500 582 806 000 401	B01MRGIZE9 Airpot Coffee Dispenser with Pu	\$81.98
				E 04	500 582 806 000 401	B01NBG3QDF Rustic Magnetic A-Frame Chal	\$137.98
				E 04	500 582 806 000 401	B07F3JWNYB Juvale 6 Pack Large Galvanize	\$22.99
				E 04	500 582 806 000 401	B07GJLZCBF gofindit Too - Outdoor Nature S	\$50.00
				E 04	500 582 806 000 401	B07PMK5257 Coopay 16 Pieces Bug Viewer (\$51.44
				E 04	500 582 806 000 401	B0836CM7KY Newentor Weather Station Wire	\$43.99
				E 04	500 582 806 000 401	B084RFQZMR Hapinest Find and Seek Scave	\$11.49
				E 04	500 582 806 000 401	B09BFK9YMX Eurmax Gazebo Pergolas Weig	\$63.44
				E 04	500 582 806 000 401	B09C1Y3W7F 4 Pairs Kids Ski Mittens Gloves	\$169.90
				E 04	500 582 806 000 401	B09CL8TVLG 6 Pieces Clipboard with Storage	\$179.94
				E 04	500 582 806 000 401	B09M6F9J1Y 31 inch Sluice Box Compact Go	\$99.00
				E 04	500 582 806 000 401	B09T2DPHKC Kamik Footwear Kids Snobuste	\$224.70
				E 04	500 582 806 000 401	B09ZV2D77X 40 Pieces Neon Fanny Packs 8	\$52.79
				E 04	500 582 806 000 401	B0B1M1CZK8 Kids Toddler Rain Suit Waterpr	\$279.90
				E 04	500 582 806 000 401	B0B1M2S27M Kids Toddler Rain Suit Waterpr	\$699.75
				E 04	500 582 806 000 401	B0B1M3BLJ1 Kids Toddler Rain Suit Waterprc	\$419.85
				E 04	500 582 806 000 401	B0BLN8JV75 Kingsyard 2 Pack Tube Bird Fee	\$19.99
				E 04	500 582 806 000 401	B0BWYJ58FX Sekey Collapsible Foldable Ext	\$599.88
				E 04	500 582 806 000 401	B0BY27C7B5 Homall 31 Gallon Resin Deck B	\$34.99
				E 04	500 582 806 000 401	B0C4LV9JYY Bug Catcher Kit,Educational Bu	\$95.88

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105934	3296		AMAZON.COM		Check		
				E 04	500 582 806 000 401	B0C8TJTBMR BIRD BUDDY® Original Smart	\$299.00		
				E 04	500 582 806 000 401	B0C9T8HBXX Xuhai 12 Pcs 10X Magnifying G	\$118.95		
				E 04	500 582 806 000 401	B0CCSC5BGP 36 inch Snow Gauge Outdoor,	\$59.98		
				E 04	500 582 806 000 401	B0CD58FY8F Homall 85 Gallon Large Resin L	\$83.99		
				E 04	500 582 806 000 401	B0CHDH9VBP HOTEEL 10x20 Pop Up Canop	\$339.98		
				E 04	500 582 806 000 401	Amazon Shipping Charge	\$32.80		
PO#:	19586	Voucher #:	72536	Invoice	Invoice No:	1DJ6-RGCQ-9YNW	12/8/2023	Paid Amt:	\$6,246.40
				E 01	010 203 209 000 430	Amazon Basics 12-Inch Thermal Laminator M	\$33.49		
				E 01	010 203 209 000 430	Pilot, FriXion ColorSticks Erasable Gel Ink Pe	\$42.09		
				E 01	010 203 209 000 430	4 PCS Bouncing Bowl Fidget Toys, Creative C	\$55.93		
PO#:	19618	Voucher #:	72537	Invoice	Invoice No:	1T4J-LKRL-YWH9	12/8/2023	Paid Amt:	\$131.51
				E 01	020 630 000 000 401	Fosmon 4K HDMI Cable 15FT/4.5M, HDMI 2.0	\$18.98		
				E 01	020 630 000 000 401	SHARPIE 39109PP Metallic Permanent Marke	\$7.25		
				E 01	020 630 000 000 401	Avery Easy Peel Printable Address Labels wit	\$9.34		
PO#:	19613	Voucher #:	72538	Invoice	Invoice No:	1RX1-7V1G-4TDD	12/8/2023	Paid Amt:	\$35.57
				E 01	010 216 000 401 401	Mattel Phase 10 with Skip-Bo	\$86.25		25
PO#:		Voucher #:	72539	Invoice	Invoice No:	146n-n7y3-6dk1	12/8/2023	Paid Amt:	\$86.25
				E 01	020 050 000 000 401	Networkg 30 Pcs Book Rings, Loose Leaf Ring	\$11.99		
				E 01	020 050 000 000 401	DANRONG Jumbo Paper Clips,265 PCS (2 In	\$8.99		
				E 01	020 050 000 000 401	2000 PLUS Self-Inking "RECEIVED" Message	\$21.23		
				E 01	020 050 000 000 401	Amazon Shipping	\$6.99		
PO#:	19612	Voucher #:	72540	Invoice	Invoice No:	1RRN-9VG7-4XT9	12/8/2023	Paid Amt:	\$49.20
				E 01	010 216 000 401 401	B07N5LMSN8 UNO Card Game (2 Pack)	\$19.98		
				E 01	010 216 000 401 401	Amazon Shipping Charge	\$0.00		
PO#:	19564	Voucher #:	72541	Invoice	Invoice No:	1WQ7-VR7Y-D6Y4	12/8/2023	Paid Amt:	\$19.98
				E 01	005 810 000 000 410	B000JKCG76 HOSPECO MT4 Maxithins Venc	\$46.49		
PO#:	19620	Voucher #:	72542	Invoice	Invoice No:	14VT-FQYQ-1J9K	12/8/2023	Paid Amt:	\$46.49
				E 01	020 255 058 000 430	B017MDS3MY Red Label Abrasives 3 X 79 In	\$49.01		
				E 01	020 255 058 000 430	B017MDS810 Red Label Abrasives 3 X 79 Inc	\$38.75		
PO#:	19629	Voucher #:	72543	Invoice	Invoice No:	1LFH-YGQ4-HFVN	12/8/2023	Paid Amt:	\$87.76
				E 01	310 298 114 301 402	B01MR7L1VD Sterilite 6 Qt Latching Storage I	\$44.99		
				E 01	310 298 114 301 402	B07VB5NH97 Neliblu Bulk Pack of 2.5" Stress	\$40.98		
				E 01	310 298 114 301 402	B09KXBZF7R SANNIX 50 Pieces Cartoon Cul	\$16.88		
				E 01	310 298 114 301 402	B0BF42MXKS 64Pcs Christmas Pop Bracelet	\$9.99		
				E 01	310 298 114 301 402	Amazon Shipping Charge	\$11.50		
PO#:	19623	Voucher #:	72544	Invoice	Invoice No:	1K6D-61YP-XKYR	12/8/2023	Paid Amt:	\$124.34
				E 04	500 582 806 000 401	B0BSHFGCTQ Kamik Snobuster1 Snow Boot	\$899.80		

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105934	3296		AMAZON.COM		Check		
				E 04	500 582 806 000 401	Freight		\$42.99	
	PO#: 19586	Voucher #: 72545		Invoice	Invoice No: 11W6-7RLK-1WVT	12/8/2023	Paid Amt:	\$942.79	
				E 01	010 640 034 316 305	PARAPROFESSIONAL'S HANDBOOK FOR E		\$36.95	
	PO#:	Voucher #: 72546		Credit	Invoice No: 1HDM-K9PK-6VCQ	12/8/2023	Paid Amt:	(\$36.95)	
							Check Amount:	\$9,866.40	
0118	chec	105935	04084		AMERICAN DISPOSAL		Check		
				E 01	005 810 000 000 331	NOVEMBER		\$1,544.76	
	PO#:	Voucher #: 72547		Invoice	Invoice No: 540510092	12/8/2023	Paid Amt:	\$1,544.76	
							Check Amount:	\$1,544.76	
0118	chec	105936	5971		REMIT BEST OIL LLC		Check		
				E 01	005 810 000 000 440	2 Diesel Dyed		\$9,248.25	
	PO#:	Voucher #: 72638		Invoice	Invoice No: 50108	12/8/2023	Paid Amt:	\$9,248.25	
							Check Amount:	\$9,248.25	
0118	chec	105937	5693		BILL BRINK		Check		
				E 01	310 296 320 000 305	12/4-GBB		\$203.85	
	PO#:	Voucher #: 72551		Invoice	Invoice No: 12042023	12/8/2023	Paid Amt:	\$203.85	
							Check Amount:	\$203.85	
0118	chec	105938	3892	R	BLICK ART MATERIALS		Check		
				E 01	020 212 000 000 430	Blick Studio Oil Colors - Starter Set, Set of 10		\$308.42	
				E 01	010 212 000 000 430	Blick Economy Cotton Canvas Panel Classroc		\$5.45	
				E 01	010 212 000 000 430	Blick Economy Cotton Canvas Panel Classroc		\$26.75	
				E 01	010 212 000 000 430	Weber Turpenoid - 8 oz Plastic Bottle		\$9.03	
				E 01	010 212 000 000 430	Best-Test Rubber Cement - 8 oz, Glass Jar wii		\$5.85	
				E 01	010 212 000 000 430	Blick Essentials Gloss Glaze - Class Pack #3,		\$92.80	
				E 01	010 212 000 000 430	Blick Wonder White- Assorted, Short Handle, !		\$252.00	
	PO#: 19554	Voucher #: 72614		Invoice	Invoice No: 1855791	12/8/2023	Paid Amt:	\$700.30	
							Check Amount:	\$700.30	
0118	chec	105939	4977		BOISE FORTE TRIBAL COUNCIL		Check		
				E 01	020 211 000 320 366	Quiz Bowl Team Fees-2 Teams		\$150.00	
	PO#: 19628	Voucher #: 72548		Invoice	Invoice No: 2023 TEAM FEE	12/8/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0118	chec	105940	5694		BRENT TREVENA		Check		
				E 01	310 296 320 000 305	12/4-GBB		\$158.00	
	PO#:	Voucher #: 72552		Invoice	Invoice No: 12042023	12/8/2023	Paid Amt:	\$158.00	
							Check Amount:	\$158.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105941	05062	R	CAPITAL ONE		Check		
				E 01	040 271 000 317 406	MISC Clothing items for Cricut projects for ele		\$117.45	
	PO#: 19583	Voucher #:	72615	Invoice	Invoice No: 273322814295242	12/8/2023	Paid Amt:	\$117.45	
				E 01	040 271 000 317 406	MISC Cups for Cricut elective projects		\$76.96	
	PO#: 19583	Voucher #:	72616	Invoice	Invoice No: 463323658462449	12/8/2023	Paid Amt:	\$76.96	
				E 04	500 582 000 338 490	Preschool Snack		\$40.00	
				E 04	500 582 000 338 490	Preschool Snack		\$30.00	
				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		\$19.55	
	PO#: 19446	Voucher #:	72617	Invoice	Invoice No: 433303793743500	12/8/2023	Paid Amt:	\$129.55	
				E 01	310 298 069 000 401	Eagle Pride Incentives for K-12		\$200.00	
				E 01	310 298 069 000 401	Eagle Pride Incentives for K-12		\$200.00	
				E 01	310 298 069 000 401	Eagle Pride Incentives for K-12		\$282.68	
	PO#: 19490	Voucher #:	72618	Invoice	Invoice No: 513302662214112	12/8/2023	Paid Amt:	\$682.68	
				E 04	500 582 000 338 490	Trunk or treat snacks		\$195.05	
				E 04	500 582 000 338 401	Trunk or treat decorations		\$0.00	
	PO#: 19511	Voucher #:	72619	Invoice	Invoice No: 323299796790163	12/8/2023	Paid Amt:	\$195.05	
							Check Amount:	\$1,201.69	
0118	chec	105942	2839		CENTRAL LAKES COLLEGE		Check		
				E 01	020 211 000 000 394	M.MCKINNEY-FALL		\$4,096.00	
	PO#:	Voucher #:	72549	Invoice	Invoice No: FALL-MCKINNEY	12/8/2023	Paid Amt:	\$4,096.00	
							Check Amount:	\$4,096.00	
0118	chec	105943	01626		cmERDC		Check		
				E 01	010 203 202 000 401	Paper Elem. 40%		\$711.52	
				E 01	020 211 000 000 430	Paper Second 40%		\$711.52	
				E 01	005 110 000 000 401	Paper District 20%		\$355.76	
	PO#: 19362	Voucher #:	72550	Invoice	Invoice No: 194662	12/8/2023	Paid Amt:	\$1,778.80	
							Check Amount:	\$1,778.80	
0118	chec	105944	5419		DSC		Check		
				E 01	005 715 000 342 530	RADIO REPAIRS		\$1,148.75	
	PO#:	Voucher #:	72643	Invoice	Invoice No: 2235409	12/8/2023	Paid Amt:	\$1,148.75	
							Check Amount:	\$1,148.75	
0118	chec	105945	4480		FOND DU LAC OJIBWE SCHOOL		Check		
				E 01	020 211 000 320 369	Quiz Bowl Team Fees-2 Teams		\$200.00	
	PO#: 19632	Voucher #:	72553	Invoice	Invoice No: 11272023	12/8/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105946	6598		GRAND RAPIDS FARMERS MARKET		Check		
				E 02	005 770 000 706 490 FARM TO SCHOOL			\$1,645.21	
PO#:	Voucher #:	72554	Invoice		Invoice No: R374277350	12/8/2023	Paid Amt:	\$1,645.21	
				E 02	005 770 000 706 490 FARM TO SCHOOL-BREAKFAST			\$672.60	
PO#:	Voucher #:	72555	Invoice		Invoice No: R353861663	12/8/2023	Paid Amt:	\$672.60	
							Check Amount:	\$2,317.81	
0118	chec	105947	03788	R	HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 000 410 Equipment Purchased			\$327.61	
PO#:	Voucher #:	72561	Invoice		Invoice No: 605311037	12/8/2023	Paid Amt:	\$327.61	
							Check Amount:	\$327.61	
0118	chec	105948	5590		HOLDEN ELECTRIC		Check		
				E 01	005 810 000 000 350 3 phase surge protector has begun to buzz lou			\$2,842.55	
PO#: 18958	Voucher #:	72562	Invoice		Invoice No: 73859	12/8/2023	Paid Amt:	\$2,842.55	
							Check Amount:	\$2,842.55	
0118	chec	105949	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01	020 255 000 000 430 4-1/2 METAL CUT OFF			\$21.45	
PO#:	Voucher #:	72556	Invoice		Invoice No: 2312-063560	12/8/2023	Paid Amt:	\$21.45	
				E 01	020 255 000 000 430 Open P.O. For Carpentry Shed Project			\$94.83	
				E 04	500 582 806 000 401 2 x 4 x 10' Cedar			\$20.92	
PO#: 19599	Voucher #:	72557	Invoice		Invoice No: 2311-063330	12/8/2023	Paid Amt:	\$115.75	
				E 04	500 582 806 000 401 2 x 6 x 8' Cedar			\$169.50	
				E 04	500 582 806 000 401 2 x 4 x 10' Cedar			\$111.06	
PO#: 19599	Voucher #:	72558	Invoice		Invoice No: 2311-063071	12/8/2023	Paid Amt:	\$280.56	
				E 01	020 255 000 000 430 Instructional Supp			\$18.49	
PO#:	Voucher #:	72559	Invoice		Invoice No: 2311-063073	12/8/2023	Paid Amt:	\$18.49	
				E 01	005 810 000 000 420 Open PO			\$74.91	
PO#: 19299	Voucher #:	72560	Invoice		Invoice No: 2311-063399	12/8/2023	Paid Amt:	\$74.91	
				E 04	500 582 806 000 401 Cedar 2 x 6 x 8			\$1,017.00	
				E 04	500 582 806 000 401 Cedar 2 x 4 x 8			\$149.58	
				E 04	500 582 806 000 401 Lag Screws			\$90.00	
PO#: 19610	Voucher #:	72620	Invoice		Invoice No: 2311-063316	12/8/2023	Paid Amt:	\$1,256.58	
				E 01	020 255 000 000 430 SHED PROJECT			\$19.82	
PO#:	Voucher #:	72635	Invoice		Invoice No: 2312-063770	12/8/2023	Paid Amt:	\$19.82	
							Check Amount:	\$1,787.56	
0118	chec	105950	6398		INDUSTRIAL LUBRICANT COMPANY		Check		
				E 03	005 760 000 720 401 55 Gallon drum of car wash soap for pressure			\$774.30	
PO#: 19625	Voucher #:	72564	Invoice		Invoice No: M23536-IN	12/8/2023	Paid Amt:	\$774.30	
							Check Amount:	\$774.30	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105951	02223		ISD #0031		Check		
				E 01	998 211 000 000 390	L.SHAUGOBAY		\$86.15	
	PO#:	Voucher #:	72566	Invoice	Invoice No: 10996	12/8/2023	Paid Amt:	\$86.15	
							Check Amount:	\$86.15	
0118	chec	105952	6351		ISD #2909		Check		
				E 01	310 296 320 000 369	Rock Ridge 7th Grade Girls Basketball Invitati		\$0.00	
				E 01	310 296 320 000 369	Rock Ridge 8th Grade Girls Basketball Invitati		\$175.00	
	PO#: 19631	Voucher #:	72637	Invoice	Invoice No: 12092023	12/8/2023	Paid Amt:	\$175.00	
							Check Amount:	\$175.00	
0118	chec	105953	5376		JIM SCHNEIDER		Check		
				E 01	310 296 320 000 305	11/28-GBB		\$163.00	
	PO#:	Voucher #:	72563	Invoice	Invoice No: 11282023	12/8/2023	Paid Amt:	\$163.00	
							Check Amount:	\$163.00	
0118	chec	105954	5685		JOHN SANDBERG		Check		
				E 01	310 294 220 000 305	12/5-BBB		\$158.00	
	PO#:	Voucher #:	72565	Invoice	Invoice No: 12052023	12/8/2023	Paid Amt:	\$158.00	
							Check Amount:	\$158.00	
0118	chec	105955	5358		L&M SUPPLY INC		Check		
				E 04	500 582 806 000 401	outdoor grant materials		\$1,113.08	
	PO#: 19579	Voucher #:	72569	Invoice	Invoice No: 11639519WSID	12/8/2023	Paid Amt:	\$1,113.08	
							Check Amount:	\$1,113.08	
0118	chec	105956	4726		LANCE NELSON		Check		
				E 01	310 296 320 000 305	11/28-GBB		\$218.02	
	PO#:	Voucher #:	72567	Invoice	Invoice No: 11282023	12/8/2023	Paid Amt:	\$218.02	
							Check Amount:	\$218.02	
0118	chec	105957	5965		LOGAN MONROE		Check		
				E 01	020 605 000 320 305	Consulting Fees		\$1,000.00	
	PO#:	Voucher #:	72568	Invoice	Invoice No: NOVEMBER	12/8/2023	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
0118	chec	105958	1457		McMASTER-CARR SUPPLY CO		Check		
				E 01	005 810 000 000 420	Lever Door-Mount Holder Iron with Dull Alumin		\$166.25	
	PO#: 19607	Voucher #:	72576	Invoice	Invoice No: 17904570	12/8/2023	Paid Amt:	\$166.25	
							Check Amount:	\$166.25	
0118	chec	105959	2955		MID-AMERICA BOOKS		Check		
				E 01	010 620 000 000 470	LEOPARD SEAL		\$22.95	
				E 01	010 620 000 000 470	TURNING INTO A FISH		\$21.95	
				E 01	010 620 000 000 470	ANIMALS IN MILITARY ACTION		\$22.95	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105959	2955		MID-AMERICA BOOKS		Check		
				E 01	010 620 000 000 470	MINE-HUNTING ANIMALS		\$22.95	
PO#:	Voucher #:	72574		Invoice	Invoice No: 0019370	12/8/2023	Paid Amt:	\$90.80	
							Check Amount:	\$90.80	
0118	chec	105960	4225		MIDWEST BUS PARTS		Check		
				E 03	005 760 000 720 420	BLACK P-PAD FOR INTEGRATED CHILD SE		\$94.82	
PO#:	Voucher #:	72570		Invoice	Invoice No: WEB73098	12/8/2023	Paid Amt:	\$94.82	
				E 03	005 760 000 720 420	22" HEATED WIPER BLADE KITS		\$687.83	
				E 03	005 760 000 720 420	SPRAY NINE DISINFECTANT		\$8.75	
				E 03	005 760 000 720 420	GLOSS BLACK		\$33.25	
				E 03	005 760 000 720 420	IC WIRE HARNESS ADAPTER FOR RADIO		\$14.50	
				E 03	005 760 000 720 420	BACKUP LIGHT		\$10.28	
PO#:	Voucher #:	72571		Invoice	Invoice No: WEB72834	12/8/2023	Paid Amt:	\$754.61	
				E 03	005 760 000 720 420	USED IC DRIVER SLIDER WINDOW ASY		\$560.00	
PO#:	Voucher #:	72572		Invoice	Invoice No: 192226	12/8/2023	Paid Amt:	\$560.00	
				E 03	005 760 000 720 420	22" HEATED WIPER BLADES KIT		\$859.79	
				E 03	005 760 000 720 420	RED TAIL LIGHT LENS		\$10.13	
PO#:	Voucher #:	72573		Invoice	Invoice No: WEB73042	12/8/2023	Paid Amt:	\$869.92	
							Check Amount:	\$2,279.35	
0118	chec	105961	5222		MRI Software LLC		Check		
				E 01	005 110 000 000 305	MELINDA GENZ		\$10.00	
				E 01	005 110 000 000 305	ZALEYAN PARISE		\$10.00	
				E 01	005 110 000 000 305	MAGDALENA SAS		\$7.50	
PO#:	Voucher #:	72575		Invoice	Invoice No: MRIUS1768099	12/8/2023	Paid Amt:	\$27.50	
							Check Amount:	\$27.50	
0118	chec	105962	5881		NATHAN LYONS		Check		
				E 01	310 296 320 000 305	12/4-GBB		\$158.00	
PO#:	Voucher #:	72578		Invoice	Invoice No: 12042023	12/8/2023	Paid Amt:	\$158.00	
							Check Amount:	\$158.00	
0118	chec	105963	6097		NORTHERN DRUG SCREENING INC		Check		
				E 03	005 760 000 720 290	DOT PHYSICAL-PERRY MAY		\$75.00	
PO#:	Voucher #:	72577		Invoice	Invoice No: 13240	12/8/2023	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0118	chec	105964	4065		NORTHERN STAR COOPERATIVE		Check		
				E 03	005 760 000 720 444	DIESEL		\$6,664.39	
				E 03	005 760 000 720 441	GASOLINE		\$2,415.28	
PO#:	Voucher #:	72636		Invoice	Invoice No: STMT 11/2023	12/8/2023	Paid Amt:	\$9,079.67	
							Check Amount:	\$9,079.67	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105965	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 420	Repair Supplies-BUSES		\$397.26	
PO#:	Voucher #:	72579	Invoice		Invoice No: 1533-193398	12/8/2023	Paid Amt:	\$397.26	
				E 03	005 760 000 720 420	TRANSFIX		\$101.94	
				E 03	005 760 000 720 420	CAPSULE		\$151.80	
PO#:	Voucher #:	72580	Invoice		Invoice No: 1533-192068	12/8/2023	Paid Amt:	\$253.74	
				E 03	005 760 000 720 420	LIGHT SOCKET		\$74.90	
PO#:	Voucher #:	72581	Invoice		Invoice No: 1533-19180	12/8/2023	Paid Amt:	\$74.90	
				E 03	005 760 000 720 420	CAPSULE		\$95.49	
PO#:	Voucher #:	72582	Credit		Invoice No: 1533-192138	12/8/2023	Paid Amt:	(\$95.49)	
				E 03	005 760 000 720 420	Repair Supplies-BUSES		\$212.59	
PO#:	Voucher #:	72583	Invoice		Invoice No: 1533-193761	12/8/2023	Paid Amt:	\$212.59	
				E 03	005 760 000 720 420	Repair Supplies-BUSES		\$0.36	
PO#:	Voucher #:	72584	Credit		Invoice No: OLD CREDIT	12/8/2023	Paid Amt:	(\$0.36)	
								Check Amount:	\$842.64
0118	chec	105966	3306	REMIT	PEPESI BEVERAGES CO		Check		
				E 01	310 298 311 301 402	STAFF LOUNGE		\$55.70	
				E 01	310 298 114 301 402	STAFF LOUNGE		\$55.70	
PO#:	Voucher #:	72648	Invoice		Invoice No: 82786305	12/8/2023	Paid Amt:	\$111.40	
				E 01	310 292 125 000 490	CONCESSIONS		\$466.70	
PO#:	Voucher #:	72649	Invoice		Invoice No: 82786304	12/8/2023	Paid Amt:	\$466.70	
								Check Amount:	\$578.10
0118	chec	105967	5886		PESI, INC		Check		
				E 01	010 204 011 424 430	LIVE WEBCAST: Self-Regulation Intervention		\$124.99	
				E 01	010 204 011 424 430	Self-Regulation and Mindfulness: Over 82 Exe		\$19.99	
				E 01	010 204 011 424 430	Self-Regulation Interventions and Strategies: I		\$19.99	
				E 01	010 204 011 424 430	SHPPING		\$8.95	
PO#: 19604	Voucher #:	72588	Invoice		Invoice No: 2641080	12/8/2023	Paid Amt:	\$173.92	
								Check Amount:	\$173.92
0118	chec	105968	6487		PHILIP BERG		Check		
				E 01	310 294 220 000 305	12/5-BBB		\$203.85	
PO#:	Voucher #:	72589	Invoice		Invoice No: 12052023	12/8/2023	Paid Amt:	\$203.85	
								Check Amount:	\$203.85
0118	chec	105969	06636		PINE CONE PRESS CITIZEN		Check		
				E 04	500 505 000 321 380	2X6 W/COLOR		\$156.00	
PO#:	Voucher #:	72585	Invoice		Invoice No: STMT 11/2023 CE	12/8/2023	Paid Amt:	\$156.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105969	06636		PINE CONE PRESS CITIZEN		Check		
				E 01 005 110 000 000 380	BOARD MINUTES			\$429.00	
PO#:	Voucher #:	72586	Invoice	Invoice No:	STMT 11/2023	12/8/2023	Paid Amt:	\$429.00	
							Check Amount:	\$585.00	
0118	chec	105970	2035		REMIT PITNEY BOWES INC		Check		
				E 01 005 110 000 000 329	Postage			\$450.00	
PO#:	Voucher #:	72587	Invoice	Invoice No:	3106407243	12/8/2023	Paid Amt:	\$450.00	
							Check Amount:	\$450.00	
0118	chec	105971	04532		POPPLERS MUSIC INC		Check		
				E 01 020 206 011 433 350	SRL # 3054 SML Strasser Clarinet Repair - Dc			\$363.00	
PO#: 19287	Voucher #:	72592	Invoice	Invoice No:	2800094	12/8/2023	Paid Amt:	\$363.00	
							Check Amount:	\$363.00	
0118	chec	105972	03258		RAPIDS WELDING SUPPLY		Check		
				E 03 005 760 000 720 420	135CF ACET CONTENTS			\$78.80	
				E 03 005 760 000 720 420	125 CF OXYGEN CONTENTS			\$23.74	
				E 03 005 760 000 720 420	HAZMAT FEE			\$3.00	
				E 03 005 760 000 720 420	DELIVERY CHARGE			\$18.50	
PO#:	Voucher #:	72590	Invoice	Invoice No:	0010119534	12/8/2023	Paid Amt:	\$124.04	
				E 03 005 760 000 720 420	ACET			\$18.00	
				E 03 005 760 000 720 420	OXYGEN			\$16.50	
				E 03 005 760 000 720 420	POLY PROPYLENE			\$5.50	
				E 03 005 760 000 720 420	ARGON/CO2			\$5.50	
PO#:	Voucher #:	72591	Invoice	Invoice No:	0030039634	12/8/2023	Paid Amt:	\$45.50	
							Check Amount:	\$169.54	
0118	chec	105973	05304		SANDSTROM'S		Check		
				E 01 310 292 125 000 490	CONCESSION STAND			\$394.91	
PO#:	Voucher #:	72594	Invoice	Invoice No:	483607	12/8/2023	Paid Amt:	\$394.91	
				E 02 005 770 000 705 495	BREAKFAST			\$115.50	
				E 02 005 770 000 705 495	LUNCH			\$325.38	
PO#:	Voucher #:	72595	Invoice	Invoice No:	483788	12/8/2023	Paid Amt:	\$440.88	
				E 02 005 770 000 705 495	BREAKFAST			\$93.38	
				E 02 005 770 000 701 495	LUNCH			\$148.80	
PO#:	Voucher #:	72596	Invoice	Invoice No:	484182	12/8/2023	Paid Amt:	\$242.18	
				E 02 005 770 000 705 495	BREAKFAST			\$115.50	
				E 02 005 770 000 701 495	LUNCH			\$240.50	
PO#:	Voucher #:	72597	Invoice	Invoice No:	483037	12/8/2023	Paid Amt:	\$356.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105973	05304		SANDSTROM'S		Check		
				E 02	005 770 000 701 495	LUNCH		\$176.49	
PO#:	Voucher #:	72598	Invoice	Invoice No:	483797	12/8/2023	Paid Amt:	\$176.49	
								Check Amount:	\$1,610.46
0118	chec	105974	4925	R	SCHOOL SPECIALTY LLC		Check		
				E 01	005 810 000 000 401	Classroom Select Laminate NeoClass Leg Act		\$280.72	
				E 01	010 203 202 000 401	Shipping		\$51.37	
				E 01	010 203 202 000 401	Classroom Select Lamiinate		\$69.49	
PO#:	19420	Voucher #:	72613	Invoice	Invoice No:	208133451971	12/8/2023	Paid Amt:	\$401.58
								Check Amount:	\$401.58
0118	chec	105975	6314		SFM		Check		
				E 01	005 110 000 000 270	Workers Compens		\$2,482.00	
PO#:	Voucher #:	72593	Invoice	Invoice No:	3165800	12/8/2023	Paid Amt:	\$2,482.00	
								Check Amount:	\$2,482.00
0118	chec	105976	6514		SYSCO WESTERN MINNESOTA, INC		Check		
				E 02	005 770 000 705 490	BREAKFAST		\$378.91	
				E 02	005 770 000 701 490	LUNCH		\$859.65	
PO#:	Voucher #:	72599	Invoice	Invoice No:	253518678	12/8/2023	Paid Amt:	\$1,238.56	
				E 02	005 770 000 705 490	BREAKFAST		\$438.03	
				E 02	005 770 000 701 490	LUNCH		\$566.92	
				E 02	005 770 000 701 401	SUPPLIES		\$25.08	
PO#:	Voucher #:	72600	Invoice	Invoice No:	253522728	12/8/2023	Paid Amt:	\$1,030.03	
				E 02	005 770 000 701 490	LUNCH		\$1,316.57	
PO#:	Voucher #:	72601	Invoice	Invoice No:	253489852	12/8/2023	Paid Amt:	\$1,316.57	
				E 02	005 770 000 701 490	Food		\$324.60	
PO#:	Voucher #:	72602	Credit	Invoice No:	253428019	12/8/2023	Paid Amt:	(\$324.60)	
				E 02	005 770 000 701 490	Food		\$26.72	
PO#:	Voucher #:	72603	Credit	Invoice No:	253418042	12/8/2023	Paid Amt:	(\$26.72)	
				E 02	005 770 000 701 490	Food		\$372.40	
PO#:	Voucher #:	72604	Credit	Invoice No:	253414475	12/8/2023	Paid Amt:	(\$372.40)	
				E 02	005 770 000 701 490	Food		\$365.80	
PO#:	Voucher #:	72605	Credit	Invoice No:	253414474	12/8/2023	Paid Amt:	(\$365.80)	
				E 02	005 770 000 701 401	SUPPLIES		\$9.38	
PO#:	Voucher #:	72606	Invoice	Invoice No:	253506814	12/8/2023	Paid Amt:	\$9.38	
								Check Amount:	\$2,505.02
0118	chec	105977	6146		TC's FOODS INC		Check		
				E 02	005 770 000 701 490	celery, onion		\$6.91	
PO#:	Voucher #:	72623	Invoice	Invoice No:	203721	12/8/2023	Paid Amt:	\$6.91	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105977	6146		TC's FOODS INC		Check		
				E 02	005 770 000 701 401	FOAM BOWLS		\$6.78	
PO#:		Voucher #:	72624	Invoice	Invoice No: 203735	12/8/2023	Paid Amt:	\$6.78	
				E 01	310 292 125 000 490	CONCESSIONS		\$34.04	
PO#:		Voucher #:	72625	Invoice	Invoice No: 206297	12/8/2023	Paid Amt:	\$34.04	
				E 02	005 770 000 701 490	FOLGERS		\$9.99	
PO#:		Voucher #:	72626	Invoice	Invoice No: 204824	12/8/2023	Paid Amt:	\$9.99	
				E 02	005 770 000 701 490	LUNCH		\$11.09	
PO#:		Voucher #:	72627	Invoice	Invoice No: 205479	12/8/2023	Paid Amt:	\$11.09	
				E 02	005 770 000 701 490	KEMPS MILK		\$9.78	
PO#:		Voucher #:	72628	Invoice	Invoice No: 205274	12/8/2023	Paid Amt:	\$9.78	
				E 02	005 770 000 701 490	CELERY		\$1.79	
PO#:		Voucher #:	72629	Invoice	Invoice No: 206296	12/8/2023	Paid Amt:	\$1.79	
				E 02	005 770 000 701 490	SALTINES		\$4.25	
PO#:		Voucher #:	72630	Invoice	Invoice No: 206300	12/8/2023	Paid Amt:	\$4.25	
				E 02	005 770 000 701 490	LUNCH		\$7.56	
PO#:		Voucher #:	72631	Invoice	Invoice No: 206373	12/8/2023	Paid Amt:	\$7.56	34
				E 02	005 770 000 701 490	CRISCO,PAPER TOWELS, ONION		\$11.57	
PO#:		Voucher #:	72632	Invoice	Invoice No: 205577	12/8/2023	Paid Amt:	\$11.57	
				E 02	005 770 000 701 490	ONION,MILK, RADISHES,SALT, LETTUCE, V		\$34.01	
PO#:		Voucher #:	72633	Invoice	Invoice No: 206089	12/8/2023	Paid Amt:	\$34.01	
				E 02	005 770 000 701 490	WHEAT BREAD		\$4.38	
PO#:		Voucher #:	72634	Invoice	Invoice No: 206326	12/8/2023	Paid Amt:	\$4.38	
								Check Amount:	\$142.15
0118	chec	105978	2948		THEO RINGLE		Check		
				E 01	310 296 320 000 305	11/28-GBB		\$163.00	
PO#:		Voucher #:	72607	Invoice	Invoice No: 11282023	12/8/2023	Paid Amt:	\$163.00	
								Check Amount:	\$163.00
0118	chec	105979	06131		TREASURE BAY PRINTING		Check		
				E 01	005 020 000 000 401	Envelopes		\$261.00	
PO#: 19614		Voucher #:	72621	Invoice	Invoice No: 277971	12/8/2023	Paid Amt:	\$261.00	
				E 01	005 010 000 000 401	General Supplies		\$316.00	
PO#: 19614		Voucher #:	72622	Invoice	Invoice No: 277970	12/8/2023	Paid Amt:	\$316.00	
								Check Amount:	\$577.00
0118	chec	105980	01099		UPPER LAKES FOODS, INC		Check		
				E 02	005 770 000 706 490	FARM TO SCHOOL		\$117.95	
PO#:		Voucher #:	72608	Invoice	Invoice No: 377767-00	12/8/2023	Paid Amt:	\$117.95	
				E 02	005 770 000 705 490	breakfast		\$342.61	
				E 02	005 770 000 701 490	Lunch		\$633.16	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105980	01099		UPPER LAKES FOODS, INC		Check		
				E 02	005 770 000 701 490	supplies		\$143.82	
PO#:	Voucher #:	72609	Invoice		Invoice No: 377771-00	12/8/2023	Paid Amt:	\$1,119.59	
				E 02	005 770 000 701 490	LUNCH		\$48.48	
PO#:	Voucher #:	72610	Credit		Invoice No: 377771-0A	12/8/2023	Paid Amt:	(\$48.48)	
							Check Amount:	\$1,189.06	
0118	chec	105981	5581		US FOODS INC		Check		
				E 02	005 770 000 705 490	BREAKFAST		\$157.57	
				E 02	005 770 000 701 490	LUNCH		\$919.77	
PO#:	Voucher #:	72611	Invoice		Invoice No: 3471819	12/8/2023	Paid Amt:	\$1,077.34	
				E 01	310 292 125 000 490	CONCESSIONS		\$397.67	
PO#:	Voucher #:	72612	Invoice		Invoice No: 3471818	12/8/2023	Paid Amt:	\$397.67	
							Check Amount:	\$1,475.01	
0118	chec	105982	5547		WIDSETH SMITH NOLTING		Check		
				E 01	005 810 013 160 520	IAQ PROJECT		\$2,304.02	
				E 06	005 867 000 000 350	IAQ PROJECT		\$906.86	
PO#:	Voucher #:	72644	Invoice		Invoice No: 226318	12/8/2023	Paid Amt:	\$3,210.88	
				E 06	005 867 000 000 350	IAQ PROJECT		\$959.36	
PO#:	Voucher #:	72645	Invoice		Invoice No: 226319	12/8/2023	Paid Amt:	\$959.36	
				E 06	005 867 000 000 350	IAQ PROJECT		\$802.72	
PO#:	Voucher #:	72646	Invoice		Invoice No: 227572	12/8/2023	Paid Amt:	\$802.72	
				E 06	005 867 000 000 350	IAQ PROJECT		\$239.84	
PO#:	Voucher #:	72647	Invoice		Invoice No: 227573	12/8/2023	Paid Amt:	\$239.84	
							Check Amount:	\$5,212.80	
0118	chec	105983	3296		AMAZON.COM		Check		
				E 01	310 298 114 301 402	B0193WIGOW Crenstone Adult Coloring Book		\$18.90	
				E 01	310 298 114 301 402	B07CZB888F diastro Lot of 30,50,100 pcs R:		\$9.59	
				E 01	310 298 114 301 402	B07FZLDPQ1 Wankko 72 Pieces Vinyl Stretcl		\$13.98	
				E 01	310 298 114 301 402	B07Q1HBR6 JPSOR 28 Pack Multicolor Ball		\$15.42	
				E 01	310 298 114 301 402	B0817WL4QX YIHONG 72 Pcs Kawaii Squish		\$16.95	
				E 01	310 298 114 301 402	B09Q1Y8VMF 12 Pack Large Monkey Noodle		\$11.49	
				E 01	310 298 114 301 402	B09R4J6Y1V Gigilli 24 Pack Party Favors Fid		\$25.99	
				E 01	310 298 114 301 402	B0B39J5NPJ Kids Party Favors Slime Putty, 2		\$22.10	
				E 01	310 298 114 301 402	B0BD587FG2 10 Pieces 20oz Reusable Alum		\$85.98	
				E 01	310 298 114 301 402	B0CFDM2JZK 24Pcs Pop Fidget Spinners,DI\		\$19.99	
PO#: 19623	Voucher #:	72657	Invoice		Invoice No: 1XW1-YPTJ-1N6Q	12/20/2023	Paid Amt:	\$240.39	
				E 01	020 400 000 000 430	B01ETS3HGC Nuova Premium Thermal Lami		\$37.64	
				E 01	020 400 000 000 430	Freight		\$15.02	
PO#: 19558	Voucher #:	72658	Invoice		Invoice No: 1W6V-VJVC-1PXF	12/20/2023	Paid Amt:	\$52.66	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105983	3296		AMAZON.COM		Check		
				E 01	020 400 000 000 430	WHITE BOARD-DENTED	\$78.99		
PO#:	Voucher #:	72659		Credit	Invoice No: 1WMV-CVVM-7W9V	12/20/2023	Paid Amt:	(\$78.99)	
				E 01	010 203 202 000 430	SAMHOUSING Ipad Tripod Stand, with 65 incl	\$18.99		
				E 01	010 203 202 000 430	[12 Pack] Rug Gripper, Double Sided Non-Slip	\$11.99		
				E 01	010 203 202 000 430	Crayola Model Magic - White (1oz), 75 Count,	\$83.44		
PO#: 19630	Voucher #:	72660		Invoice	Invoice No: 1NRP-69VG-4RD6	12/20/2023	Paid Amt:	\$114.42	
				E 01	010 640 034 316 305	1681254514 The Paraprofessional's Handbool	\$554.25		
				E 01	020 640 034 316 305	1681254514 The Paraprofessional's Handbool	\$369.50		
				E 01	010 640 034 316 305	Amazon Shipping Charge	\$0.00		
PO#: 19596	Voucher #:	72661		Invoice	Invoice No: 1FTP-L6MY-P1C4	12/20/2023	Paid Amt:	\$923.75	
				E 04	500 582 806 000 401	B0BSHFQRJC Kamik Snobuster1 Snow Boot,	\$151.24		
				E 04	500 582 806 000 401	Freight	\$0.16		
PO#: 19586	Voucher #:	72662		Invoice	Invoice No: 1QF1-49YP-7WN6	12/20/2023	Paid Amt:	\$151.40	
				E 04	500 582 806 000 401	B0BSHFQRJC Kamik Snobuster1 Snow Boot,	\$226.86		
				E 04	500 582 806 000 401	Freight	\$0.23		
PO#: 19586	Voucher #:	72663		Invoice	Invoice No: 17KT-CYKR-XGGR	12/20/2023	Paid Amt:	\$227.09	36
				E 01	005 810 000 000 420	9V lithium battery for vaporizer	\$57.60		
PO#: 19640	Voucher #:	72664		Invoice	Invoice No: 1DQW-XL1P-3VP1	12/20/2023	Paid Amt:	\$57.60	
				E 01	005 810 000 000 410	B0CBNH6DKS Tampon and sanitary napkin di	\$593.80		
				E 01	005 810 000 000 410	Freight	\$19.07		
PO#: 19620	Voucher #:	72665		Invoice	Invoice No: 1GDF-GNG3-HJGK	12/20/2023	Paid Amt:	\$612.87	
							Check Amount:	\$2,301.19	
0118	chec	105984	1357		AMERICAN EAGLE SEC SYS INC		Check		
				E 01	005 810 000 000 305	CELLULAR SYSTEM	\$335.40		
				E 01	005 810 000 000 305	FIRE MONITORING	\$419.40		
				E 01	005 810 000 000 305	ELEVATOR TEST	\$120.60		
PO#:	Voucher #:	72666		Invoice	Invoice No: 23765	12/20/2023	Paid Amt:	\$875.40	
				E 01	005 810 000 000 350	camera down main entry per quote KT 10-23	\$450.00		
PO#: 19542	Voucher #:	72656		Invoice	Invoice No: 23796	12/20/2023	Paid Amt:	\$450.00	
				E 01	005 810 000 000 350	Run new cable to replace old failed for south s	\$985.00		
PO#: 19600	Voucher #:	72732		Invoice	Invoice No: 23838	12/20/2023	Paid Amt:	\$985.00	
							Check Amount:	\$2,310.40	
0118	chec	105985	4446		ARROWHEAD REGIONAL COMPUTING		Check		
				E 01	005 110 000 000 305	2nd half membership dues	\$11,744.74		
PO#:	Voucher #:	72753		Invoice	Invoice No: 1765-2	12/20/2023	Paid Amt:	\$11,744.74	
							Check Amount:	\$11,744.74	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105986	6394		Brian Baughman		Check		
				E 01	310 294 220 000 305	12/15-BBB		\$158.00	
	PO#:	Voucher #:	72667	Invoice	Invoice No: 12152023	12/20/2023		Paid Amt:	\$158.00
								Check Amount:	\$158.00
0118	chec	105987	6606		BROOKLYN RUDRUD		Check		
				E 01	310 294 220 000 305	12/19-BBB		\$190.75	
	PO#:	Voucher #:	72750	Invoice	Invoice No: 12192023	12/20/2023		Paid Amt:	\$190.75
								Check Amount:	\$190.75
0118	chec	105988	3294		CASS CO HIGHWAY DEPT		Check		
				E 03	005 760 000 720 401	911 SIGN POST		\$10.00	
	PO#:	Voucher #:	72731	Invoice	Invoice No: 11082023	12/20/2023		Paid Amt:	\$10.00
								Check Amount:	\$10.00
0118	chec	105989	6186		DANIEL JOURDAIN		Check		
				E 01	310 296 320 000 305	12/8-GBB		\$193.37	
	PO#:	Voucher #:	72668	Invoice	Invoice No: 12082023	12/20/2023		Paid Amt:	\$193.37
								Check Amount:	\$193.37
0118	chec	105990	6523		DARRYL DROUILLARD		Check		
				E 01	310 296 320 000 305	12/8-GBB		\$158.00	
	PO#:	Voucher #:	72669	Invoice	Invoice No: 12082023	12/20/2023		Paid Amt:	\$158.00
								Check Amount:	\$158.00
0118	chec	105991	3041	REMIT	DECKER INC. SCHOOL FIX		Check		
				E 01	005 810 000 000 530	qty2 with shipping Coreagator folding tables pr		\$1,875.81	
	PO#: 19581	Voucher #:	72670	Invoice	Invoice No: 557231A	12/20/2023		Paid Amt:	\$1,875.81
								Check Amount:	\$1,875.81
0118	chec	105992	4397		DELTA DENTAL OF MN		Check		
				E 01	010 203 000 000 291	ELEM. RETIREE		\$148.32	
				E 01	020 211 000 000 291	SEC RETIREE		\$96.42	
				E 01	020 211 000 000 291	ADMIN RETIREE		\$145.86	
				B 01	215 046	DISTRICT CONTRIBUTION		\$2,151.24	
	PO#:	Voucher #:	72736	Invoice	Invoice No: RIS0005389564	12/20/2023		Paid Amt:	\$2,541.84
								Check Amount:	\$2,541.84
0118	chec	105993	3027		DENNIS N HOLSMAN JR		Check		
				E 01	310 296 320 000 184	GBB - JH REFEREE		\$45.00	
	PO#:	Voucher #:	72678	Invoice	Invoice No: 12042023	12/20/2023		Paid Amt:	\$45.00
								Check Amount:	\$45.00
0118	chec	105994	06679	R	FERRELLGAS		Check		
				E 01	005 810 000 000 442	BOILER ROOM		\$493.85	
	PO#:	Voucher #:	72671	Invoice	Invoice No: 2034549655	12/20/2023		Paid Amt:	\$493.85

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105994	06679	R	FERRELLGAS		Check		
				E 01	005 810 000 000 442	BUS GARAGE		\$1,205.95	
PO#:	Voucher #:	72672	Invoice	Invoice No:	2034549648	12/20/2023	Paid Amt:	\$1,205.95	
				E 01	005 810 000 000 442	ECFE BUILDING		\$700.20	
				E 01	005 810 000 000 442	LATE CHARGE		\$2.51	
PO#:	Voucher #:	72673	Invoice	Invoice No:	2034549608	12/20/2023	Paid Amt:	\$702.71	
							Check Amount:	\$2,402.51	
0118	chec	105995	5527		FIRE		Check		
				E 01	010 640 000 316 366	CPR/First Aid/AED training		\$487.50	
				E 01	020 640 000 316 366	CPR/First Aid/AED training		\$487.50	
PO#: 19648	Voucher #:	72674	Invoice	Invoice No:	6567	12/20/2023	Paid Amt:	\$975.00	
							Check Amount:	\$975.00	
0118	chec	105996	06386	R	GRAINGER		Check		
				E 05	005 865 000 347 401	Fist Aid Kit: Gen Purpose/Industrial/Workplace		\$272.24	
PO#: 19617	Voucher #:	72675	Invoice	Invoice No:	9917218092	12/20/2023	Paid Amt:	\$272.24	
				E 01	005 810 000 000 410	TOUGH GUY Sanitary Napkin Receptacle: Wz		\$354.16	
PO#: 19639	Voucher #:	72729	Invoice	Invoice No:	9927336850	12/20/2023	Paid Amt:	\$354.16	
							Check Amount:	\$626.40	
0118	chec	105997	6598		GRAND RAPIDS FARMERS MARKET		Check		
				E 02	005 770 000 706 490	HONEYCRISP APPLES		\$354.00	
PO#:	Voucher #:	72676	Invoice	Invoice No:	R450605122	12/20/2023	Paid Amt:	\$354.00	
							Check Amount:	\$354.00	
0118	chec	105998	05106		HAAKON VAADELAND		Check		
				E 01	310 294 220 000 305	12/19-BBB		\$158.00	
PO#:	Voucher #:	72751	Invoice	Invoice No:	12/19/2023	12/20/2023	Paid Amt:	\$158.00	
							Check Amount:	\$158.00	
0118	chec	105999	5590		HOLDEN ELECTRIC		Check		
				E 01	005 810 000 000 350	Exhaust Hood lights out in Kitchen, est relay i		\$820.00	
PO#: 19530	Voucher #:	72733	Invoice	Invoice No:	74255	12/20/2023	Paid Amt:	\$820.00	
				E 01	005 810 000 000 350	Validate 2 phases of 480 and 2 10.5 amp circu		\$181.13	
PO#: 19569	Voucher #:	72734	Invoice	Invoice No:	74275	12/20/2023	Paid Amt:	\$181.13	
							Check Amount:	\$1,001.13	
0118	chec	106000	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01	005 810 000 000 420	GENERAL REPAIR SUPPLIES		\$12.58	
PO#:	Voucher #:	72679	Invoice	Invoice No:	2312-064058	12/20/2023	Paid Amt:	\$12.58	
							Check Amount:	\$12.58	
0118	chec	106001	4163		IASC		Check		
				E 01	010 630 000 000 305	FY24 NOV SCI BROADBAND		\$116.67	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	106001	4163		IASC		Check		
				E 01	020 630 000 000 305	FY24 NOV SCI BROADBAND		\$116.67	
	PO#:	Voucher #:	72682	Invoice	Invoice No: 3557	12/20/2023	Paid Amt:	\$233.34	
							Check Amount:	\$233.34	
0118	chec	106002	6604		JAMISON WOOD		Check		
				E 01	310 296 320 000 184	11/28-GBB JH REFEREE		\$45.00	
	PO#:	Voucher #:	72719	Invoice	Invoice No: 11282023	12/20/2023	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
0118	chec	106003	3727		JENNIFER MULLIGAN		Check		
				E 01	310 296 320 000 184	11/28 GBB - SCOREBOOK		\$55.00	
	PO#:	Voucher #:	72685	Invoice	Invoice No: 11282023	12/20/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	106004	6161		JEREMY CLARK		Check		
				E 01	020 605 000 510 303	12/16-DRUM INSTRUCTIONAL PRESENTER		\$250.00	
	PO#:	Voucher #:	72684	Invoice	Invoice No: 12162023	12/20/2023	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
0118	chec	106005	01098		JOHNSON TELEPHONE CO		Check		
				E 01	040 810 000 000 320	R4513		\$31.65	
	PO#:	Voucher #:	72680	Invoice	Invoice No: R4513-12/1/23	12/20/2023	Paid Amt:	\$31.65	
				E 01	005 010 000 000 320	R0520		\$609.22	
	PO#:	Voucher #:	72681	Invoice	Invoice No: R0520-12/1/2023	12/20/2023	Paid Amt:	\$609.22	
							Check Amount:	\$640.87	
0118	chec	106006	5441		JOSEPH JOURDAIN		Check		
				E 01	020 605 000 510 303	DRUM INSTRUCTIONAL PRESENTER		\$400.00	
	PO#:	Voucher #:	72683	Invoice	Invoice No: 12162023	12/20/2023	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0118	chec	106007	01095		LAKE COUNTRY POWER		Check		
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$54.00	
	PO#:	Voucher #:	72724	Invoice	Invoice No: 10000175-12/2023	12/20/2023	Paid Amt:	\$54.00	
				E 01	005 810 000 000 332	BOILER HOUSE		\$12,947.00	
	PO#:	Voucher #:	72725	Invoice	Invoice No: 90000204/205-12/2023	12/20/2023	Paid Amt:	\$12,947.00	
				E 01	005 810 000 000 332	ECFE BUILDING		\$724.00	
	PO#:	Voucher #:	72726	Invoice	Invoice No: 90000206-12/2023	12/20/2023	Paid Amt:	\$724.00	
				E 01	005 810 000 000 332	MAIN SCHOOL		\$10,482.00	
	PO#:	Voucher #:	72727	Invoice	Invoice No: 90000203-12/2023	12/20/2023	Paid Amt:	\$10,482.00	
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$50.00	
	PO#:	Voucher #:	72728	Invoice	Invoice No: 10000176-12/2023	12/20/2023	Paid Amt:	\$50.00	
							Check Amount:	\$24,257.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	106008	06136		LAKES COUNTRY SERV COOP		Check		
				E 03	005 760 000 720 305	RANDOM DRUG TESTING		\$35.00	
	PO#:	Voucher #:	72730	Invoice	Invoice No: 98765	12/20/2023	Paid Amt:	\$35.00	
							Check Amount:	\$35.00	
0118	chec	106009	4726		LANCE NELSON		Check		
				E 01	310 294 220 000 305	12/15-BBB		\$270.58	
	PO#:	Voucher #:	72695	Invoice	Invoice No: 12152023	12/20/2023	Paid Amt:	\$270.58	
							Check Amount:	\$270.58	
0118	chec	106010	6515		LIAM WAKE		Check		
				E 01	310 294 220 000 184	12/15 BBB-JH SCOREBOARD		\$55.00	
	PO#:	Voucher #:	72720	Invoice	Invoice No: 12152023	12/20/2023	Paid Amt:	\$55.00	
				E 01	310 296 320 000 184	GBB-SHOT CLOCK		\$55.00	
	PO#:	Voucher #:	72721	Invoice	Invoice No: 12082023	12/20/2023	Paid Amt:	\$55.00	
							Check Amount:	\$110.00	
0118	chec	106011	5223		MADISON NATIONAL LIFE		Check		
				B 01	215 036	District Contribution		\$1,114.91	
	PO#:	Voucher #:	72748	Invoice	Invoice No: 01/2024	12/20/2023	Paid Amt:	\$1,114.91	40
							Check Amount:	\$1,114.91	
0118	chec	106012	1095		MARCO TECHNOLOGIES LLC		Check		
				E 01	005 110 371 000 580	DISTRICT		\$773.38	
				E 01	010 203 202 000 580	ELEMENTARY		\$773.37	
				E 01	020 211 000 000 580	SECONDARY		\$773.37	
	PO#:	Voucher #:	72688	Invoice	Invoice No: 517487609	12/20/2023	Paid Amt:	\$2,320.12	
							Check Amount:	\$2,320.12	
0118	chec	106013	6599		MARIA SWANKIER		Check		
				E 01	310 292 125 000 185	12/8-GBB CONCESSION		\$55.00	
	PO#:	Voucher #:	72705	Invoice	Invoice No: 12082023	12/20/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	106014	6008		MARK KINGBIRD SR.		Check		
				E 01	020 605 000 510 303	12/16-MC PRESENTER		\$400.00	
	PO#:	Voucher #:	72690	Invoice	Invoice No: 12162023	12/20/2023	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0118	chec	106015	6532		MARQUEL CRAWFORD		Check		
				E 01	020 605 000 510 303	12/16-DRUM INSTRUCTIONAL PRESENTER		\$100.00	
	PO#:	Voucher #:	72692	Invoice	Invoice No: 12162023	12/20/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	106016	5211		MARY HOLSMAN		Check		
				E 01	310 296 320 000 184	JH GBB SCOREBOARD		\$55.00	
PO#:	Voucher #:	72677	Invoice	Invoice No:	12042023	12/20/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	106017	5293		MATTHEW CARLEY		Check		
				E 01	020 605 000 510 303	12/16 DRUM INSTRUCTIONAL PRESENTER		\$250.00	
PO#:	Voucher #:	72689	Invoice	Invoice No:	12162023	12/20/2023	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
0118	chec	106018	1457		McMASTER-CARR SUPPLY CO		Check		
				E 01	005 810 000 000 420	metric box wrench set with sockets and allen t		\$193.51	
PO#: 19641	Voucher #:	72686	Invoice	Invoice No:	18678659	12/20/2023	Paid Amt:	\$193.51	
				E 01	005 810 000 000 420	Grabber for Toilet Clog and bit drivers std and		\$307.98	
PO#: 19655	Voucher #:	72687	Invoice	Invoice No:	18888496	12/20/2023	Paid Amt:	\$307.98	
							Check Amount:	\$501.49	
0118	chec	106019	6600		MICHAEL JONES		Check		
				E 01	020 605 000 510 303	12/16-DRUM INSTRUCTIONAL PRESENTER		\$250.00	
PO#:	Voucher #:	72691	Invoice	Invoice No:	12162023	12/20/2023	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
0118	chec	106020	4225		MIDWEST BUS PARTS		Check		
				E 03	005 760 000 720 420	LENS, CLEAR INTERIOR DOME		\$8.39	
				E 03	005 760 000 720 420	FLUID FILM RUST & CORROSION PROTEC		\$13.75	
PO#:	Voucher #:	72742	Invoice	Invoice No:	WEB69944	12/20/2023	Paid Amt:	\$22.14	
				E 03	005 760 000 720 420	IC SIDE SASH ASY		\$176.10	
				E 03	005 760 000 720 420	SHIPPING		\$29.99	
PO#:	Voucher #:	72743	Invoice	Invoice No:	192957	12/20/2023	Paid Amt:	\$206.09	
				E 03	005 760 000 720 420	PARK BRAKE ASY 12X3		\$780.80	
				E 03	005 760 000 720 420	SHIPPING		\$26.82	
PO#:	Voucher #:	72744	Invoice	Invoice No:	WEB73966	12/20/2023	Paid Amt:	\$807.62	
							Check Amount:	\$1,035.85	
0118	chec	106021	5867		MINER'S INCORPORATED		Check		
				E 01	310 298 069 000 401	Supplies for PBIS Incentives Activities		\$413.56	
PO#: 19634	Voucher #:	72706	Invoice	Invoice No:	001631889	12/20/2023	Paid Amt:	\$413.56	
							Check Amount:	\$413.56	
0118	chec	106022	06184		MINNESOTA NORTH COLLEGE		Check		
				E 01	020 255 000 000 820	ALI MEMBERSHIP DUES FY24		\$2,846.00	
PO#:	Voucher #:	72655	Invoice	Invoice No:	00205951	12/20/2023	Paid Amt:	\$2,846.00	
							Check Amount:	\$2,846.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	106023	6601		NATHAN FISCHER		Check		
				E 01	310 294 220 000 305	12/5-BBB		\$158.00	
PO#:	Voucher #:	72693	Invoice		Invoice No: 12052023	12/20/2023	Paid Amt:	\$158.00	
							Check Amount:	\$158.00	
0118	chec	106024	6485		NIKKI PEARSON		Check		
				E 01	310 296 320 000 184	12/4 GBB-TICKET		\$55.00	
PO#:	Voucher #:	72699	Invoice		Invoice No: 12042023	12/20/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	106025	03349		REMIT NORTH CENTRAL INTERNATIONAL, LLC		Check		
				E 03	005 760 000 720 350	FLANGE AXLE END YOKE		\$277.69	
PO#:	Voucher #:	72746	Invoice		Invoice No: X226014408:02	12/20/2023	Paid Amt:	\$277.69	
							Check Amount:	\$277.69	
0118	chec	106026	5439		NOR-TRAN INC		Check		
				E 01	310 296 310 733 360	VOLLEYBALL		\$3,010.75	
				E 01	310 292 130 733 360	CROSS COUNTRY		\$3,005.00	
PO#:	Voucher #:	72694	Invoice		Invoice No: 1976	12/20/2023	Paid Amt:	\$6,015.75	
							Check Amount:	\$6,015.75	42
0118	chec	106027	5651		OFFICE OF MNIT SERVICES		Check		
				E 01	005 810 000 000 320	Telephone		\$89.97	
PO#:	Voucher #:	72696	Invoice		Invoice No: W23110682	12/20/2023	Paid Amt:	\$89.97	
							Check Amount:	\$89.97	
0118	chec	106028	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 420	WIPER BLADE		\$66.48	
PO#:	Voucher #:	72738	Invoice		Invoice No: 1533-195303	12/20/2023	Paid Amt:	\$66.48	
				E 03	005 760 000 720 420	STRAP		\$36.07	
				E 03	005 760 000 720 420	STRAP HDW KIT		\$8.68	
PO#:	Voucher #:	72739	Invoice		Invoice No: 1533-194509	12/20/2023	Paid Amt:	\$44.75	
				E 03	005 760 000 720 401	SEAL PULLER		\$14.99	
PO#:	Voucher #:	72740	Invoice		Invoice No: 1533-194626	12/20/2023	Paid Amt:	\$14.99	
				E 03	005 760 000 720 420	NATIONAL - MULTI-PUR		\$17.87	
				E 03	005 760 000 720 420	NAT-100263		\$11.37	
PO#:	Voucher #:	72741	Invoice		Invoice No: 1533-194631	12/20/2023	Paid Amt:	\$29.24	
				E 03	005 760 000 720 420	15 OZ ENGINE CLEANER		\$102.96	
				E 03	005 760 000 720 420	14 OZ BRAKE CLEAN		\$83.76	
				E 03	005 760 000 720 420	SHOP TOWELS		\$37.98	
				E 03	005 760 000 720 420	48PK MICRO		\$69.98	
PO#:	Voucher #:	72745	Invoice		Invoice No: 1533-195455	12/20/2023	Paid Amt:	\$294.68	
							Check Amount:	\$450.14	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	106029	4632		PEMBERTON SORLIE RUFER &		Check		
				E 01	005 110 000 000 305	Consulting Fees		\$1,612.00	
PO#:	Voucher #:	72700	Invoice	Invoice No:	164	12/20/2023	Paid Amt:	\$1,612.00	
							Check Amount:	\$1,612.00	
0118	chec	106030	2035		PITNEY BOWES INC		Check		
				E 01	005 110 000 000 329	POSTAGE MACH LSE PITNEY BOWES		\$41.84	
PO#:	Voucher #:	72747	Invoice	Invoice No:	12/2023	12/20/2023	Paid Amt:	\$41.84	
							Check Amount:	\$41.84	
0118	chec	106031	04532		POPPLERS MUSIC INC		Check		
				E 01	310 298 410 301 402	DEG TROMBONE LYRE		\$41.85	
				E 01	310 298 410 301 402	DEG TRUMPET LYRE		\$55.80	
PO#:	Voucher #:	72701	Invoice	Invoice No:	2822039	12/20/2023	Paid Amt:	\$97.65	
				E 01	020 258 105 000 430	Srl # Q20714 Yamaha Advantage Clarinet Rep		\$35.00	
PO#: 19621	Voucher #:	72702	Invoice	Invoice No:	2817367	12/20/2023	Paid Amt:	\$35.00	
				E 01	310 298 410 301 402	Srl # 79485 King Baritone Repair (Ultrasonic)		\$120.00	
PO#: 19621	Voucher #:	72703	Invoice	Invoice No:	2818068	12/20/2023	Paid Amt:	\$120.00	
							Check Amount:	\$252.65	43
0118	chec	106032	5074		RODNEY JOHNSON		Check		
				E 01	020 605 000 510 303	12/16-AD DRUM INSTRUCTIONAL PRESENT		\$400.00	
PO#:	Voucher #:	72704	Invoice	Invoice No:	12162023	12/20/2023	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0118	chec	106033	05304		SANDSTROM'S		Check		
				E 02	005 770 000 705 495	BREAKFAST		\$119.00	
				E 02	005 770 000 701 495	LUNCH		\$222.00	
PO#:	Voucher #:	72709	Invoice	Invoice No:	484512	12/20/2023	Paid Amt:	\$341.00	
				E 01	310 292 125 000 490	CONCESSIONS		\$354.29	
PO#:	Voucher #:	72710	Invoice	Invoice No:	484267	12/20/2023	Paid Amt:	\$354.29	
				E 02	005 770 000 705 495	BREAKFAST		\$112.96	
				E 02	005 770 000 701 495	LUNCH		\$185.00	
				E 02	005 770 000 701 490	LUNCH		\$78.16	
PO#:	Voucher #:	72711	Invoice	Invoice No:	485096	12/20/2023	Paid Amt:	\$376.12	
				E 02	005 770 000 705 490	BREAKFAST		\$102.00	
				E 02	005 770 000 701 490	LUNCH		\$277.50	
PO#:	Voucher #:	72712	Invoice	Invoice No:	485386	12/20/2023	Paid Amt:	\$379.50	
							Check Amount:	\$1,450.91	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
0118	chec	106034	6603		SCOTT MATRIOUS		Check			
				E 01	020 605 000 510 303	12/16-DRUM INSTRUCTIONAL PRESENTER		\$200.00		
	PO#:	Voucher #:	72714	Invoice	Invoice No: 12162023	12/20/2023	Paid Amt:	\$200.00		
							Check Amount:	\$200.00		
0118	chec	106035	6508		SHALEY PEARSON		Check			
				E 01	310 296 320 000 184	12/4 GBB-SCOREBOOK		\$55.00		
	PO#:	Voucher #:	72698	Invoice	Invoice No: 12042023	12/20/2023	Paid Amt:	\$55.00		
							Check Amount:	\$55.00		
0118	chec	106036	6602		STEVEN ANDERSON		Check			
				E 04	500 505 000 321 305	WAGON RIDES		\$550.00		
	PO#:	Voucher #:	72713	Invoice	Invoice No: 12142023	12/20/2023	Paid Amt:	\$550.00		
							Check Amount:	\$550.00		
0118	chec	106037	6514		SYSCO WESTERN MINNESOTA, INC		Check			
				E 02	005 770 000 701 490	LUNCH		\$850.65		
				E 02	005 770 000 701 490	BREAKFAST		\$299.80		
	PO#:	Voucher #:	72707	Invoice	Invoice No: 253528748	12/20/2023	Paid Amt:	\$1,150.45		
				E 02	005 770 000 705 490	BREAKFAST		\$374.22		
				E 02	005 770 000 701 490	LUNCH		\$893.83		
				E 02	005 770 000 701 401	SUPPLIES		\$64.00		
	PO#:	Voucher #:	72708	Invoice	Invoice No: 253533336	12/20/2023	Paid Amt:	\$1,332.05		
							Check Amount:	\$2,482.50		
0118	chec	106038	6502		TERRANCE JEFFERSON		Check			
				E 01	310 294 220 000 305	BBB 12/19		\$158.00		
	PO#:	Voucher #:	72749	Invoice	Invoice No: 12192023	12/20/2023	Paid Amt:	\$158.00		
							Check Amount:	\$158.00		
0118	chec	106039	2948		THEO RINGLE		Check			
				E 01	310 294 220 000 305	12/15 BBB		\$158.00		
	PO#:	Voucher #:	72715	Invoice	Invoice No: 12152023	12/20/2023	Paid Amt:	\$158.00		
							Check Amount:	\$158.00		
0118	chec	106040	6484		TYLER PEARSON		Check			
				E 01	310 296 320 000 184	12/4-GBB CLOCK		\$55.00		
	PO#:	Voucher #:	72697	Invoice	Invoice No: 12042023	12/20/2023	Paid Amt:	\$55.00		
							Check Amount:	\$55.00		
0118	chec	106041	6476		UHS PREMIUM BILLING		Check			
				E 01	010 203 000 000 291	ELEM. RETIREE		\$1,910.84		
				E 01	020 211 000 000 291	SEC. RETIREE		\$801.87		
				E 01	010 050 000 000 291	ADMIN RETIREE		\$1,021.06		

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	106041	6476		UHS PREMIUM BILLING		Check		
				B 01	215 031	DISTRICT CONTRIBUTION		\$43,295.82	
PO#:	Voucher #:	72735	Invoice	Invoice No:	686375586292	12/20/2023	Paid Amt:	\$47,029.59	
							Check Amount:	\$47,029.59	
0118	chec	106042	01099		UPPER LAKES FOODS, INC		Check		
				E 02	005 770 000 705 490	breakfast		\$542.33	
				E 02	005 770 000 701 490	LUNCH		\$507.36	
				E 02	005 770 000 701 401	SUPPLIES		\$40.32	
PO#:	Voucher #:	72718	Invoice	Invoice No:	384846-00	12/20/2023	Paid Amt:	\$1,090.01	
			E 02	005 770 000 706 490	FARM TO SCHOOL		\$142.65		
PO#:	Voucher #:	72723	Invoice	Invoice No:	371926-00	12/20/2023	Paid Amt:	\$142.65	
							Check Amount:	\$1,232.66	
0118	chec	106043	5581		US FOODS INC		Check		
				E 01	310 292 125 000 490	CONCESSION STAND		\$104.32	
PO#:	Voucher #:	72716	Invoice	Invoice No:	3654134	12/20/2023	Paid Amt:	\$104.32	
			E 02	005 770 000 705 490	BREAKFAST		\$262.09		
			E 02	005 770 000 701 490	LUNCH		\$279.55		
			E 02	005 770 000 701 401	SUPPLIES		\$99.80		
PO#:	Voucher #:	72717	Invoice	Invoice No:	3654133	12/20/2023	Paid Amt:	\$641.44	
							Check Amount:	\$745.76	
0118	chec	106044	6489		VSP INSURANCE CO. (CT)		Check		
				B 01	215 032	ER Cafe Plan Payroll Deductions		\$92.96	
PO#:	Voucher #:	72737	Invoice	Invoice No:	819453661	12/20/2023	Paid Amt:	\$92.96	
							Check Amount:	\$92.96	
0118	chec	106045	6605		ZACHARY ERICKSON		Check		
				E 01	310 296 320 000 184	12/4 GBB-SUPERVISOR		\$75.00	
PO#:	Voucher #:	72722	Invoice	Invoice No:	12042023	12/20/2023	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
								Report Total:	\$198,596.44

Adopted: _____

MSBA/MASA Model Policy 410

Orig. 1995

Revised: _____

Rev. 2022

Rev. 2023

410 FAMILY AND MEDICAL LEAVE POLICY

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

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited

with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of

deployment;

7. to attend post-deployment activities related to a covered military member;
 8. to address care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

[Note: An employer is permitted to choose any one of the following methods for determining the 12-month period in which the 12 weeks of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee's anniversary date; (c) the 12-month period measured forward from the date any employee's first FMLA leave; or (d) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an employee could use 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least 60 days before implementing this change.]

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in

whole or in part, on the condition precipitating the need for military caregiver leave; or

- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to

provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does

not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the workdays in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
 - 4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: ~~MSBA School Law Bulletin "M" (Licensed and Non-Licensed School District Employee Leave)~~ None

Adopted: _____

MSBA/MASA Model Policy 416

Orig. 1995

Revised: _____

Rev. 2023 (Dec.)

416 DRUG, ALCOHOL, AND CANNABIS TESTING

[Note: Drug, alcohol, and cannabis testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Drug and alcohol testing of other employees or drug and alcohol testing of school bus drivers beyond that mandated by federal law is optional and can be done under state law only if a policy containing provisions, such as the provisions of Part IV. of this policy, is adopted. Cannabis testing of school employees and school bus drivers shall conform to federal and Minnesota law. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo cannabis testing or drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug, alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also

prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.
- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
 - 1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
 - 2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
 - 3. as provided in the school district's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by section 181.952; or
 - 4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, cannabis (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

- 1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of

the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.

2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a

determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: Federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 Code of Federal Regulations, section 382.601. Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.

2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she received a copy of these materials. 49 Code of Federal Regulations, section 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 Code of Federal Regulations, section 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 Code of Federal Regulations, sections 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.

3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 Code of Federal Regulations, section 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect

the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

[Note: School districts must utilize the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.]

1. Pre-Employment Testing

[Note: 49 Code of Federal Regulations, section 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 Code of Federal Regulations, section 382.413, and 49 Code of Federal Regulations, section 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more

than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query (see Attachment C to this policy). The school district shall retain the consent for three (3) years from the date of the query.

23. Post-Accident Testing

[Note: 49 Code of Federal Regulations, section 382.303, governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours

following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

34. Random Testing

[Note: 49 Code of Federal Regulations, section 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) set the random alcohol selection and testing rate at 10% of the average number of driver positions and evaluates this minimum percentage each year. School districts can elect to stay at the 1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

45. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations, section 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance

with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.

- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 Code of Federal Regulations, sections 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

- 56. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[Note: 49 Code of Federal Regulations, sections 382.311, 40.307, and 40.309 govern follow-up testing.]

- 67. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

- 78. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations, sections 40.191, 40.261, and 382.211. They are more specifically

addressed in 49 Code of Federal Regulations, sections 382.501-382.507 and in 49 United States Code, section 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code, section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment DE to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 Code of Federal Regulations, section 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT

alcohol test. 49 Code of Federal Regulations, section 40.225.]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minnesota Statutes section 221.031, ~~subdivision~~Subd. 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test

after completion of the program.

- c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [***name, address, telephone number***], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, Chapter 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

- 1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations, 49 Code of Federal Regulations, sections 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver’s license as part of its Alcohol & Drugs: DOT Compliance Manual.]

- 2. The required records shall be retained for the following minimum periods:

Basic records	5 years
---------------	---------

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
--	---------

Alcohol and controlled substance collection procedures	2 years
--	---------

Negative and cancelled controlled substance tests	1 year
---	--------

Alcohol tests with less than 0.02 concentration	1 year
---	--------

Education and training records	indefinite
--------------------------------	------------

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - i. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohol use following an accident; and
 - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations, section 40.289.]

- b. If the school district offers a driver an opportunity to return to a DOT

safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to cannabis testing or drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo cannabis testing or drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as

provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minnesota Statutes, sections 181.950-181.957. See Minnesota Statutes, section 221.031, subdivision 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.
2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.

4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing or cannabis testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.
4. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
7. "Job Applicant" means a person, independent contractor, or person working for

an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III).

8. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
9. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
10. "Random Selection Basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
11. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
12. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing or cannabis testing on an arbitrary

and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
- b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
- d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

4. Random Testing

The school district may request or require "other employees" to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

5. Reasonable Suspicion Testing

The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of cannabis, drugs, or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

6. Treatment Program Testing

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

7. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

C. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and

Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information ([see](#)

Attachment G to this policy).

- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

- 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments FE and GF to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for

cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.

7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. ~~a~~And 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, ~~c~~Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, alcohol, and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment ~~G-H~~ to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)

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

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

**ATTACHMENTS TO
~~DRUG, AND~~ ALCOHOL, AND CANNABIS TESTING POLICY**

Attachments A through C are to be used in conjunction with the drug and alcohol testing of school bus drivers and driver applicants.

- Attachment A is a “**Driver Acknowledgment–Drug and Alcohol Testing Policy Materials**” form that should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a “**Bus Driver or Driver Applicant–Authorization to Release Information**” form. It is referred to in Article III., Section H., Paragraph 1. of the policy
- Attachment C is a “Consent to Clearinghouse Full Query” form. It is referred to in Article III, Section H, Paragraph e of the policy.
- Attachment DC is a “**Bus Driver or Driver Applicant–Refusal to Submit to Testing**” form. It is referred to in Article III., Section H., Paragraph 87. of the policy.

Attachments ED through HG are to be used in conjunction with drug, cannabis, and alcohol testing of non-bus drivers and applicants.

- Attachment ED is a “**Pretest Notice**” that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment FE is a “**Notice of Test Results and Various Rights**” which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment GF is an “**Explanation of Positive Test Result**” form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment HG, entitled “**Acknowledgment–Drug and Alcohol, and Cannabis Testing Policy**,” to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.

ATTACHMENT A

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

**— DRIVER ACKNOWLEDGMENT —
DRUG AND ALCOHOL TESTING POLICY AND MATERIALS**

I have received a copy of the Drug, ~~and~~ Alcohol, and Cannabis Testing Policy of Independent School District No. _____, _____, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Federally Mandated Drug and Alcohol Testing for School Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- Upon adoption of the policy (employee).
- Upon my hire (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or ~~drug-controlled~~ substance problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is _____ and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

ATTACHMENT B

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— BUS DRIVER OR DRIVER APPLICANT —
AUTHORIZATION TO RELEASE INFORMATION

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

Section I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

Section I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES ___ NO ___
2. Did the employee have verified positive drug tests? YES ___ NO ___
3. Did the employee refuse to be tested? YES ___ NO ___
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES ___ NO ___
5. Did a previous employer report a drug and alcohol rule violation to you? YES ___ NO ___
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A ___ YES ___ NO ___

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in Section II-A: _____

Title: _____

Phone #: _____

Date: _____

ATTACHMENT CB

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— BUS DRIVER OR DRIVER APPLICANT —
CONSENT TO SCHOOL DISTRICT CONDUCT
OF CLEARINGHOUSE FULL QUERY

Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver’s License (CDL) Drug and Alcohol Clearinghouse (“Clearinghouse”) to obtain information about whether the driver

- (1) has a verified positive, adulterated, or substituted controlled substances test result;
- (2) has an alcohol confirmation test with a concentration of 0.04 or higher;
- (3) has refused to submit to a test in violation of federal law; or
- (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law.

The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

I consent to the school district’s conduct of a Clearinghouse full query.

Dated: _____

Signature of Applicant

Typed or Printed Name

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

**— BUS DRIVER OR DRIVER APPLICANT —
REFUSAL TO SUBMIT TO TESTING**

I hereby refuse to submit to drug/alcohol testing by doing the following:

- Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- Failing or declining to take a second test as directed;
- Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form);
- Failing to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Supervisor's Signature

Comments: _____

Employee refusal to sign

Supervisor's Initials: _____

ATTACHMENT **ED**

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— PRETEST NOTICE —

I, the undersigned employee/job applicant of Independent School District No. _____, _____, Minnesota ("School District") do hereby acknowledge that I have been provided a copy of the School District's Drug ~~and~~ Alcohol ~~and Cannabis~~-Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

ATTACHMENT **FE**

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

[Employee Name]
[Employee Address]

RE: Drug, ~~and/or~~ Alcohol, ~~and/or~~ Cannabis Test
[Date of Testing]

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. _____, Minnesota has received the test result report from the testing laboratory:

- G Your initial screening test result was negative.
- G Your confirmatory test result was negative.
- G Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test **or cannabis test**.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, ~~or~~ alcohol, **or cannabis** threshold detection levels

as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug, ~~and~~ alcohol, and/or cannabis testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

ATTACHMENT **GF**

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

EXPLANATION OF POSITIVE TEST RESULT

I, the undersigned employee/job applicant of Independent School District No. _____, _____, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- no over-the-counter or prescription medications; or
- the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

ATTACHMENT **HG**

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —

DRUG, ~~AND~~ ALCOHOL, AND CANNABIS TESTING POLICY

I have received a copy of the Drug, ~~and~~ Alcohol, and Cannabis Testing Policy of Independent School District No. _____, _____, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- Upon adoption of the policy (employee)
- Upon my hire (job applicant/new employee)
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug, ~~and~~ alcohol, and cannabis testing as applicable. (job applicant)

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

Northland Community Schools ISD# 118
FY 2024 Through Dec 2023

2023-2024
 EXP/REV Report
 December 23

EXPENDITURES	Actual 2022-23 Expenses	Adopted Budgeted 2023-24 Expenses	YTD Dec 2022-23 Expenses	YTD Dec 2023-2024 Expenses	% of 2022-23 Budget	Dec FY '23 vs Dec FY '24 Difference	% of 2023-24 Budget
Fund							
General Fund (01)	8,364,263	7,696,063	3,610,708	3,181,008	43.2%	(429,701)	41.3%
Administrative & Support Svc	762,662	998,543	376,539	351,087	49.4%	(25,452)	35.2%
Regular Instruction	3,290,332	3,170,345	1,209,285	1,163,986	36.8%	(45,299)	36.7%
Vocational Instruction	65,300	30,554	5,388	25,557	8.3%	20,169	83.6%
Special Education Inst	1,177,808	1,037,670	346,737	423,438	29.4%	76,701	40.8%
Instructional Support	567,211	322,898	171,373	143,494	30.2%	(27,878)	44.4%
Pupil Support	1,615,159	1,978,522	1,068,575	212,659	66.2%	(855,916)	10.7%
Sites & Buildings	813,467	788,173	380,481	803,934	46.8%	423,453	102.0%
Fiscal & Other Fixed Costs	72,324	51,000	52,331	56,852	72.4%	4,521	111.5%
Food Service (02)	294,291	302,244	101,098	159,277	34.4%	58,179	52.7%
Transportation (03)	551,332	587,111	232,488	291,728	42.2%	59,240	49.7%
Community Service (04)	360,001	367,638	124,088	112,124	34.5%	(11,964)	30.5%
Capital Outlay (05)	265,929	140,750	112,451	53,082	42.3%	(59,368)	37.7%
Construction (06)	471,182	529,295	440,753	305,002	93.5%	(135,751)	57.6%
Debt Service (07)	1,685,771	1,761,075	1,638,371	340,592	97.2%	(1,297,779)	19.3%
Total	11,992,769	11,384,176	6,259,957	4,442,812	52.2%	(1,817,145)	39.0% ⁹⁵
Total Funds 01, 03 & 05	9,181,524	8,423,924	3,955,647	3,525,818	43.1%	(429,829)	41.9%
REVENUE	Actual * 2022-23 Revenue	Budgeted 2023-24 Revenue	YTD Dec 2022-23 Revenue	YTD Dec 2023-2024 Revenue	% of 2022-23 Budget	Dec FY '23 vs Dec FY '24 Difference	% of 2023-24 Budget
Fund							
General Fund (01)	8,257,272	7,688,097	3,517,431	3,100,267	42.6%	(417,164)	40.3%
Food Service (02)	321,044	249,549	65,434	67,952	20.4%	2,519	27.2%
Transportation (03)	405,293	375,081	3,141	3,736	0.8%	595	1.0%
Community Service (04)	254,749	213,415	66,652	68,172	26.2%	1,521	31.9%
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	638,119	627,450	38.9%	(10,670)	35.3%
Trust (08) & (25) & (10) & (18)	54	100	13	27	24.6%	14	26.9%
Total	11,148,825	10,612,718	4,290,790	3,867,604	38.5%	(423,186)	36.4%
Total Funds 01, 03 & 05	8,933,401	8,370,908	3,520,572	3,104,003	39.4%	(416,569)	37.1%

* FY 23 Actual changed with audit entries

Northland Community Schools ISD# 118
FY 2024 Through Nov 2023

2023-2024
 EXP/REV Report
 November 23

EXPENDITURES	Actual 2022-23 Expenses	Adopted Budgeted 2023-24 Expenses	YTD Nov 2022-23 Expenses	YTD Nov 2023-2024 Expenses	% of 2022-23 Budget	Nov FY '23 vs Nov FY '24 Difference	% of 2023-24 Budget
Fund							
General Fund (01)	8,364,263	7,696,063	3,059,879	2,635,851	36.6%	(424,027)	34.2%
Administrative & Support Svc	762,662	998,543	310,441	294,522	40.7%	(15,918)	29.5%
Regular Instruction	3,290,332	3,170,345	957,302	924,434	29.1%	(32,869)	29.2%
Vocational Instruction	65,300	30,554	3,954	19,060	6.1%	15,106	62.4%
Special Education Inst	1,177,808	1,037,670	248,653	315,286	21.1%	66,633	30.4%
Instructional Support	567,211	322,898	139,674	114,306	24.6%	(25,369)	35.4%
Pupil Support	1,615,159	1,978,522	1,026,689	181,170	63.6%	(845,519)	9.2%
Sites & Buildings	813,467	788,173	320,835	730,222	39.4%	409,387	92.6%
Fiscal & Other Fixed Costs	72,324	51,000	52,331	56,852	72.4%	4,521	111.5%
Food Service (02)	294,291	302,244	84,526	131,623	28.7%	47,097	43.5%
Transportation (03)	551,332	587,111	170,741	237,937	31.0%	67,196	40.5%
Community Service (04)	360,001	367,638	103,635	85,842	28.8%	(17,794)	23.3%
Capital Outlay (05)	265,929	140,750	107,671	51,583	40.5%	(56,087)	36.6%
Construction (06)	471,182	529,295	440,753	302,093	93.5%	(138,660)	57.1%
Debt Service (07)	1,685,771	1,761,075	349,186	340,592	20.7%	(8,594)	19.3%
Total	11,992,769	11,384,176	4,316,390	3,785,521	36.0%	(530,868)	33.3% ⁹⁶
Total Funds 01, 03 & 05	9,181,524	8,423,924	3,338,290	2,925,372	36.4%	(412,919)	34.7%
REVENUE	Actual * 2022-23 Revenue	Budgeted 2023-24 Revenue	YTD Nov 2022-23 Revenue	YTD Nov 2023-2024 Revenue	% of 2022-23 Budget	Nov FY '23 vs Nov FY '24 Difference	% of 2023-24 Budget
Fund							
General Fund (01)	8,257,272	7,688,097	2,825,052	2,471,122	34.2%	(353,930)	32.1%
Food Service (02)	321,044	249,549	63,446	36,278	19.8%	(27,167)	14.5%
Transportation (03)	405,293	375,081	16	3,736	0.0%	3,720	1.0%
Community Service (04)	254,749	213,415	54,355	44,456	21.3%	(9,899)	20.8%
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	627,318	615,543	38.3%	(11,775)	34.6%
Trust (08) & (25) & (10) & (18)	54	100	13	27	24.6%	14	26.9%
Total	11,148,825	10,612,718	3,570,200	3,171,162	32.0%	(399,038)	29.9%
Total Funds 01, 03 & 05	8,933,401	8,370,908	2,825,068	2,474,858	31.6%	(350,210)	29.6%

* FY 23 Actual changed with audit entries

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% ⁹⁷
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 * 2022-23 Revenue	Budgeted 2023-24 Revenue	YTD Oct 2022-23 Revenue	YTD Oct 2023-2024 Revenue	% of 2022-23 Budget	Oct FY '23 vs Oct FY '24 Difference	% of 2023-24 Budget
Fund							
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 ISD# 118
FY 2024 Through September 2023

2023-2024
 EXP/REV Report
 September 23

EXPENDITURES	Actual 2022-23 Expenses	Adopted Budgeted 2023-24 Expenses	YTD Sept 2022-23 Expenses	YTD Sept 2023-2024 Expenses	% of 2022-23 Budget	Sept FY '23 vs Sept FY '24 Difference	% of 2023-24 Budget
Fund							
General Fund (01)	8,344,116	7,696,063	1,225,088	1,396,233	14.7%	171,145	18.1%
Administrative & Support Svc	760,264	998,543	168,652	181,774	22.2%	13,122	18.2%
Regular Instruction	3,270,974	3,170,345	415,483	332,703	12.7%	(82,780)	10.5%
Vocational Instruction	65,300	30,554	1,561	6,353	2.4%	4,792	20.8%
Special Education Inst	1,188,608	1,037,670	48,298	93,160	4.1%	44,862	9.0%
Instructional Support	563,885	322,898	78,004	50,559	13.8%	(27,445)	15.7%
Pupil Support	1,615,159	1,978,522	308,365	107,225	19.1%	(201,141)	5.4%
Sites & Buildings	807,601	788,173	152,393	569,109	18.9%	416,716	72.2%
Fiscal & Other Fixed Costs	72,324	51,000	52,331	55,352	72.4%	3,021	108.5%
Food Service (02)	294,205	302,244	23,111	27,947	7.9%	4,835	9.2%
Transportation (03)	551,332	587,111	70,146	139,170	12.7%	69,024	23.7%
Community Service (04)	360,001	367,638	40,662	30,462	11.3%	(10,201)	8.3%
Capital Outlay (05)	255,129	140,750	66,279	42,695	26.0%	(23,585)	30.3%
Construction (06)	471,182	529,295		86,146	0.0%	86,146	16.3%
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	1,774,473	2,063,244	14.8%	288,771	18.1% ⁹⁸
Total Funds 01, 03 & 05	9,150,576	8,423,924	1,361,514	1,578,098	14.9%	216,584	18.7%
REVENUE	Actual * 2022-23 Revenue	Budgeted 2023-24 Revenue	YTD Sept 2022-23 Revenue	YTD Sept 2023-2024 Revenue	% of 2022-23 Budget	Sept FY '23 vs Sept FY '24 Difference	% of 2023-24 Budget
Fund							
General Fund (01)	8,197,824	7,688,097	1,032,694	1,523,827	12.6%	491,133	19.8%
Food Service (02)	290,371	249,549	5,744	3,168	2.0%	(2,576)	1.3%
Transportation (03)	405,293	375,081	16	(110)	0.0%	(126)	0.0%
Community Service (04)	278,749	213,415	6,503	19,012	2.3%	12,509	8.9%
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	32,404	35,721	2.0%	3,316	2.0%
Trust (08) & (25) & (10) & (18)	54	100		13	0.0%	13	13.4%
Total	11,082,703	10,612,718	1,077,362	1,581,632	9.7%	504,270	14.9%
Total Funds 01, 03 & 05	8,873,952	8,370,908	1,032,710	1,523,717	11.6%	491,007	18.2%

* FY 23 Actual will change yet with audit entries

Northland Community Schools

Independent School District #118

School Board Report

Date: 01/17/24



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 - 3rd Grade (see attached pictures)**
 - From CarrieAnn Mortenson and Julie Knapp:
 - Third grade studied the history of the Macy's Thanksgiving parade. They read the book, *Balloons Over Broadway*, which highlighted the life of Tony Starg, the creator of the first balloons in the parade. Students were able to create their own balloons, and paraded them down the lower elementary hallway.
 - Third grade did a month-long unit on "Holidays Around The World". Students were able to learn how different countries celebrated Christmas. We flew to many different countries such as Germany, France, Italy, Canada, and more. Students made and updated their passports daily. Students received daily airline tickets to see where they would be traveling. Students got to eat (unfortunately not authentic 😊) cultural treats, and create fun projects for the country they learned about.
 - They have been working extremely hard on understanding the different ways to represent multiplication and division.
 - They are currently reading *Charlotte's Web* while working on comprehension strategies.

Updates:

- Math Curriculum Committee - elementary and high school determined top choices and will present to each other next week. Still projecting to purchase in winter 2024

PBIS:

DATA from 9/5/23 - 12/31/23

Total Number of Students: 186

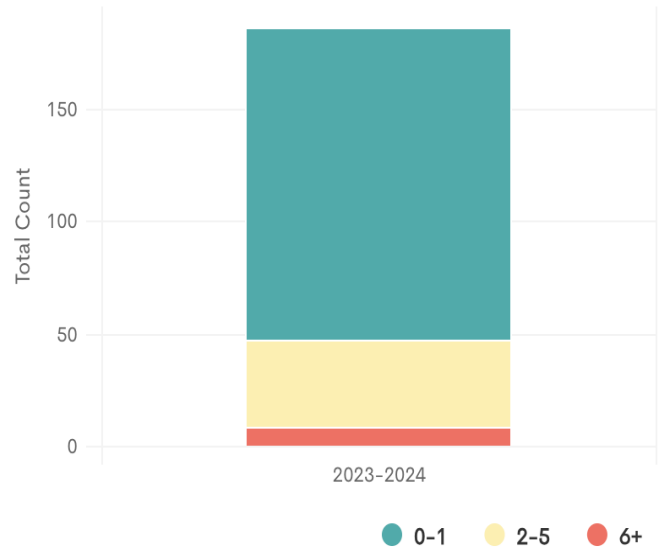
Total Number of Referrals for Year: 222

Tier 1: Students with 0 or 1 referral: 74.73%

Tier 2: Students with 2 to 5 referrals: 20.97%

Tier 3: Students with 6+ referrals: 4.30%

10 students account for 91 out of 222 ODRs (40.99%)

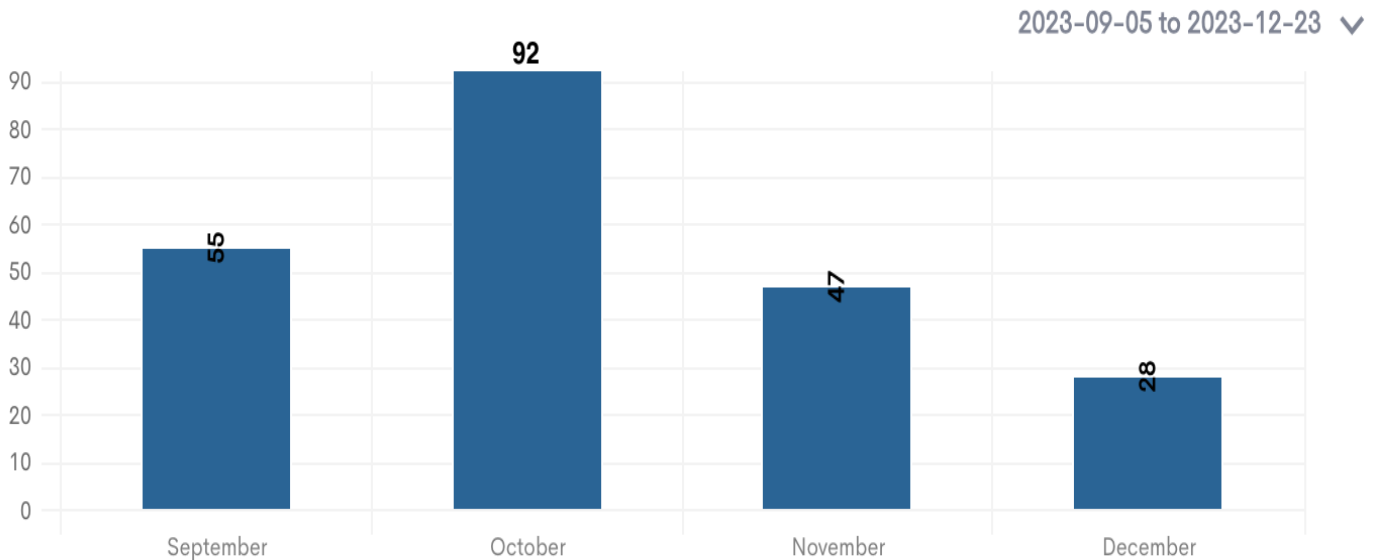


Total Number of Referrals for November = 26

Top 5 Behaviors

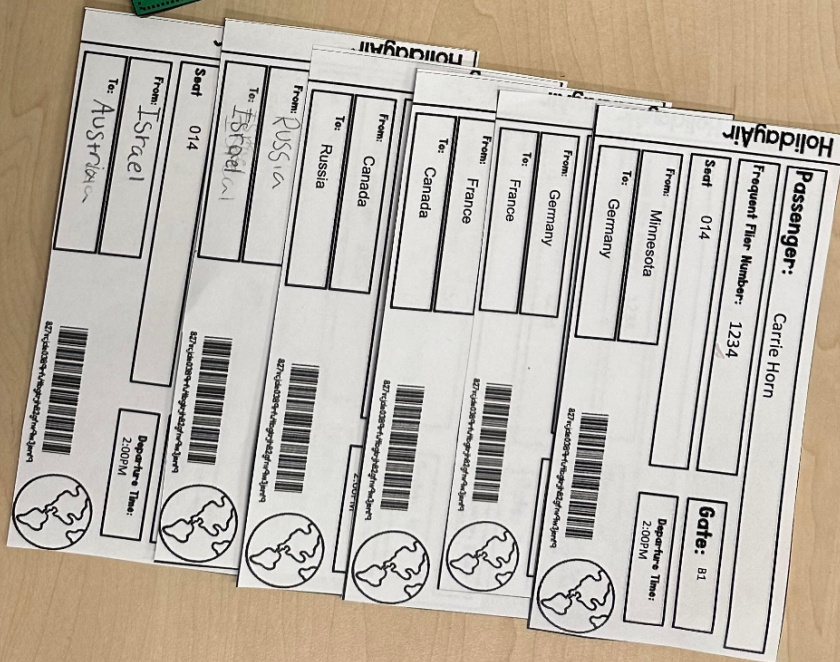
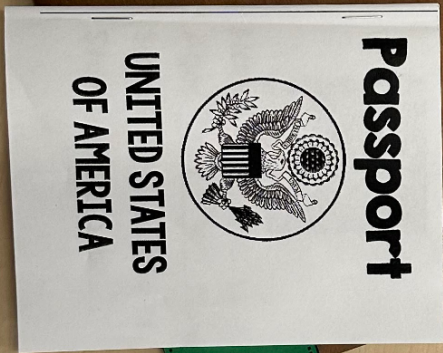
- Minor Aggressive Act = 9
- Defiance/Disrespect/Non-Compliance = 8
- Disruption = 3
- Endangerment = 3
- (Others tied at 1 incident)

Total Number of Referrals Per Month



Proposals:





Northland Community Schools

Independent School District #118



School Board Report

Date: 01/17/24

Report Submitted by: Janessa Green (Activities Director)

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

Celebrations:

- Girls' Basketball has a record of 7-7 as of 01/14/24. They played at Chisholm on Monday.
- Boys' Basketball has a record of 6-4 as of 01/14/24.

Updates:

- Robotics and Speech started last week.
- Volleyball Co-Op Update
 - Need approval from MSHSL
 - Post coaching positions, then hold interviews
 - Need to review and update our uniform cycle
- Arrowhead Conference Update
 - Met on Dec. 7 to discuss new changes to bylaws. Bringing back to coaches for feedback
 - Biggest change is the conference division: Big and Small
- 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
 - JH Baseball Coach
 - Head Cross Country

Proposals:

Northland Community Schools

Independent School District #118

School Board Report

Date: Jan23



- Dishwasher power display down, parts on order
- SMI repairs to HS gym hoists completed
- Replacing failed fuel oil venting in garage, replaced fan motor
- Exhaust fan 14 failed and replaced
- Annual load certification for Emer lighting resulted in 3 units needing replacement, extinguishers were also validated
- Fitness center multistation installed
- Kitchen freezer serviced for evaporator ice up
- AHU7 mixed air linkage issue resolved

Northland Community Schools

Independent School District #118

School Board Report

Date: January 2024



Report Submitted by: L. Monroe-Indian Education

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

Celebrations:

- Indian Education's contribution to the reporting for Impact Aid forms are complete and currently awaiting to receive completed final forms to then bring them for confirmation and signatures by the Leech Lake Land Department.
- The December School Round Dance held on Saturday December 16th was a success. Miigwech/Thank you to all of the students, staff, parents, dancers, and singers who participated!
- We are in the planning stages for the annual school powwow at this time. Where all Northland Community school students and staff, along with invited nearby school drum and dance troupes come together to celebrate our school for the 2023-2024 school year.
- The annual NWICDC Career Fair will be held 1/24/24 at the Bemidji Northwest Indian Community Development Center from 10am-1pm for students in grades 9-12. With the following organizations in attendance: Fond du Lac Tribal and Community College, UofM Crookston, NCT, MN North Colleges, BSU, Red Lake Nation Tribal College, UofM Morris, White Earth Tribal College, Concordia College, UofM Twin Cities, Leech Lake Tribal College, ND State University, CLC, UofM Duluth, Northland Community & Technical College, UND, Summit Academy OIC and the MN Indian Scholarship Program to name a few.
- On 12/11/23 Ind. Edu. held a meeting with the North Minnesota North Colleges outreach representative.
- The AIPAC/JOM committee held their meeting 12/19/23.
- On 1/8/24 Ind. Edu. held a meeting for students with the representative from the MN Indian Scholarship Program on scholarship assistance for Indigenous students.
- **Congratulations to the Anishinaabe Quiz Bowl Team on their 3rd place win at the January 2024 Fond du Lac competition. 12 teams competed.**

Thank you.

Northland Community Schools

Independent School District #118

School Board Report

Date: January, 2024



Community Education

Report Submitted by: Jennifer Welk

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

Celebrations:

- Working on new ideas for Spring Summer Session.
- Drivers training class is scheduled to start March 4th. As of right now we only have four students signed up and need a minimum of 15.
- Community Education has hired a student tutor Meagan Horn to help with after school enrichment student tutoring sessions.
- Community Christmas Event was a huge success for its first year! Over 230 people attended.
- Community Education has set a new bus trip to San Antonio, TX, for Oct. 2024
- Next Community Education Advisory Meeting is set for Tuesday Feb. 6th at 10 am in the high school board room.

Concerns:

None at this time

**School Board Meeting
Dean of Students Report
January 2024**

- * Return from Christmas break was smooth. Return from breaks are often met with an increase in behavior issues. This was not the case in the high school.
- * We have scheduled visits from Safety Dogs (Drug Dogs) for the remainder of the year. We will have one later next week, one in early March and one in early May.
- * Phone policy observation – Students are interacting with each other during the lunch hour more and more (even though phones are allowed at this time). I believe they are getting used to not having their phones. This is a positive!
- * Behavior referrals are down for students in grades 9-12 in the past month and up for students in grades 6-8.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into between Independent School District No. 118, Remer, Minnesota, (District) and NREM (Union), collectively referred to as “the Parties;” and

WHEREAS, NREM and the District are parties to a Collective Bargaining Agreement covering the member's terms and conditions of employment effective **January 1, 2024 through June 30, 2025**; and

WHEREAS, the Parties recognize Earned Sick and Safe Time Act (“ESST”) as defined in Minnesota Statutes, sections 181.9446-181.9448 is effective January 1, 2024; and

WHEREAS, in light of these legislative changes, the Parties wish to make changes to sick leave covered by the Collective Bargaining Agreement; and

WHEREAS, the Parties to said Collective Bargaining Agreement wish to enter into a Memorandum of Understanding, subject to the terms and conditions outlined below; and

NOW THEREFORE, it is mutually agreed and understood as follows:

1. Effective January 1, 2024, the District will comply with new Minnesota statutory requirements to provide Earned Sick and Safe Time (ESST), under Minnesota Statutes §§ 181.9445-181.9448.
2. Effective January 1, 2024, Employees may use available sick leave for ESST purposes in accordance with statutory requirements regarding the use of ESST, in addition to uses of available sick leave outlined in the Collective Bargaining Agreement.
3. This Memorandum of Understanding is a solution to meet the legal requirements of ESST for the time period of January 1, 2024, through the term of the Collective Bargaining Agreement and does not set a precedent or establish a past practice.

This Memorandum of Understanding represents a full and complete agreement between the Parties hereto. Any provisions of the Agreement not modified by this Memorandum of Understanding remain in full force and effect. There are no covenants, promises, or undertakings outside of this Memorandum of Understanding other than as specifically set forth herein.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understand and fully agree to each, all, and every provision of this Memorandum and hereby acknowledge receipt of a copy of this Memorandum.

IN WITNESS WHEREOF: the Parties have executed this Agreement as follows:

For the _____

this _____ day of _____, 2024.

For the Independent School District No. 118

this _____ day of _____, 2024.

School Board Chair

School Board Clerk