



**ROCK RIDGE PUBLIC SCHOOLS
1405 PROGRESS PARKWAY
VIRGINIA MN 55792**

**Organizational and Regular Meeting
Monday, January 8, 2024 at 6:00 PM
Rock Ridge Administration Building, 1405 Progress Parkway,
Virginia, MN 55792**

AGENDA

1. Call organizational meeting to order.
2. Approval of organizational meeting agenda.
3. Election of Board Officers.
 1. Election of Chairperson.
 2. Election of Vice Chairperson.
 3. Election of Clerk.
 4. Election of Treasurer.
 5. Election of Alternate Clerk.
4. Organizational Business.
 1. Set salaries of board directors.
 2. Approval of Columbus Day is not a school holiday.
 3. Set 2024 regular board meeting dates and time. 4
 4. Approval of ISD No. 2909 mileage rate at the IRS standard mileage rate of 67 cents per mile beginning January 1, 2024.
 5. Designate school depositories: Frandsen Bank & Trust, MSDLAF, and MNTrust/PMA, Miners National Bank and First National Bank of Gilbert.
 6. Authorize the hiring of a school attorney on an as-needed basis: Consider recommendation of Colosimo, Patchin, & Kearney, Ltd., Rupp, Anderson, Squires, & Waldspurger, P.A. and Ratwik, Rozak & Maloney, P.A.
 7. Consider establishing a newspaper as the legal publication for school business for 2024. 7

8. Consider authorizing the business manager and superintendent to make electronic fund transfers.
9. Consider authorizing the business manager to use the current signature plate until a new plate is secured, if necessary.
10. Consider authorizing school board members to attend instate meetings.
11. Consider authorizing the superintendent to approve instate travel requirements of employees during the school year.
12. Consider authorizing the superintendent to employ additional instructional, library, maintenance, and clerical assistance as shall become necessary.
13. Consider Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor. 9
14. Consider approval of the Education Identity & Access Management Board Resolution naming Dr. Noel Schmidt as the Identified Official with Authority (IOWA) for Rock Ridge Public Schools for 2024. 10
15. Consider designating Dr. Noel Schmidt as the responsible authority under the Minnesota Data Practices Act and Open Meeting Law for 2024.
16. Committee memberships. 12
5. Adjourn organizational meeting.
6. Call to order of regular meeting.
7. Approval of agenda.
8. Recognition of visitors and visitor input.
9. Consent Agenda:
 1. Approval of December 11, 2023 regular meeting minutes. 14
 2. Approval of hire of Wendy Larsen for the Homebound Teacher position at a rate of \$41.00/hour effective December 5, 2023 through June 1, 2024.
 3. Approval of transfer of Paraprofessional Jessica Higgins to Paraprofessional position #1026 at a rate of \$18.47/hour effective January 2, 2024.
 4. Approval of return of Terese Stubbs to her previous position of PT Bus Driver from the Paraprofessional position per the 15-day allowed probationary period granted under the AFSCME contract effective December 14, 2023.
 5. Acceptance of resignation of Lynn Mershon from the Custodian/General Maintenance/Grounds/Driver position effective January 2, 2024.
 6. Acceptance of resignation of MaKayla Goerdts from the Indigenous Education High School Coordinator position effective December 31, 2023.
 7. Acceptance of resignation of Amanda Reed from the PT Bus Driver position effective January 30, 2024.
 8. Acceptance of resignation for the purpose of retirement of Dan Dincau from the Custodian/General Maintenance/Grounds/Driver position effective February 2, 2024.
 9. Acceptance of resignation for the purpose of retirement of Dave Rengo from the Secondary Special Education Teacher position effective May 31, 2024.
 10. Approval of out-of-state travel for Mark Winter, Samantha Papenfuss-Krage, Matt Krage, Cassandra Hainey to the Montana Summer institute being held July 16-19, 2024 in Big Sky, MT.
 11. Approval of out-of-state travel for the following staff: Angie Williams, Mark Winter, Sheena Stefanich, Scott Manni, Alicia Schroeder, Dan Melby to Bowling

Green, KY March 17-20, 2024 to attend the "Leader In Me" Conference.	
12. Acceptance and appreciation of a donation from Paige Mayry of Keller Williams of hats and mittens for students who may be in need at Laurentian Elementary.	
10. Reports:	
1. School to Work Engagement and Fundraising updates.	
2. Discussion on the proposed School Bus Walk Zone for North Star Elementary for the 2024-2025 school year.	17
3. Laurentian Elementary Principal's Report.	
4. Discussion of school board student reps.	
1. Policy for Student School Board Member(s).	20
5. Discussion on Superintendent Evaluation.	
6. Committee Reports by School Board Members.	
7. Superintendent.	
1. Rock Ridge enrollment numbers as of January 2024.	37
2. Eveleth School site sequence of events.	38
3. Letter to the Rock Ridge School Board from the Northland Learning Center.	39
8. Treasurer's Report.	40
11. Policies.	
1. 203.5 School Board Meeting Agenda.	65
2. 213 School Board Committees.	67
3. 410 Family and Medical Leave Policy.	70
4. 413 Harassment and Violence.	80
5. 416 Drug, Alcohol, and Cannabis Testing.	91
6. 506 Student Discipline.	135
7. 515 (Protection and Privacy of Pupil Records) Form ONLY.	160
8. 620 Credit For Learning.	164
12. Administration Items:	
1. Consider approval of a donation from Cleveland Cliffs Foundation, Inc. through a fiscal sponsorship with the Virginia Community Foundation in the amount of \$10,000 for a chickadee landing area and bilingual signage for the school forest.	171
2. Consider approval of quote from Hillyard for custodial supplies and equipment.	172
3. Consider approval of quotes from Innovative, Intereum, and Bartley for furniture requested at Rock Ridge High School, Laurentian, and Parkview.	175
4. Consider approval of proposed land swap with Virginia Public Utilities.	213
13. Meeting Announcements:	
1. The next regular meeting will be Monday, January 22, 2024 at 6:00 PM at the Rock Ridge Administration Building, 1405 Progress Pkwy, Virginia, pending board approval of the 2024 meeting schedule.	
14. Adjournment.	



2024 SCHOOL BOARD MEETINGS SCHEDULE

2ND & 4TH MONDAY OF EACH MONTH AT 6:00 PM (EXCEPT July & December)

ROCK RIDGE ADMINISTRATION BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN

If meeting needs to be rescheduled due to any reason, it will be rescheduled for the next day, same time, same place.

January 8, 2024

June 24, 2024

January 22, 2024 (NO SCHOOL)

July 8, 2024

February 12, 2024

August 12, 2024

February 26, 2024

August 26, 2024

March 11, 2024

September 9, 2024

March 25, 2024

September 23, 2024

April 8, 2024

October 14, 2024 (COLUMBUS DAY)

April 22, 2024

October 28, 2024

May 13, 2024

November 11, 2024

(VETERANS DAY - NO MEETING)

May 27, 2024

November 25, 2024

(MEMORIAL DAY - NO MEETING)

June 10, 2024

December 9, 2024

ROCK RIDGE SCHOOL BOARD MEMBERS

BILL ADDY

NICOLE CULBERT-DAHL

BRANDI LAUTIGAR

TIM RIORDAN

POLLYANN SORCAN

JOHN UHAN

LISA WESTBY



Dates with Meeting Restrictions 2024-2025

January 1, 2024	New Year's Day Holiday	No school, no meetings
January 15, 2024	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 19, 2024	Presidents' Day *	No meetings
February 27, 2024	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
March 5, 2024	Presidential Nomination Primary	No meetings or activities 6:00 p.m. – 8:00 p.m.
March 12, 2024	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 27, 2024	Memorial Day	No school, no meetings
June 19, 2024	Juneteenth ^	No school, no meetings
July 4, 2024	Independence Day	No school, no meetings
August 13, 2024	Primary Election Day	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 2, 2024	Labor Day	No school, no meetings
October 14, 2024	Indigenous Peoples Day (Optional Holiday) ^^	No meetings if this is a school district holiday
November 5, 2024	Election Day	No meetings or activities 6:00 p.m. – 8:00 p.m.
November 11, 2024	Veterans Day	No meetings
November 28, 2024	Thanksgiving Day	No school, no meetings
November 29, 2024	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday
December 25, 2024	Christmas Day	No school, no meetings
January 1, 2025	New Year's Day Holiday	No school, no meetings
January 20, 2025	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 17, 2025	Presidents' Day *	No meetings



March 11, 2025	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 26, 2025	Memorial Day	No school, no meetings
June 19, 2025	Juneteenth ^	No school, no meetings

* [Minnesota Statutes Section 645.44](#) list dates that are “holidays” under state law. Minnesota’s political subdivisions have the option of determining whether Indigenous Peoples Day or the Friday after Thanksgiving shall be holidays. Where it is determined that either day is not a holiday, public business may be conducted.

If the date is determined to be a school day, it must be reflected in the teacher’s contract. If Martin Luther King’s birthday, Presidents Day, Veterans Day is determined to be a school day, at least one hour of the school program must be devoted to a patriotic observance of the day. For more information, see [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*).

When the following holidays fall on a **Saturday**, the holiday is observed on the preceding **Friday**; when the following holidays fall on a **Sunday**, the holiday is observed on the following **Monday**:

New Year’s Day (January 1)
Juneteenth (June 19) [new]
Independence Day (July 4)

Veterans Day (November 11)
Christmas Day (December 25)

Juneteenth ^

On Juneteenth (June 19), “public schools may offer instruction and programs on the occasion.” For more information, see [Minnesota Statutes 10.55](#) (*Juneteenth*). The Minnesota Department of Education takes the position that school may not be offered on this holiday. MSBA continues to work with MDE to determine the “instruction and programs on the occasion” that may be offered.

Indigenous Peoples Day ^^

In 2023, the Minnesota legislature replaced Christopher Columbus Day (the second Monday in October) with Indigenous Peoples Day. All references to “Christopher Columbus Day” or “Columbus Day” are to be changed to “Indigenous Peoples Day” in Minnesota Statutes and Minnesota Rules. Thus, the conditions set forth in [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*) continue to apply on this date.



MESABI TRIBUNE

www.mesabitrubune.com

704 7th AVENUE SOUTH • PO BOX 956
VIRGINIA, MN 55792

PHONE:218-741-5544
FAX: 218-749-1836

December 2023

**Rock Ridge Public School District ISD #2909
Rock Ridge Public School Board**

RE: Rock Ridge Public School District ISD #2909 Quote for 2024 Official School Newspaper

Dear Rock Ridge Public School District Board:

We ask to be named the official Newspaper of the Rock Ridge Public School District for the 2024 school year. We look forward to continuing our work with the school districts. We are excited to continue to be a part of the consolidation to keep our communities informed and be united. Mesabi Tribune publishes Monday(Online) through Friday for Weekly, with a Weekend Edition that will be published and distributed every Saturday. The Manney Shopper publishes on Sundays.

Rate for Legal Publications

(based on either 6).....\$1.49 per column inch

Rate for Board Meeting Minutes

(based on 6 column format).....\$1.49 per column inch

Display/Class Display Advertising Rates

(based on 6 column format).....\$9.85 per column inch

We confirm that the Mesabi Tribune meets the "Qualified Newspaper" standards as described by the League of Minnesota Cities. Thank you for giving us the opportunity to serve our city and school districts. We also look forward to your input in the coming year(s) to provide our community with complete and accurate information in a timely manner. If there is any way we can be of further service to you, please let us know.

Advertising (Paper Ad/Class Display & Digital/Online) Contact:

Sara Breeden

Phone: (218) 471-1346 **Cell:** (218) 780-2519 **Email:** sbreeden@mesabitrubune.com

Legal & Board Meeting Minutes Contact:

Stephanie Stern

Phone: (218) 471-1341 **Email:** sstern@mesabitrubune.com

Chris Knight
President/Publisher

Sara Breeden
Advertising Account Executive



December 31, 2023

Rock Ridge Public School District
Attn: Stacie Lamppa, Administrative Assistant
411 5th Avenue South
Virginia, Mn 55792

RE: 2024 Rock Ridge Public School District for School Board Proceedings, Legal, Classified and Display Advertising.

We ask for your consideration and the honor to be named the official legal publication for Rock Ridge Public School District. This will give you broader coverage with a new audience, local readership, lower costs for your advertising needs, timely city notices and proceedings.

Our weekly newspaper is FREELY distributed, our website has no paywalls and we also have paid subscribers throughout the entire Virginia and Eveleth-Gilbert School District (and beyond), ensuring that those who are interested in and who need to be aware of the Virginia and Eveleth-Gilbert Public School activities can get that information with no barriers – geographic or economic.

Plus, School board meeting minutes (as well as honor rolls and school related news and photos) will be included on our daily website as well as in the pages of our newspaper. In 2023 we have published numerous stories from local contributors in your community. Your news, events, articles and submissions of any kind may be sent to our Editor, editor@htfnews.us

We hope to be able to serve you as your official newspaper and we thank you sincerely for supporting an independent, family-owned, grassroots publication whose mission is to celebrate the history, people and help grow the communities of the Iron Range. Schools are fundamental to a successful community, and we are proud to be able to serve them.

- | | |
|--|---------------------------------|
| • Rate for District Board proceedings and legal publications based on a six column format: | \$1.00 per column inch. |
| • Display advertising, based on six column format: | \$10.25 per column inch. |
| • Discount for rerunning advertisements: | 20% discount. |

Weekly Friday publication, Deadline: Monday prior to Friday's publication with flexibility.

There will be no extra charge for extra composition. Also, we will post your legal, classified or display ad to our website at www.hometownfocus.us at no extra charge.

Thank you for your consideration. We appreciate an opportunity to serve you and **Grow Community together, we are locally owned & operated.** Please let us know if we become your official legal publication.

Sincerely,

Jeff Asbach

Scott Asbach

_____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS
AND POSITIONS AND REASONS THEREFORE

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there may be a reduction in student enrollment, and,

WHEREAS, this reduction in expenditure and possible decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers 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 No. 2909, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a potential reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted. January 8, 2024.



| 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792 | 218.742.3900 | FAX: 218.744.4381 | WWW.RRPS.ORG |

Education Identity & Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Exec. Director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: **ROCK RIDGE PUBLIC SCHOOLS**

6-Digit Organization Number: **2909-01**

Superintendent or Exec. Director Name: _____

Will act as the IOWA? ____ Yes ____ No

If no, identify below the individual who will act as the IOWA for your organization. _____

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: _____

Title: _____

Board Member Signature:

Name: _____





Date:

| 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792 | 218.742.3900 | FAX: 218.744.4381 | WWW.RRPS.ORG |



| OFFICE OF THE SUPERINTENDENT | DR. NOEL SCHMIDT | NOEL.SCHMIDT@RRPS.ORG |

ROCK RIDGE PUBLIC SCHOOLS 2024
SCHOOL BOARD COMMITTEES

STANDING COMMITTEES	Board Member #1	Board Member #2	Board Member #3	Board Member #4	Notes:
Facilities - Bldgs, Grounds, Transportation & Safety					Safety meets quarterly at 1:00 PM.
Budget / Finance					
Community Education Advisory					
Athletic & Activities					
Policy					
Personnel					
District Curriculum Advisory & Staff Development					
Labor Management Meet and Confer					
Wellness, Family Services Collaborative	SCHOOL PRINCIPAL				
Iron Range Youth in Action					
Negotiations - AFSCME					
Negotiations - Administration & Teachers					
City Council Liaison	Eveleth	Gilbert	Virginia		
Indian Education Liaison					
Legislative					
Recreation Board					

**ROCK RIDGE PUBLIC SCHOOLS 2023
SCHOOL BOARD COMMITTEES**

STANDING COMMITTEES	Board Member #1	Board Member #2	Board Member #3	Alternate	Notes:
Facilities - Bldgs, Grounds, Transportation & Safety	John Uhan	Bill Addy	Polly Sorcan		Safety meets quarterly at 1:00
Budget / Finance	John Uhan	Polly Sorcan	Lisa Westby		
Community Education Advisory					
Athletic & Activities	John Uhan	Nicole Culbert-Dahl	Tim Riordan		
Policy	Nicole Culbert-Dahl	Polly Sorcan	Lisa Westby		
Personnel	Brandi Lautigar	Tim Riordan	Lisa Westby		
District Curriculum Advisory & Staff Development	Brandi Lautigar	Lisa Westby	Nicole Culbert-Dahl		
Labor Management Meet and Confer	Brandi Lautigar				
Wellness, Family Services Collaborative	School Principal				
Iron Range Youth in Action	Brandi Lautigar				
Negotiations - AFSCME	John Uhan	Tim Riordan	Bill Addy		
Negotiations - Administration & Teachers	John Uhan	Bill Addy	Tim Riordan		
City Council Liaison	Eveleth:	Gilbert:	Virginia:		
	John Uhan	Bill Addy	Nicole Culbert-Dahl		
Indian Education Liaison	Tim Riordan				
Legislative	Tim Riordan				

**OFFICE OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2909
MONDAY, DECEMBER 11, 2023, 6:00 P.M.**

**ROCK RIDGE ADMINISTRATION BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792
MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

Members Present:

Bill Addy Pollyann Sorcan
Nicole Culbert-Dahl John Uhan
Brandi Lautigar Lisa Westby
Tim Riordan

Other Staff Present:

Dr. Noel Schmidt, Superintendent
Andrea Lintula, Business Manager
Sheena Stefanich, Parkview Elementary Principal
Scott Manni, North Star Elementary Principal
Willie Spelts, Director of School to Work
Engagement/Fundraising Coordinator

Members Absent:

None

- I. Chair ADDY called the regular meeting to order at 6:00 P.M.
- II. **APPROVE AGENDA:**
- A. Motion to **approve the agenda** made by CULBERT-DAHL, seconded by LAUTIGAR.
 - B. SORCAN asked to discuss Consent Agenda Item *5.9 Approval of overnight athletic trips for the Winter 2023-2024 season*. Item will be discussed at the time of the Consent Agenda.
 - C. SORCAN motioned to **make Items 8.3 Consider approval of 1404 Progress Parkway Term Sheet, Purchase Agreement between VEEDA and RRPS, and Agreement Regarding Tract D (Additional Progress Parkway Property) and 8.4. Eveleth School Site and consider approval of Term Sheet “discussion only” items and to take no action at this meeting**, seconded by WESTBY. Motion failed 2-5 with RIORDAN, LAUTIGAR, UHAN, ADDY, and CULBERT-DAHL voting NO.
 - D. SORCAN motioned to **go into Closed Session for Item 8.2 Consider approval of Resolution to Adopt the Findings and Conclusions of Hearing Officer and to Expel Student “RR-X1-2023-24” For a Period of Twelve Months**. No second. Motion failed due to lack of support.
 - E. Motion to approve the agenda passed 6-1 with SORCAN voting NO.
- III. **TRUTH IN TAXATION:**
- A. Following the presentation given by Business Manager Andrea Lintula, motion to **certify the 2023 Payable 2024 Levy at \$4,747,703** made by RIORDAN, seconded by UHAN.
 - B. SORCAN motioned to **amend UHAN’s motion to adopt the difference in the increase of this year’s levy amount from last year’s and use the money from the \$13million bonded for to make the percent of increase zero**. No second. Motion failed due to lack of support.
 - C. Motion to approve the levy as presented passed 6-1 with SORCAN voting NO.
- IV. **RECOGNITION OF VISITORS AND VISITOR INPUT:** Teri Radtke – student surveys, Jill Clennon – soccer, Jill Stark – soccer, and Parker Clennon – soccer.
- V. **CONSENT AGENDA:**
- A. Motion to **approve the Consent Agenda** made by UHAN, seconded by RIORDAN. SORCAN asked for a summary of the cost of the overnight trips being taken by winter sports.
 - B. Motion passed unanimously.
 - 1. Approval of November 27, 2023 regular meeting minutes.
 - 2. Approval of hire of Khadeja Smith for the WAIT Advisor position with a stipend of \$478 effective November 28, 2023.
 - 3. Approval of hire of Breanna Bridgewater for the Paraprofessional position at a rate of \$18.47/hour effective December 4, 2023.

4. Approval of hire of Maleah Milton for the Paraprofessional position at a rate of \$18.47/hour effective December 18, 2023.
5. Approval of hire of Ryan Malich for the Head Boys Track Coach position with a stipend of \$5,732 for the 2023-2024 school year.
6. Approval of hire of Kyle Lawrence for the Head Girls Golf Coach position with a stipend of \$5,732 for the 2023-2024 school year.
7. Approval of termination of Jonnie Rewartz from the Paraprofessional position effective November 27, 2023.
8. Approval of amended stipend for JV Knowledge Bowl Advisors - Liam Conger and Ben Norman will be splitting the \$1,433 stipend and each receive \$716.50.
9. Approval of overnight athletic trips for the Winter 2023-2024 season.
10. Acceptance and appreciation of a donation of binders and office supplies from U.S. Steel to Parkview Elementary School.
11. Acceptance and appreciation of the second and final payment of \$175,000 from Cleveland-Cliffs Foundation donated to the #RockRidgeRising campaign.
12. Acceptance and appreciation of a donation from the Eveleth Elks Lodge in the amount of \$500 to the Laurentian School Readiness program for gym equipment.
13. Acceptance and appreciation of a donation of a box of wipes for the Parkview Nurse's Office from Stephanie Strand.
14. Acceptance and appreciation of a donation from Lundgren Motors in the amount of \$100 for "I Love To Read Month" activities.

VI. **REPORTS:**

- A. Principal Sheena Stefanich shared some highlights and happenings at Parkview Elementary.
- B. Principal Scott Manni provided a summary of the World's Best Workforce.
- C. Willie Spelts gave a school to work engagement and fundraising update. Recent donations that have been given to the schools district-wide were announced and applauded.
 1. A donation of \$75,000 from Pohaki Lumber & Building Supplies was announced.
 2. Motion to **approve the Naming Agreement between Rock Ridge Public Schools and Pohaki Lumber & Builders Supplies, Inc.** made by LAUTIGAR, seconded by RIORDAN. Motion passed unanimously.
- D. Supt. Schmidt provided an overview of an article shared in the board packet titled, "National Rural Education Association Report: Why Rural Matters".
- E. Motion to **approve the payment of the bills** made by CULBERT-DAHL, seconded by WESTBY. Motion passed unanimously.

- VII. **POLICY:** Motion to **approve the final reading of Policy 520 Student Surveys** made by LAUTIGAR, seconded by RIORDAN. Motion passed 4-3 with WESTBY, CULBERT-DAHL, and SORCAN voting NO.

VIII. **ADMINISTRATION:**

- A. Motion to **approve the Resolution to Adopt the Findings and Conclusions of Hearing Officer and to Expel Student "RR-X1-2023-24" For a Period of Twelve Months** made by UHAN, seconded by LAUTIGAR. Motion passed 6-0-1 with SORCAN abstaining.
- B. Motion to **approve the 1404 Progress Parkway Term Sheet, Purchase Agreement between VEEDA and RRPS, and Agreement Regarding Tract D (Additional Progress Parkway Property)** made by UHAN, seconded by CULBERT-DAHL. Motion passed 5-2 with WESTBY and SORCAN voting NO.
- C. With a letter from the City of Eveleth stating that the City Council voted unanimously that the City of Eveleth has no interest in retaining any ownership of the Eveleth schools and for Rock Ridge to continue with demolition of all buildings, motion to **approve the Term Sheet for EGHS, Franklin Elementary and Bus Garage** made by UHAN, seconded by ADDY. Motion passed 6-1 with SORCAN voting NO.

- D. Motion to **approve the Collective Bargaining Agreement (July 1, 2023 - June 30, 2025) between RRPS and Education Minnesota Rock Ridge Local #7394** made by RIORDAN, seconded by LAUTIGAR. Motion passed 6-0-1 with SORCAN abstaining.
- E. Motion to **approve the donation request from the Gilbert Police Department/City of Gilbert for fitness equipment located in the Eveleth-Gilbert High School** made by ADDY, seconded by RIORDAN. Motion passed unanimously.
- F. Motion to **approve the donation request from Stages of the Range Players (Virginia, MN) for stage braces, scrim, and a table from the Eveleth-Gilbert High School** made by ADDY, seconded by UHAN. Motion passed 6-0-1 with SORCAN abstaining.
- G. Motion to **approve the MOU between Northland Foundation and Rock Ridge Public Schools to implement the Northeastern Minnesota Family, Friend, and Neighbor Child Care Provider Outreach and Support Initiative** made by UHAN, seconded by LAUTIGAR. Motion passed 6-1 with SORCAN voting NO.
- H. Motion to **cast a vote for Ryan Walseth, Thief River Falls School District, for the MREA 2023 Elections (North Zone) – 2024 Board of Directors** made by SORCAN, seconded by CULBERT-DAHL. Motion passed unanimously.

IX. **MEETING ANNOUNCEMENTS** were made.

X. **ADJOURNMENT:** Meeting adjourned at 7:42 P.M.

CHAIR – BILL ADDY

CLERK – BRANDI LAUTIGAR







Thinking of Adding a Student School Board Member?

In 1993, the Minnesota State legislature enacted a law that required school districts to have a student representative on their respective school boards. Three years later, the legislature repealed this mandate. Many districts made a decision to maintain the student representation on the school board. In 2000, Representative Greiling made an effort to restore the 1993 legislation. However, her bill would have softened the language by making it permissive for districts to have a student representative(s) on the board. State statute is silent regarding student school board representatives. Today, approximately 95 public school boards have at least one student representative on the school board. The student board representative is also eligible to apply for one of two MSBA Student School Board Member Scholarships. Contact MSBA's Greg Abbott at gabbott@mnmsba.org for more information.

Issues to Consider:

Compensation – MSBA thinks student representatives should not receive compensation for their school board service.

Expense reimbursement – MSBA believes this is a local decision, but, if student representatives are allowed expense reimbursement, they should seek preapproval from a designated person or group.

Voting authority – We believe student representatives should not be given the right to vote.

Closed Meetings – The Board decides who attends its closed meetings. MSBA believes attendance by student representatives at closed sessions would almost never be appropriate.

Board Training – Students can be involved in the board training components offered by MSBA subject to Board approval. The budget impact would likely be minimal. Often the travel costs would be shared with other attending board members.

Agenda items – Student representatives can have the ability to submit an agenda item, but students should not be given the authority to demand that items be included on the agenda. The student representatives can submit items for consideration according to the board's process/procedures on developing the agenda. The board should offer the student representative(s) the opportunity to speak to agenda items on which they have knowledge to provide input, but this is not likely to include all agenda items.

Student representative selection process – Whether the student representative(s) are selected by the school board or the high school student body is a local decision. Whether the student representative is required to be an officer in the student council is also a local decision.

Number of Students – MSBA believes the number of student representative(s) is a local decision. Some school districts have a student representative from each high school on the school board.

Orientation - Some type of orientation should be provided for the student representative(s) and school board.

Length of term - The term of the student representative(s) is a local decision.

Adult Mentor/Coach – Whether the student representative is provided with a mentor/coach (an experienced school board member) is a local decision. However, we would recommend that an adult mentor be used.

Attendance expectations - Student representative(s) should be expected to attend all school board meetings and working group sessions (i.e., any sessions that are deemed public). Be mindful of the student representative's outside commitments.

Committee membership - Whether student representative(s) will be expected to be a member of the board committees is a local decision, but it makes sense that student representative(s) only participate in those committees that pertain to student issues (not employee issues).

Improved board functioning - School boards have anecdotally reported better functioning boards due to the fact that student representatives are providing input and board members are sensitive to the need to inform the students. The result is that more informed decisions are made by the elected board members. Adult board members may have an additional incentive to be more civil in meetings where students are present.

Suggested Policy Guidelines - Making Student Representation a Success

- * Support from school administrative staff and school board members, especially the board chairperson, is essential. Make the student representatives feel welcome at each board meeting to demonstrate that the board values their attendance and perspectives.

- * Seek input from the student representative(s).

- * Being a student is the priority over being a board member. The student may have extracurricular activities to consider. The student's position on the board is a valuable civic lesson.

- * The student representative will be seated at the board table at all regular meetings. Feeling like you are part of the school board is essential. This doesn't happen when separate seating arrangements are made.

- * The role of the student selected will be advisory to the Board. The student representative(s) will not have a vote.

- * The student will serve at least a one-year term. The Board shall reserve the right to assign a new representative if the original representative cannot serve the entire one-year term.

- * The student representative(s) will be bound by all rules and regulations within law that bind the Board.

- * The board reserves the right to discipline/control/correct the student representative if his/her actions or comments are out of order or do not follow the board's rules and processes.

- * The student representative will not be furnished with sensitive materials/information pertaining to personnel matters, legal action, negotiation strategy, land acquisition, individual student discipline/family matters, or other confidential data.

- * Student representatives will not receive per diem payments. Expense reimbursements to the student representatives will be made only for preapproved expenditures.

- * Student representatives can be aligned with mentors, or experienced board members, to help with process and content of board meetings.

- * The chairperson will retain the right to establish the Board agenda and control the board meeting within the board's established rules and processes.

220 STUDENT SCHOOL BOARD REPRESENTATIVES

I. PURPOSE

The student school board representative shall be an advisor to, and meet and work constructively with, the Owatonna Public School Board and administration in the formation and evaluation of policy and regulations in the operation of our school system. The only meetings the student school board members shall attend in their representative capacity are the regular monthly Owatonna Public School Board meetings and work sessions. The student school board representative shall be a non-voting participant in the Board of Directors for the Owatonna Public School District. They shall also provide a communication link with the student body, and by participation obtain practical governmental experience.

II. ELIGIBILITY

Representatives will typically be chosen in May of their sophomore year to serve a two-year term beginning in September and continuing through May of their senior year. To ensure continuity, there shall be one junior representative and one senior representative for each school year. Eligibility requirements are as follows:

1. Any student entering their junior year at Owatonna High School or the Area Learning Center (ALC), having good moral character, and who has been a resident of the Owatonna Public School District for at least one (1) year prior to the date of selection, shall be eligible to serve as a student representative.
2. The representative must meet and maintain all eligibility requirements for extra-curricular activities as detailed in the Owatonna High School student handbook.
3. The representative must exhibit characteristics of good citizenship.

III. SELECTION PROCESS

1. The representative candidates must submit an application explaining their reason(s) for wishing to be the student representative to the board on behalf of their classmates.
2. A committee consisting of the superintendent, principal, and one school board member will interview the candidates.
3. Each year the committee will choose one candidate to represent Owatonna Public Schools as a student school board representative, thereby maintaining two student school board representatives serving at all times.

IV. GUIDELINES FOR STUDENT SCHOOL BOARD REPRESENTATIVES

The student school board representative shall:

1. Recognize the great responsibility of their position in representing the total student community and not an individual group.
2. Recognize that the Board of Education is a policy-making body rather than an administrative body.
3. Act only when the Board is in session unless authorized by the Board to perform a specific assignment.
4. Direct requests for action from constituents within the district (i.e. other students) through proper administrative channels.
5. Support the implementation of policies or actions taken that have been approved by majority action at an open public meeting.
6. Be willing and make every effort to attend all meetings, except sessions concerning specific personnel matters including, but not limited to, employee performance, student discipline hearing, negotiations and grievances, as well as consideration of the sale or transfer of property and/or any other matter permitted to be discussed by the School Board in closed executive session under the Public Open Meeting Law.
7. Be non-voting participants of the Board of Directors.
8. Not attend special or emergency meetings unless by invitation of the Board.
9. Receive the agenda that is sent to all Board members and other related materials, as deemed appropriate by the superintendent.
10. Sit at the Board table along with other Board members, voting and non-voting, and have a place to speak on the agenda.
11. Be advised by the superintendent, along with an appointed School Board member.

V. EXPECTATIONS FOR STUDENT REPRESENTATIVE

1. Be prepared with the agenda at each meeting, including review of any appropriate items with the superintendent.
2. Be courteous with Board members and the public at all times.
3. Keep remarks brief and to the point; ask clear and concise questions.
4. Learn the identity of the Board members so that they can be addressed by name; make opportunities to talk with them informally.
5. Dress accordingly - appearance is important as it reflects the school you represent.
6. Meetings sometimes can run late; have a clear understanding as to time commitment and transportation.
7. A student school board representative who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absences from the district, may be removed from their position by the superintendent.
8. A student school board representative may be removed from their position for reasonable cause by the superintendent.



Brooklyn Center School Board 2023 Student Representative Application Form

The Brooklyn Center School Board is in search of a student board representative to serve on our school board from October 2023- June 2025. A student representative provides student views and suggestions for the development of educational policies and programs. The primary goal of the student representative is to give input on issues that affect all students and work together with the school board to improve the quality of Brooklyn Center Schools.

In this role, the student will serve as an “ex officio member,” meaning he or she is encouraged to influence decisions, but may not vote on them. The student will be recognized in board discussion in the same manner as School Board members.

About the 2023 Student Representative

Eligibility. Any student, who is enrolled in the Brooklyn Center High School STEAM or Brooklyn Center Early College Academy, and Insight Online, is a junior, and is dedicated and committed to being an advocate for Brooklyn Center youth. Applications are filled out by the student, and emailed to our superintendent, Dr. Carly Baker at cbaker@bccs286.org.

Benefits. The student representative will gain a wide array of leadership skills through this unique opportunity. This may strengthen future college applications and/or resumes. A \$1000-dollar scholarship will be awarded upon completion of your senior year.

Term of office. The student representative will serve a term from October 23, 2023, to June 10, 2025. They will be sworn in at the October 23th board work session.

Time requirements. The student representative will be required to attend school board business meetings from 6:30 pm to approximately 8:30 pm on the second Monday of every month. In addition, the student representative can participate in school board work sessions that are applicable which occur on the fourth Monday of every month. The exact schedule is available at www.bccs286.org. The student along with the senior student representative, will chair the youth advisory council that will consist of youth from across all of our sites. The student will also make time between meetings to study the agenda materials and consult with the Superintendent and school board members if questions arise.

The Selection Process for the 2023-2025 Student Representative

The Selection Committee is composed of the Superintendent, one member of the School Board, and one principal. This committee will select the student representative the week of **October 16, 2023**. The committee will review each application carefully, selecting the student whose application materials best demonstrate their leadership skills, ability to set and follow through on goals, public

speaking experience, dedication to public education, and other relevant experience.
The decision of the Selection Committee is final. Applicants will not receive an evaluation on their applications, nor will their application materials be returned.

Announcement of student representative. The student selected to serve on the Brooklyn Center School Board will be announced publicly on **October 18, 2023.**

Statement of Understanding: I have read the information about the 2023-2025 student representatives and the description of the selection process, both of which appear above. I understand and agree to participate in the selection process. If I am selected to the position of student representative, I will perform the responsibilities of the student representative to the best of my ability.	
Signature of applicant	Date
Signature of parent or guardian	Date

Brooklyn Center School District Board of Education
2023 STUDENT REPRESENTATIVE APPLICATION

		Brooklyn Center School Board 2023 Student Representative Application Form	
Student Name		Email Address	Cell Phone Number
Student Address			BC Student ID
High School	Principal Name	Telephone Number	
Parent or Guardian Name	Parent or Guardian Telephone Number		
Name of School Adult Sponsor (someone at your school that supports you and/or has helped you with this process)	Signature of School Counselor		
Do you have any family members who are an employee at Brooklyn Center Schools? If so, what is their relationship to you?	Are you multilingual? If so, what other language do you speak fluently?		
Recommendation: Brooklyn Center highly recommends that all students applying ask for support from a trusted adult to complete the application. Please complete the entire application, including the portion below.			
Please send the completed application form to: Dr. Carly Baker, Superintendent at cbaker@bccs286.org		Application must be received by 3pm on Wednesday, October 11, 2023. No late or incomplete applications will be accepted or reviewed	

About the Brooklyn Center School Board

The Brooklyn Center School Board is a policy-making body responsible for selecting the superintendent and overseeing the district's budget, curriculum, personnel and facilities. The school board is granted authority to carry out these duties by the State of Minnesota and the Minnesota Legislature. The Brooklyn Center Board of Education is responsible for policies that govern education for Brooklyn Center students. The Superintendent serves as the Board's Chief Executive Officer and administers its policies. Brooklyn Center Board of Education consists of six school board members.

Brooklyn Center School District Board of Education
2023 STUDENT REPRESENTATIVE APPLICATION

About the Application Questions: Respond in the format that works best for you!

In the section below there are three short answer questions and two short essay questions. Observe the limits of your responses as indicated in each question. You may attach an additional page for your responses.

1.) Why are you interested in serving as the student representative on the Brooklyn Center School Board? Please limit your response to 100 words.

2.) What strengths do you bring to the School Board? Please limit your answer to 100 words.

Brooklyn Center School Board
2023 STUDENT REPRESENTATIVE APPLICATION

- 3.) If selected as a student representative, what are the skills you would like to develop? Please limit your response to 100 words.

2 Short Essay Questions

- 1.) In what way have your previous experiences equipped you for this position of student representative? Include your experiences with both peers and adults. Please limit your response to 250 words.

Brooklyn Center School Board
2023 STUDENT REPRESENTATIVE APPLICATION

- 2.) Describe a time in which you encountered a challenge. How did you identify it as a challenge? What was your response? Please limit your response to 250 words.

**Please return this completed application and a letter of recommendation from an adult that is not related to you.
(teacher, counselor, principal, dean, other school staff, boss, etc.)**

Thank you for applying and we look forward to reviewing your application!

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

202.1 STUDENT REPRESENTATIVE ON SCHOOL BOARD

I. PURPOSE

The school board values the voices of students and wishes to both encourage student involvement and promote a communications link between the school board and the students of the district by authorizing a student representative to serve on the school board as a non-voting member. The school board believes that the views, insights, and suggestions of a student representative on the school board can be an advantage to the school board in its decision-making role regarding educational policies and programs. The purpose of this policy is to define the selection, rights, and responsibilities of the student representative on the school board.

II. DEFINITION

III. GENERAL STATEMENT OF POLICY

Selection and Term

1. The student council at Prior Lake High School shall select a student representative to serve on the board. The representative shall be a member of the student council during the year in which he/she is representative on the school board.
2. An alternate student representative shall also be selected by the student council to participate in school board meetings for occasional, limited absences of the student representative on the school board.
3. The student representative shall serve a one-year term.

Rights and Responsibilities

1. The student representative on the school board will attend all regular school board meetings while school is in session. If the expectation of regular attendance is not met, the student council, in consultation with the superintendent and the student council advisor, will select another student representative to assume all duties of the student representative on the school board.
2. The student representative will not be permitted to attend closed meetings.
3. The student representative, in consultation with the superintendent, may attend school board workshops and special meetings.
4. The student representative will have a designated spot to sit next to the superintendent at the school board table for regular meetings.

5. The student representative will be bound by all rules, policies, and regulations that bind the school board.
6. The student representative will present a student council report at each meeting and may offer comments to the school board regarding items on the agenda that affect students. The student council representative shall give an annual report to the board on the activities of the student council.
7. The student representative will not have the right to make or second motions nor vote on business matters before the board.
8. The student representative will report to the student council regarding matters discussed at school board meetings that pertain to the student body at the next meeting of the student council.
9. The student representative will not be furnished board materials such as, but not limited to:
 - a. Sensitive personnel matters,
 - b. Legal action strategy,
 - c. Negotiations strategy,
 - d. Individual student discipline, or
 - e. Other confidential matters.
10. The student representative shall receive all other materials distributed to the school board in the board packets or at the school board meeting. All information received must be handled in an appropriate manner as a student representative on the school board.
11. The student representative shall dress and act appropriately while serving on the school board in a manner consistent with other school board members and the school board Code of Ethics.
12. The student representative on the school board shall work to represent opinions of the student body and not solely the representative's own opinions.
13. The student representative on the school board shall consult with the superintendent of schools in carrying out the responsibilities associated with serving as student representative on the school board.

School Board Adoption: November 28, 2022

An Equal Opportunity School District

220 STUDENT SCHOOL BOARD REPRESENTATIVES

I. PURPOSE

The student school board representative shall be an advisor to, and meet and work constructively with the Worthington Public School Board and Administration. A primary responsibility is the formation and evaluation of policy and regulations in the operation of our school system. The only meetings the student school board members need to attend in his/her representative capacity are the regular monthly public school board meetings of the Worthington Public School District but may attend any special meeting of the school board. The student school board representative shall be a non-voting participant in official meetings of the Board of Directors for the Worthington Public School District. He/she shall also provide a communication link with the student body, and by participation, provide a practical governmental experience for the students selected.

II. ELIGIBILITY

1. One representative will be chosen in May of the school year to serve a two-year term beginning in June and continuing through May of his/her senior year. Eligibility requirements are as follows:
2. Any student entering their junior year at the beginning of the fall and attending Worthington High School, having good moral character, a resident of the Worthington Public School District for at least one (1) year prior to the date of selection, shall be eligible as a student representative.
3. The representative must meet and maintain all eligibility requirements for extracurricular activities as detailed in the "WHS Student Handbook."
4. The representative must exhibit characteristics of good citizenship and have no history of serious disciplinary actions.
5. The representative must maintain at least 95% attendance and a minimum GPA of 2.5.
6. For the 2016-17 school year 2 representatives will be chosen. The second one shall be entering their senior year and shall meet all other requirements listed above (this line will be removed at the end of this year).

III. SELECTION PROCESS

1. The high school principal will notify all students of the opening for student representative(s) on the school board and work with the high school staff to identify and encourage students to apply. An informational meeting may be scheduled for students interested in applying for the position. (An administrator(s), school board member(s) and other staff should be in attendance to discuss the position and answer questions.)

2. The representative candidates must submit an application and a written essay explaining their reason(s) for wishing to represent the student body as a member of the school board.
3. A committee consisting of the principal, assistant principal and school board member(s) will read the essays and interview the candidates.
4. The committee will recommend to the board, the student to serve as a school board representative and the board will give final approval for the individual(s) selected to serve.

IV. GUIDELINES FOR STUDENT SCHOOL BOARD REPRESENTATIVES

The Student School Board Representative shall:

1. Be aware of the great responsibility of his/her position in representing the total student community and not an individual group.
2. Be aware that the Board of Education is a policy making body rather than an administrative body.
3. Act only when the Board is in session unless authorized by the Board to perform a specific assignment.
4. Refer request for action through proper administrative channels.
5. Recognize that effective democratic procedure exists when all Board members support the implementation of policy that has been approved by majority action at an open public meeting.
6. Be willing and able to attend all regular school board meetings except sessions concerning specific personnel matters, including, but not limited to, employee performance, student discipline hearing, negotiations and grievances as well as consideration of the sale or transfer of property and/or any other matter permitted to be discussed by the Board of School Directors in closed executive session under the Public Open Meeting Law
7. Be non-voting participants of the Board of Directors.
8. Not attend special or emergency meetings unless by invitation of the Board.
9. Receive the agenda which is sent to all Board members and other related materials as deemed appropriate by the superintendent.
10. Have a board member as a mentor and meet with him/her to go over the agenda and be briefed by their mentor or superintendent on agenda items of interest to them.
11. Sit at the Board table along with other Board members and have a place to speak on the agenda.

V. EXPECTATIONS FOR STUDENT REPRESENTATIVE

1. Be prepared with the agenda at each meeting including review of any appropriate items with the superintendent.
2. Be prepared to give a report at each public monthly meeting.
3. Be courteous with Board members and public at all times.

4. Keep remarks brief and to the point; ask clear and concise questions.
5. Learn the identity of the Board members so that they can be addressed by name; make opportunities to talk with them informally.
6. Dress accordingly – appearance is important as it reflects the school you represent.
7. Have a clear understanding as to time commitment and transportation if necessary.
8. A student school board representative who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absences from the district may be removed from his/her position by the superintendent.
9. A student school board representative may be removed from his/her position for reasonable cause by the superintendent.

ISD 518 Student School Board Member Application

2016-2017 School Year

applications must be submitted by date

Name:

Present Grade:

Contact Information:

Email:

Cell Phone:

Present GPA:

List of School and Community Involvement:

1. What strengths do you bring that would support your efforts as a student member on the school board?
(List strengths, explain, and give example(s))

2. Why do you want to serve as a student school board representative? How will you represent the voice of all students?
(List reasons and explain how you will represent all students)

3. If you could select one issue as a representative of students, what it would it be and why?
(List and explain an issue and why it is important to you)

4. If selected to be a representative, what is your goal as a member?
(List a goal, why it is important to you and how you might reach that goal)

ISD 518 Student School Board Candidate Interview Guide

Candidate: _____

Introductions and overview of position

Tell us about yourself and why you are interested in this position.

What would your friends say is your best quality/strength? Why do you think they say that?

If there were no limits and you could “dream big”, what one thing would you want to accomplish while serving on the school board?

Is there anything you want to tell us about yourself and why you are qualified for this position?

Do you have any questions for us?

First Reading: 5/17/16
Second Reading: 6/21/16
Adopted: 6/21/16

Rock Ridge Student Enrollment Numbers

Building	6/2/2023	10/1/2023	1/2/2024
Parkview	288	272	289
Northstar	405	374	384
Laurentian	456	485	495
High School	1096 (731 VHS) (365-EGHS)	1114	1102
TOTALS	2245	2245	2270

Eveleth School Site Sequence of Events 2024

- Basement of Franklin is cleaned & organized by Friday, January 12th.
- Old-fashioned garage sale in Eveleth after January 22 but before mid-February (Friday and Saturday) Items placed in old gym. Targeted dates for sale are January 26 (4-6 p.m.) and January 27 (9-11 a.m.)
- Buildings open EGHS and Franklin one last time in February for the public.
- Do-bid sale of excessive school supplies and inventory from EGHS and Franklin in March.
- Franklin closing ceremonies. May, 2024.
- North Star vacates completely Franklin by end-of-day, June 7, 2024.
 - Technology is stripped from building (except cameras and limited wi-fi)
- Second Do-bid sale of EGHS and Franklin remaining excess school supplies and inventory in mid-June.
- Hire a company to remove last of excess and unwanted items. Late June 2024.
- EGHS and Franklin completely vacated by end of June 2024.
- Abatement begins on EGHS and Franklin in July, 2024.
 - Note: To get the best pricing, abatement could begin anytime a building is vacated
- Demolition commences in Eveleth in October, 2024.
 - Note: To get the best pricing, demolition could commence anytime a building is abated.

Northland

LEARNING CENTER

Independent School District 6076
1201 13th Avenue South
Virginia, MN 55792-3361
Phone (218) 741-9201 or 1-800-450-4772
Fax (218) 741-5384

ISD #166 Cook County	ISD #696 Ely	ISD #2142 St. Louis County	ISD #2909 Rock Ridge	ISD #6076 Northland Learning Center
ISD #712 Mt. Iron-Buhl	ISD #695 Chisholm	ISD #707 Nett Lake	ISD #2711 Mesabi East	ISD #361 International Falls

January 3, 2024

Rock Ridge School Board
1405 Progress Parkway
Virginia, MN 55792

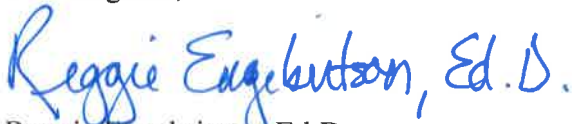
Dear Members of the Rock Ridge School Board:

As you know, over the last four years, the Northland Learning Center (NLC) has been developing building plans to meet the needs of our students. We appreciate your school district's partnership in developing the best facilities for all our students. These plans have considered the costs and benefits of renovating James Madison, moving to other existing buildings, or building a new facility.

During the last legislative session, increased special education funding and the development of a bond fund at the IRRR has advanced the decision on where the NLC should invest over the long run. The NLC Board has reviewed the several options and plans and has decided to narrow the decision to two of them: first, demolish part of James Madison, renovate the 1996 portion, and add new facilities and parking in its present location; secondly, build a new facility at a site near the East Range Academy. Our Board will likely make a final decision in the first quarter of 2024 based upon capital costs, long term operating costs, and several other important components. If our Board decides to renovate, our intention is to work with your district on either its approval of renovation and a long-term lease or a sale of the facilities to the NLC. If building new is the option of course, we will notify you of our plans and timelines for vacating the present facility.

Our board appreciates Rock Ridge's vision over the last few years to achieve consolidation and to build state of the art facilities to meet the needs of its students and communities. We hope to find the same inspiration and resources to meet the needs of our students as well. On behalf of the NLC Board, this letter serves as our desire to keep you, as the owner of our present facility, formally informed.

Best Regards,



Reggie Engebretson, Ed.D.
NLC Board Chair

January 8, 2024

offered the following resolution and moved for its adoption.

Resolved, By the Board of Education of Independent School District #2909 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

<u>CHECK NO.</u>	<u>VENDOR</u>	<u>UFARS CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12898	A-1 SERVICES INC	E 01 300 810 000 000 350	Rental	\$150.00
12898 Total				<u>\$150.00</u>
12899	AMAZON CAPITAL SERVICES INC	E 01 005 110 000 000 401	Color Toner HP 125A	\$242.89
12899	AMAZON CAPITAL SERVICES INC	E 01 005 110 000 000 401	Black Toner HP 125A	\$146.95
12899	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	USI Opti Clear Premium Thermal Low-Temp EV,	\$245.41
12899	AMAZON CAPITAL SERVICES INC	E 01 116 203 000 000 401	5 Pcs White Suspension Hard Hat	\$118.78
12899	AMAZON CAPITAL SERVICES INC	E 01 116 203 000 000 401	amoolo Safety Glasses (Pack of 48)	\$51.09
12899	AMAZON CAPITAL SERVICES INC	E 01 116 203 000 000 401	Lavori-AK Safety Vests 20 Pack Bulk - Yellow R	\$46.88
12899	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	AFMAT Electric Pencil Sharpener	\$24.99
12899	AMAZON CAPITAL SERVICES INC	E 01 101 203 000 000 401	Freight	\$6.99
12899 Total				<u>\$883.98</u>
12900	ANDERSON DAKOTAH	E 01 300 294 710 000 305	OFFICIAL	\$114.00
12900 Total				<u>\$114.00</u>
12901	BAUMAN JEANNINE	E 01 300 250 000 000 430	Class Supplies	\$126.77
12901 Total				<u>\$126.77</u>
12902	BENDA JAMES	E 01 300 294 710 000 305	OFFICIAL	\$110.00
12902 Total				<u>\$110.00</u>
12903	CABLECAST COMMUNITY MEDIA	E 01 005 110 000 000 401	CH 12 SOFTWARE RENEWALS	\$4,800.00
12903 Total				<u>\$4,800.00</u>
12904	CAREY BECKI	E 01 101 203 000 000 401	Class Supplies	\$50.40
12904 Total				<u>\$50.40</u>
12905	CAROLINA BIOLOGICAL SUPPLY	E 01 300 260 000 000 430	747780P ;Carolina Investigations® for AP® Biolo	\$299.60
12905	CAROLINA BIOLOGICAL SUPPLY	E 01 300 260 000 000 430	Shipping and Handling	\$37.15
12905 Total				<u>\$336.75</u>
12906	CENTURY LINK	E 01 005 605 000 311 320	PHONE	\$102.12
12906	CENTURY LINK	E 01 005 605 000 311 320	PHONE	\$102.12
12906 Total				<u>\$204.24</u>
12907	GLUMACK CHARLES	E 01 300 296 709 000 305	OFFICIAL	\$191.00
12907 Total				<u>\$191.00</u>
12908	CHRISTENSEN PARTS	E 03 005 760 000 720 401	Blister Pack Capsules	\$27.20
12908	CHRISTENSEN PARTS	E 03 005 760 000 720 401	Cable Tie	\$25.62
12908	CHRISTENSEN PARTS	E 03 005 760 000 720 401	5W30	\$119.88
12908	CHRISTENSEN PARTS	E 03 005 760 000 720 420	Belt	\$27.99
12908	CHRISTENSEN PARTS	E 03 005 760 000 720 401	Blister Pack Capsules	\$19.90
12908	CHRISTENSEN PARTS	E 03 005 760 000 720 401	Blister Pack Capsules	\$9.95
12908	CHRISTENSEN PARTS	E 03 005 760 000 720 401	Lamp	\$19.90
12908	CHRISTENSEN PARTS	E 03 005 760 000 720 401	Comb Wrench	\$6.54
12908 Total				<u>\$256.98</u>
12909	CLEMENT DAVID	E 01 300 296 709 000 305	OFFICIAL	\$158.00
12909 Total				<u>\$158.00</u>
12910	COMMERCIAL REFRIGERATION SYSTEM	E 06 300 870 000 000 530	Koolaire Ice Machine & Bin	\$6,481.00
12910 Total				<u>\$6,481.00</u>
12911	CULLIGAN WATER CONDITIONING	E 01 302 810 000 000 350	Softener Rental	\$39.00
12911 Total				<u>\$39.00</u>

12912	DAHLHEIMER BEVERAGE	E	01	300	810	000	000	401	Water	\$124.00
12912	DAHLHEIMER BEVERAGE	E	01	300	810	000	000	401	Water	\$23.00
12912 Total										<u>\$147.00</u>
12913	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Diesel Fuel	\$7,875.43
12913	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Fuel	\$1,531.80
12913 Total										<u>\$9,407.23</u>
12914	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	\$1,043.00
12914	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	332	UTILITIES	\$1,716.00
12914	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	\$188.00
12914	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	332	UTILITIES	\$1,704.50
12914	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	\$705.00
12914	EVELETH PUBLIC UTILITIES	E	01	101	810	000	000	330	UTILITIES	\$460.70
12914	EVELETH PUBLIC UTILITIES	E	01	116	810	000	000	332	UTILITIES	\$398.25
12914	EVELETH PUBLIC UTILITIES	E	03	005	760	000	720	330	UTILITIES	\$120.55
12914	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332	UTILITIES	\$94.00
12914	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	332	UTILITIES	\$82.07
12914	EVELETH PUBLIC UTILITIES	E	01	300	810	000	000	332	UTILITIES	\$69.85
12914 Total										<u>\$6,581.92</u>
12915	FRIEDLIEB JACE	E	01	300	294	710	000	305	OFFICIAL	\$110.00
12915	FRIEDLIEB JACE	E	01	300	296	710	000	305	OFFICIAL	\$195.00
12915 Total										<u>\$305.00</u>
12916	GILBERT WATER & LIGHT DEPT	E	01	005	810	000	000	332	UTILITIES	\$67.93
12916	GILBERT WATER & LIGHT DEPT	E	03	005	760	000	720	330	UTILITIES	\$770.29
12916	GILBERT WATER & LIGHT DEPT	E	01	100	810	000	000	330	UTILITIES	\$1,676.52
12916	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	\$1,167.80
12916	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	\$634.92
12916	GILBERT WATER & LIGHT DEPT	E	01	301	810	000	000	330	UTILITIES	\$281.63
12916 Total										<u>\$4,599.09</u>
12917	GMEN	E	06	005	870	000	000	311	Dumpster- Gilbert Demo	\$3,188.25
12917 Total										<u>\$3,188.25</u>
12918	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Repair Supplies	\$35.60
12918	GRANDE ACE HARDWARE	E	03	005	760	000	720	420	Caulking	\$25.98
12918	GRANDE ACE HARDWARE	E	03	005	760	000	720	420	Q connect	\$6.83
12918	GRANDE ACE HARDWARE	E	03	005	760	000	720	420	Hose	\$39.99
12918	GRANDE ACE HARDWARE	E	03	005	760	000	720	420	Fasteners	\$6.24
12918	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Cutwheel	\$11.97
12918	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	20V Grinder	\$129.00
12918	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	20V Batt Charger	\$159.00
12918	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Phlips	\$10.99
12918	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Wedge	\$12.99
12918	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Fasteners	\$3.00
12918 Total										<u>\$441.59</u>
12919	GREEN TERRY	E	01	112	810	000	000	350	Painting Parkview	\$6,000.00
12919 Total										<u>\$6,000.00</u>
12920	HILLYARD / HUTCHINSON	E	06	300	870	000	000	530	Logo Rugs	\$5,486.54
12920	HILLYARD / HUTCHINSON	E	06	300	870	000	000	530	Logo Rugs	\$4,000.00
12920	HILLYARD / HUTCHINSON	E	06	300	870	000	000	530	Shipping	\$405.46
12920	HILLYARD / HUTCHINSON	E	06	300	870	000	000	530	Vacuum	\$583.67
12920	HILLYARD / HUTCHINSON	E	06	300	870	000	000	530	Scrubber	\$2,949.58
12920	HILLYARD / HUTCHINSON	E	06	300	870	000	000	530	Extractor	\$973.92
12920	HILLYARD / HUTCHINSON	E	06	300	870	000	000	530	Battery	\$185.77
12920 Total										<u>\$14,584.94</u>

12921	HIRSCH DEREK	E	01	300	294	710	000	305	OFFICIAL	\$195.08
12921 Total										<u>\$195.08</u>
12922	IVANCICH FRANK	E	01	300	296	709	000	305	OFFICIAL	\$219.00
12922 Total										<u>\$219.00</u>
12923	JK MECHANICAL CONTRACTORS INC	E	06	300	870	000	000	530	Soap Dispenser Replacement	\$1,811.00
12923 Total										<u>\$1,811.00</u>
12924	JM AUTO SERVICE	E	03	005	760	000	720	350	Conveyor Belt	\$549.17
12924	JM AUTO SERVICE	E	03	005	760	000	720	350	Bearing	\$166.02
12924	JM AUTO SERVICE	E	03	005	760	000	720	350	Drive Roller	\$265.56
12924	JM AUTO SERVICE	E	03	005	760	000	720	350	Idler Roller	\$208.42
12924	JM AUTO SERVICE	E	03	005	760	000	720	350	Stub Shaft	\$145.59
12924	JM AUTO SERVICE	E	03	005	760	000	720	350	Draw Latch	\$99.52
12924	JM AUTO SERVICE	E	03	005	760	000	720	350	Poly Floor	\$216.58
12924 Total										<u>\$1,650.86</u>
12925	JOHNSON JEREMIAH L	E	01	300	294	701	000	305	Official	\$90.00
12925 Total										<u>\$90.00</u>
12926	L & M SUPPLY INC	E	06	300	870	000	000	530	Snow Shovel	\$24.99
12926	L & M SUPPLY INC	E	06	300	870	000	000	530	Fuel Can	\$43.99
12926	L & M SUPPLY INC	E	06	300	870	000	000	530	Shovel	\$32.97
12926	L & M SUPPLY INC	E	06	300	870	000	000	530	Snow Blower	\$2,099.00
12926 Total										<u>\$2,200.95</u>
12927	MARIUCCI VIDEO PRODUCTION INC	E	01	005	110	000	000	401	CH12 MGMT FEES	\$2,096.64
12927	MARIUCCI VIDEO PRODUCTION INC	E	01	005	110	000	000	401	CH 12 MGMT FEES	\$2,581.67
12927 Total										<u>\$4,678.31</u>
12928	MCKAY FIERST TRICIA	E	01	300	298	000	000	430	Supplies for Fall Play	\$105.88
12928 Total										<u>\$105.88</u>
12929	METRO SALES INC	E	01	101	203	000	000	386	Copier Maint	\$60.00
12929	METRO SALES INC	E	01	101	203	000	000	386	Copier Maint	\$170.71
12929	METRO SALES INC	E	01	101	203	000	000	386	Copier Maint	\$10.49
12929	METRO SALES INC	E	01	101	203	000	000	386	Copier 114241	\$70.56
12929 Total										<u>\$311.76</u>
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	6 Series Replacement Module	\$331.95
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	Crossing Arm	\$259.90
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	Control Module	\$557.20
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	Horn Plate	\$144.40
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	Horn Brush	\$94.20
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	Shipping	\$16.25
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	Rear Door Bracket	\$100.20
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	Front Door Bracket	\$100.20
12930	MIDWEST BUS PARTS INC	E	03	005	760	000	720	420	Shipping	\$16.25
12930 Total										<u>\$1,620.55</u>
12931	MINER'S INC	E	01	300	250	000	000	430	Blanket Purchase Order	\$20.53
12931	MINER'S INC	E	01	300	250	000	000	430	Blanket Purchase Order	\$48.94
12931	MINER'S INC	E	01	300	250	000	000	430	Blanket Purchase Order	\$42.83
12931	MINER'S INC	E	01	300	250	000	000	430	Blanket Purchase Order	\$38.62
12931 Total										<u>\$150.92</u>
12932	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$3,477.69
12932	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$874.02
12932	MINNESOTA POWER	E	01	116	810	000	000	331	UTILITIES	\$3,837.58
12932	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$2,731.96
12932	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$19.01
12932	MINNESOTA POWER	E	01	116	810	000	000	331	UTILITIES	\$24.87
12932	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$21.66

12932	MINNESOTA POWER	E	03	005	760	000	720	330	UTILITIES	\$175.49
12932	MINNESOTA POWER	E	03	005	760	000	720	330	UTILITIES	\$70.20
12932	MINNESOTA POWER	E	01	300	810	000	000	331	UTILITIES	\$19.03
12932 Total										<u>\$11,251.51</u>
12933	MN ENERGY RESOURCES CORP	E	01	300	810	000	000	440	UTILITIES	\$333.60
12933 Total										<u>\$333.60</u>
12934	NATIONAL INSURANCE SERVICES OF WI	B	01	215	003				LIFE	\$1,810.15
12934	NATIONAL INSURANCE SERVICES OF WI	B	01	215	004				LTD	\$2,922.06
12934 Total										<u>\$4,732.21</u>
12935	NICHOLS TROY	E	01	300	296	710	000	305	OFFICIAL	\$120.56
12935 Total										<u>\$120.56</u>
12936	NORTHERN MN DENTAL INC	B	01	215	002				23DEC DENTAL	\$4,028.80
12936 Total										<u>\$4,028.80</u>
12937	NORTHLAND LAWN AND SPORT	E	03	005	760	000	720	420	Blade	\$160.38
12937	NORTHLAND LAWN AND SPORT	E	03	005	760	000	720	420	Shoe	\$251.80
12937 Total										<u>\$412.18</u>
12938	NORTHSTAR STUDENT TRANSPORTATION	E	03	005	760	000	723	361	Per Contract	\$11,519.70
12938	NORTHSTAR STUDENT TRANSPORTATION	E	03	005	760	000	723	361	23Nov Van	\$120,580.30
12938 Total										<u>\$132,100.00</u>
12939	PARENTEAU JORDAN	E	01	300	296	709	000	305	OFFICIAL	\$158.00
12939 Total										<u>\$158.00</u>
12940	PLAYSCRIPTS INC	E	01	300	298	000	000	430	Scripts	\$119.90
12940	PLAYSCRIPTS INC	E	01	300	298	000	000	430	Stage manager script	\$24.99
12940	PLAYSCRIPTS INC	E	01	300	298	000	000	430	Royalties	\$180.00
12940	PLAYSCRIPTS INC	E	01	300	298	000	000	430	Freight	\$9.60
12940 Total										<u>\$334.49</u>
12941	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Def Fluid	\$135.60
12941	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	DW20	\$71.88
12941	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	5W30	\$71.88
12941	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Def Fluid	\$203.40
12941	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Filters	\$35.60
12941	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Def Fluid	\$135.60
12941	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Cutoff Wheels	\$35.00
12941 Total										<u>\$688.96</u>
12942	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Towels	\$1,008.80
12942	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Pad Stripper	\$75.06
12942	RANGE PAPER CORPORATION	E	01	116	810	000	000	410	Custodial Supplies	\$640.90
12942	RANGE PAPER CORPORATION	E	01	116	203	000	000	401	Copy Paper	\$1,580.80
12942 Total										<u>\$3,305.56</u>
12943	ROEN ADAM C	E	01	300	296	709	000	305	OFFICIAL	\$158.00
12943	ROEN ADAM C	E	01	300	296	709	000	305	OFFICIAL	\$225.00
12943 Total										<u>\$383.00</u>
12944	SAHR JARED N	E	01	300	294	710	000	305	OFFICIAL	\$200.36
12944 Total										<u>\$200.36</u>
12945	SCHNEIDER KURT	E	01	300	296	709	000	305	OFFICIAL	\$45.00
12945 Total										<u>\$45.00</u>
12946	STRUKEL JASON	E	01	300	296	710	000	305	OFFICIAL	\$170.00
12946	STRUKEL JASON	E	01	300	294	710	000	305	OFFICIAL	\$195.00
12946	STRUKEL JASON	E	01	300	294	710	000	305	OFFICIAL	\$110.00
12946 Total										<u>\$475.00</u>
12947	TACONITE TIRE SERVICE	E	03	005	760	000	720	350	Tire Repair	\$26.00
12947 Total										<u>\$26.00</u>

12948	TAUS DAVID	E	01	300	296	709	000	185	OFFICIAL	\$225.00
12948 Total										<u>\$225.00</u>
12949	TEACHERS ON CALL	E	04	500	581	000	344	305	Laurentian Subs	\$167.51
12949	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Subs	\$889.07
12949	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Subs	\$1,733.07
12949	TEACHERS ON CALL	E	01	116	420	000	740	307	NS Subs	\$173.95
12949	TEACHERS ON CALL	E	01	116	203	000	000	305	NS Subs	\$1,504.33
12949	TEACHERS ON CALL	E	01	101	420	000	740	307	Parkview Subs	\$193.28
12949	TEACHERS ON CALL	E	01	101	203	000	000	305	Parkview Subs	\$193.28
12949	TEACHERS ON CALL	E	01	005	107	050	000	311	RRHS Subs	\$721.56
12949	TEACHERS ON CALL	E	01	300	211	000	000	305	RRHS Subs	\$1,423.82
12949	TEACHERS ON CALL	E	01	101	640	000	000	303	Laurentian Subs	\$528.29
12949	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Subs	\$173.95
12949	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Subs	\$1,356.16
12949	TEACHERS ON CALL	E	01	101	420	000	740	307	NS Subs	\$167.51
12949	TEACHERS ON CALL	E	01	101	640	000	000	303	NS Subs	\$528.29
12949	TEACHERS ON CALL	E	01	101	203	000	000	305	NS Subs	\$1,317.50
12949	TEACHERS ON CALL	E	01	112	203	000	000	305	Parkview Subs	\$83.75
12949	TEACHERS ON CALL	E	01	300	420	000	740	307	RRHS Subs	\$347.90
12949	TEACHERS ON CALL	E	01	300	420	000	740	307	RRHS Subs	\$2,750.98
12949 Total										<u>\$14,254.20</u>
12950	TK ELEVATOR CORPORATION	E	01	116	810	000	000	350	Elevator Maint	\$604.83
12950	TK ELEVATOR CORPORATION	E	01	116	810	000	000	350	Elevator Maint	\$1,209.66
12950 Total										<u>\$1,814.49</u>
12951	TRIMARK INDUSTRIAL	E	03	005	760	000	720	401	15W 40	\$985.42
12951	TRIMARK INDUSTRIAL	E	03	005	760	000	720	401	Drum Deposit	\$30.00
12951 Total										<u>\$1,015.42</u>
12952	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Can Liner	\$112.80
12952	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Hand Towel	\$1,118.00
12952	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Handwash	\$185.71
12952 Total										<u>\$1,416.51</u>
12953	VC3 INC	E	01	005	605	000	000	434	CW Cloud AntiVirus for 13 computers in Novem	\$26.00
12953 Total										<u>\$26.00</u>
12954	WETZEL JAY	E	01	300	296	709	000	305	OFFICIAL	\$158.00
12954 Total										<u>\$158.00</u>
12955	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone	\$603.29
12955 Total										<u>\$603.29</u>
12956	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	334		\$110.87
12956	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	333		\$52.60
12956	EVELETH PUBLIC UTILITIES	E	01	005	810	000	000	332		\$91.35
12956 Total										<u>\$254.82</u>
12957	ISD #318	E	01	300	294	709	000	364	Entry Fees/Student Travel	\$400.00
12957 Total										<u>\$400.00</u>
12958	NEXTERA COMMUNICATIONS	E	02	005	770	000	701	320		\$37.88
12958	NEXTERA COMMUNICATIONS	E	01	117	810	000	000	320		\$37.88
12958	NEXTERA COMMUNICATIONS	E	04	500	505	000	321	320		\$37.88
12958	NEXTERA COMMUNICATIONS	E	01	302	810	000	000	320		\$37.88
12958	NEXTERA COMMUNICATIONS	E	01	005	606	000	000	320		\$142.08
12958	NEXTERA COMMUNICATIONS	E	01	005	810	000	000	320		\$426.36
12958	NEXTERA COMMUNICATIONS	E	03	005	760	000	720	320		\$75.77
12958	NEXTERA COMMUNICATIONS	E	01	300	211	000	000	320		\$75.77
12958	NEXTERA COMMUNICATIONS	E	01	005	020	000	000	320		\$37.88

12958	NEXTERA COMMUNICATIONS	E	01	112	203	000	000	320		\$37.88
12958 Total										<u>\$947.26</u>
12959	SCHOLASTIC BOOK FAIRS	E	01	112	620	000	000	401	General Supplies	\$3,958.00
12959 Total										<u>\$3,958.00</u>
12960	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone	\$332.28
12960 Total										<u>\$332.28</u>
12961	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone	\$4,716.26
12961 Total										<u>\$4,716.26</u>
12962	321 ART STUDIO	E	04	500	560	000	321	430	Instruct Supplies	\$270.00
12962 Total										<u>\$270.00</u>
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$478.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$1,552.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$69.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$2,073.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$684.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$1,886.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$396.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$2,275.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$555.00
12963	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$1,289.00
12963 Total										<u>\$11,257.00</u>
12964	AIKEY ELECTRIC LLC	E	01	005	810	000	000	350	Repairs Maint Serv	\$920.64
12964 Total										<u>\$920.64</u>
12965	APG MEDIA OF MN	E	01	005	010	000	000	380	Print-Publish	\$2,229.26
12965 Total										<u>\$2,229.26</u>
12966	ARROW AUTO GLASS & SUPPLY CO	E	03	005	760	000	720	350	Repairs Maint Serv	\$72.00
12966 Total										<u>\$72.00</u>
12967	ARROWHEAD CONSULTING & TESTING INC	E	06	116	870	000	000	311	Prof Tech Services	\$860.00
12967 Total										<u>\$860.00</u>
12968	ASCD	E	01	005	020	000	000	401	General Supplies	\$384.89
12968 Total										<u>\$384.89</u>
12969	BARBER GRAPHICS INC	E	04	500	560	000	321	430	Instruct Supplies	\$1,772.50
12969 Total										<u>\$1,772.50</u>
12970	BARTLEY SALES COMPANY INC	E	06	300	870	000	000	520	Bldg Improvements	\$31,099.40
12970 Total										<u>\$31,099.40</u>
12971	BEGICH STEVE	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$50.00
12971 Total										<u>\$50.00</u>
12972	BENCHMARK ENGINEERING INC	E	06	116	870	000	000	311	Prof Tech Services	\$337.50
12972 Total										<u>\$337.50</u>
12973	BENZ GARRETT	E	01	300	294	711	000	430	Instruct Supplies	\$2,361.15
12973 Total										<u>\$2,361.15</u>
12974	BENZ SHERYL	E	01	300	294	711	000	430	Instruct Supplies	\$245.97
12974	BENZ SHERYL	E	01	300	294	711	000	430	Instruct Supplies	\$357.70
12974	BENZ SHERYL	E	01	300	294	711	000	430	Instruct Supplies	\$60.93
12974	BENZ SHERYL	E	01	300	294	711	000	430	Instruct Supplies	\$177.95
12974 Total										<u>\$842.55</u>
12975	BRYSON III BILL	E	01	005	606	000	000	430	Instruct Supplies	\$204.51
12975 Total										<u>\$204.51</u>
12976	COLLIE KENDALL	E	01	300	214	038	000	401	General Supplies	\$20.97
12976 Total										<u>\$20.97</u>
12977	COSTIN GROUP INC	E	01	005	010	000	000	311	Prof Tech Services	\$3,500.00
12977 Total										<u>\$3,500.00</u>

12978	DALCO	E	01	112	810	000	000	410	Custodial Supplies	\$224.40
12978 Total										<u>\$224.40</u>
12979	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$630.00
12979	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$270.00
12979	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$460.00
12979	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$928.80
12979	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$874.80
12979 Total										<u>\$3,163.60</u>
12980	EDDY JULIE	E	04	500	560	000	321	430	Instruct Supplies	\$1,502.25
12980 Total										<u>\$1,502.25</u>
12981	EDUCATION WEEK	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	\$97.00
12981 Total										<u>\$97.00</u>
12982	EDUCATORS BENEFIT CONSULTANTS	E	01	005	110	000	000	311	Prof Tech Services	\$249.29
12982	EDUCATORS BENEFIT CONSULTANTS	E	01	005	110	000	000	311	Prof Tech Services	\$245.61
12982	EDUCATORS BENEFIT CONSULTANTS	E	01	005	110	000	000	311	Prof Tech Services	\$245.61
12982	EDUCATORS BENEFIT CONSULTANTS	E	01	005	110	000	000	311	Prof Tech Services	\$245.61
12982 Total										<u>\$986.12</u>
12983	FACTS EDUCATION SOLUTIONS LLC	E	01	798	216	000	401	304	Purchased Services	\$2,943.53
12983 Total										<u>\$2,943.53</u>
12984	HIBBING GIRLS SWIM CLUB	E	01	300	296	706	000	364	Entry Fees/Student Travel	\$100.00
12984 Total										<u>\$100.00</u>
12985	HOGLUND BUS CO INC	E	03	005	760	000	720	420	Repair Supplies	\$266.30
12985	HOGLUND BUS CO INC	E	03	005	760	000	720	420	Repair Supplies	\$198.60
12985	HOGLUND BUS CO INC	E	03	005	760	000	720	420	Repair Supplies	\$810.44
12985	HOGLUND BUS CO INC	E	03	005	760	000	720	420	Repair Supplies	\$592.00
12985 Total										<u>\$1,867.34</u>
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$75.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$75.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$75.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$120.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$45.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$1,300.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$1,300.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$90.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$100.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$300.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$165.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00

12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$100.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
12986 Total										<u>\$5,125.00</u>
12987	IKI INC	E	04	500	560	000	321	430	Instruct Supplies	\$98.00
12987 Total										<u>\$98.00</u>
12988	INTER CITY OIL INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$1,294.45
12988 Total										<u>\$1,294.45</u>
12989	IRON RANGE ROTARY CLUB	E	01	005	020	000	000	401	General Supplies	\$275.00
12989 Total										<u>\$275.00</u>
12990	IRON RANGE TOWING	E	03	005	760	000	720	350	Repairs Maint Serv	\$250.00
12990 Total										<u>\$250.00</u>
12991	ISD #139	E	01	300	294	711	000	364	Entry Fees/Student Travel	\$200.00
12991 Total										<u>\$200.00</u>
12992	ISD #317	E	01	300	294	709	000	364	Entry Fees/Student Travel	\$350.00
12992 Total										<u>\$350.00</u>
12993	ISD #318	E	01	300	361	955	475	303		\$1,097.16
12993	ISD #318	E	01	300	361	955	428	303		\$5,950.00
12993 Total										<u>\$7,047.16</u>
12994	ISD #625	E	01	300	690	000	000	390	Pmt Educ Pur MN Dist	\$5,266.98
12994 Total										<u>\$5,266.98</u>
12995	I-STATE TRUCK CENTERS	E	03	005	760	000	720	350	Repairs Maint Serv	\$60.82
12995 Total										<u>\$60.82</u>
12996	JANKILA EMILY	E	01	005	690	000	510	401	General Supplies	\$107.15
12996 Total										<u>\$107.15</u>
12997	JOHNSON KEVIN	E	04	500	560	000	321	430	Instruct Supplies	\$76.49
12997 Total										<u>\$76.49</u>
12998	KING KIM	E	04	500	560	000	321	430	Instruct Supplies	\$405.00
12998 Total										<u>\$405.00</u>
12999	KRAUS-ANDERSON	E	05	005	865	000	380	311	Prof Tech Services	\$70,218.13
12999	KRAUS-ANDERSON	E	06	116	870	000	000	311	Prof Tech Services	\$154,016.27
12999	KRAUS-ANDERSON	E	05	005	865	000	380	311	Prof Tech Services	\$5,951.64
12999 Total										<u>\$230,186.04</u>
13000	KUSH-JEFFERY SHANON	E	04	500	580	000	325	430		\$66.48
13000	KUSH-JEFFERY SHANON	E	04	500	580	000	325	401		\$15.00
13000 Total										<u>\$81.48</u>
13001	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$125.93
13001	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$119.98
13001	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$71.96
13001	L & M SUPPLY INC	E	01	300	255	045	000	430	Instructional Supply	\$1,127.70
13001	L & M SUPPLY INC	E	01	300	255	045	000	430	Instructional Supply	\$2,138.34
13001	L & M SUPPLY INC	E	01	300	255	045	000	430	Instructional Supply	\$299.00
13001	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$16.95
13001	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$36.32
13001 Total										<u>\$3,936.18</u>
13002	LAMPPA STACIE	E	01	005	020	000	000	401	General Supplies	\$2,585.73
13002 Total										<u>\$2,585.73</u>
13003	LESEMAN KARLENE	E	01	101	420	000	740	433	Sup/Mat Indiv Instr	\$125.00
13003 Total										<u>\$125.00</u>

13004	LINDE GAS & EQUIPMENT INC	E	01	300	255	045	000	430	Instructional Supply	\$258.90
13004 Total										<u>\$258.90</u>
13005	MATH MASTERS	E	01	116	606	000	000	430	Instructional Supply	\$400.00
13005 Total										<u>\$400.00</u>
13006	MCEA	E	04	500	560	000	321	430	Instruct Supplies	\$1,335.00
13006 Total										<u>\$1,335.00</u>
13007	MESPA	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	\$450.00
13007	MESPA	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	\$450.00
13007 Total										<u>\$900.00</u>
13008	MINNESOTA NORTH COLLEGE	E	01	300	211	027	000	820	Dues-Memberships-Lic-Fees	\$4,887.00
13008 Total										<u>\$4,887.00</u>
13009	NORLAND ANTHONY	E	01	300	211	000	000	430	Instruct Supplies	\$197.47
13009 Total										<u>\$197.47</u>
13010	NORTHEAST SERVICE COOPERATIVE	E	01	300	298	000	000	364	Entry Fees/Student Travel	\$375.00
13010	NORTHEAST SERVICE COOPERATIVE	E	01	300	298	000	000	364	Entry Fees/Student Travel	\$750.00
13010 Total										<u>\$1,125.00</u>
13011	NTS	E	06	116	870	000	000	311	Prof Tech Services	\$1,284.65
13011 Total										<u>\$1,284.65</u>
13012	PETERSON COMPANIES INC	E	06	300	870	000	000	510	Site Prep	\$9,281.25
13012 Total										<u>\$9,281.25</u>
13013	PINE RIVER - BAKUS	E	01	300	294	711	000	364	Entry Fees/Student Travel	\$350.00
13013 Total										<u>\$350.00</u>
13014	RATWIK ROSZAK & MALONEY	E	01	005	150	000	000	311	Prof Tech Services	\$661.50
13014 Total										<u>\$661.50</u>
13015	ROCK RIDGE EMERGING LEADERS BOOSTER CLL	E	01	300	214	038	000	401	General Supplies	\$36.75
13015 Total										<u>\$36.75</u>
13016	SHUBAT TRANSPORTATION	E	01	300	294	710	733	365		\$425.13
13016	SHUBAT TRANSPORTATION	E	01	300	294	702	733	365		\$1,683.33
13016 Total										<u>\$2,108.46</u>
13017	SODREN BRIAN	E	03	005	750	000	720	311	Prof Tech Services	\$35.37
13017 Total										<u>\$35.37</u>
13018	STEFANICH SHEENA	E	01	112	203	000	000	401	General Supplies	\$188.92
13018 Total										<u>\$188.92</u>
13019	TEACHERS ON CALL	E	04	500	581	000	344	305		\$1,493.45
13019	TEACHERS ON CALL	E	01	101	420	000	740	307		\$2,504.95
13019	TEACHERS ON CALL	E	01	300	420	000	740	307		\$1,356.60
13019	TEACHERS ON CALL	E	01	116	420	000	740	307		\$1,213.80
13019	TEACHERS ON CALL	E	01	112	420	000	740	307		\$1,844.50
13019	TEACHERS ON CALL	E	04	500	581	000	344	305		\$1,963.50
13019	TEACHERS ON CALL	E	01	101	420	000	740	307		\$1,570.80
13019	TEACHERS ON CALL	E	01	112	420	000	740	307		\$2,225.30
13019	TEACHERS ON CALL	E	01	116	420	000	740	307		\$952.00
13019	TEACHERS ON CALL	E	01	300	420	000	740	307		\$1,362.55
13019	TEACHERS ON CALL	E	01	101	420	000	740	307		\$1,130.50
13019	TEACHERS ON CALL	E	01	300	420	000	740	307		\$1,291.15
13019	TEACHERS ON CALL	E	01	116	420	000	740	307		\$142.80
13019	TEACHERS ON CALL	E	01	112	420	000	740	307		\$856.80
13019	TEACHERS ON CALL	E	04	500	581	000	344	305		\$1,011.50
13019 Total										<u>\$20,920.20</u>
13020	TRANSFINDER	E	03	005	760	000	720	305	Cons Fee/Fee For Srv	\$2,600.00
13020 Total										<u>\$2,600.00</u>
13021	UHL COMPANY INC	E	06	300	870	000	000	520	Bldg Improvements	\$12,226.11
13021 Total										<u>\$12,226.11</u>

13022	W A FISHER COMPANY	E	01	005	020	000	000	401	General Supplies	\$255.00
13022	W A FISHER COMPANY	E	01	005	020	000	000	401	General Supplies	\$39.00
13022 Total										<u>\$294.00</u>
13023	A-1 SERVICES INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$243.40
13023 Total										<u>\$243.40</u>
13024	AMAZON CAPITAL SERVICES INC	E	04	500	580	046	325	430	Instructional Supply	\$27.98
13024	AMAZON CAPITAL SERVICES INC	E	01	300	402	000	740	433	Ind Instructnl Mtrls	\$16.06
13024 Total										<u>\$44.04</u>
13025	APPLE INC	E	01	300	255	045	000	430	AS PER ATTACHED PROPOSAL NUMBER 211143	\$1,759.00
13025 Total										<u>\$1,759.00</u>
13026	ARROWWOOD LODGE AT BRAINERD LAKES	E	01	005	107	050	000	401	General Supplies	\$1,195.00
13026 Total										<u>\$1,195.00</u>
13027	BENZ SHERYL	E	01	300	294	711	000	430	Instruct Supplies	\$107.94
13027 Total										<u>\$107.94</u>
13028	BIALKE ALYSON MARIE	E	04	701	590	000	350	311	Prof Tech Services	\$700.00
13028 Total										<u>\$700.00</u>
13029	BRIGHT WHITE PAPER CO	E	01	300	292	000	000	401	POSTER PRINTER PAPER 23" X 100' ROLLS, BLAC	\$89.95
13029	BRIGHT WHITE PAPER CO	E	01	300	292	000	000	401	SHIPPING	\$23.36
13029 Total										<u>\$113.31</u>
13030	BSN SPORTS LLC	E	01	300	294	709	000	430	Instruct Supplies	\$536.00
13030 Total										<u>\$536.00</u>
13031	CADCA	E	01	005	107	050	000	820	Dues-Memberships-Lic-Fees	\$300.00
13031 Total										<u>\$300.00</u>
13032	CLOQUET HIGH SCHOOL	E	01	300	296	709	000	364	Entry Fees/Student Travel	\$225.00
13032 Total										<u>\$225.00</u>
13033	COLOSIMO, PATCHIN, & KEARNEY LTD	E	01	005	150	000	000	311	Prof Tech Services	\$136.50
13033	COLOSIMO, PATCHIN, & KEARNEY LTD	E	01	005	150	000	000	311	Prof Tech Services	\$3,145.00
13033 Total										<u>\$3,281.50</u>
13034	FIRST TECHNOLOGIES INC	E	01	300	255	045	000	430	AS PER ATTACHED QUOTATION # 23-2620 R2	\$1,237.00
13034 Total										<u>\$1,237.00</u>
13035	FUN EXPRESS LLC	E	01	005	105	004	000	401	14311294, BULK 72 PC SUPER STAR GOLDTONE	\$379.90
13035 Total										<u>\$379.90</u>
13036	GEAR UP	E	04	500	560	000	321	430	AS PER ATTACHED QUOTE 16546	\$2,640.96
13036 Total										<u>\$2,640.96</u>
13037	GOPHER SPORTS	E	01	116	240	000	000	430	GL41-549, RAINBOW CLASSICCOAT DODGEBALL	\$299.85
13037	GOPHER SPORTS	E	01	116	240	000	000	430	GL93-137, DELUXE VINYL FLOOR TAPE, INDIVIDU	\$15.90
13037	GOPHER SPORTS	E	01	116	240	000	000	430	Freight	\$37.89
13037 Total										<u>\$353.64</u>
13038	HADRAVA THOMAS	E	01	005	020	000	000	401	General Supplies	\$2,700.00
13038 Total										<u>\$2,700.00</u>
13039	HAINEY CASSANDRA	E	01	005	107	050	000	366	Travel	\$285.76
13039 Total										<u>\$285.76</u>
13040	HUNT ELECTRIC CORPORATION	E	06	300	870	000	000	555	Technology Equip	\$1,650.00
13040	HUNT ELECTRIC CORPORATION	E	06	300	870	000	000	555	Technology Equip	\$6,100.00
13040	HUNT ELECTRIC CORPORATION	E	06	300	870	000	000	555	Technology Equip	\$5,350.00
13040	HUNT ELECTRIC CORPORATION	E	06	300	870	000	000	555	Technology Equip	\$2,100.00
13040	HUNT ELECTRIC CORPORATION	E	06	300	870	000	000	555	Technology Equip	\$1,970.00
13040	HUNT ELECTRIC CORPORATION	E	06	300	870	000	000	555	Technology Equip	\$1,168.00
13040	HUNT ELECTRIC CORPORATION	E	06	300	870	000	000	555	Technology Equip	\$3,600.00
13040 Total										<u>\$21,938.00</u>
13041	ID ENHANCEMENTS INC	E	01	005	606	000	000	401	AS PER ATTACHED ESTIMATE # EST23-0010055	\$517.49
13041 Total										<u>\$517.49</u>

13042	INFINITY ONLINE	E	01	300	690	000	000	390	Pmt Educ Pur MN Dist	\$2,370.00
13042 Total										<u>\$2,370.00</u>
13043	ISD #318	E	01	300	296	706	000	364	Entry Fees/Student Travel	\$105.00
13043 Total										<u>\$105.00</u>
13044	ISD #696	E	01	300	361	953	428	303	Purchased Services	\$11,100.00
13044 Total										<u>\$11,100.00</u>
13045	MAX-ABILITY	E	06	116	870	000	000	530	SKU: AM150/14914/AM808/AMSW130/AM101	\$3,172.00
13045	MAX-ABILITY	E	06	116	870	000	000	530	SHIPPING	\$275.00
13045 Total										<u>\$3,447.00</u>
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$104.75
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$9.98
13046	MENARDS	E	01	300	292	000	000	401	General Supplies	\$75.94
13046	MENARDS	E	01	300	292	000	000	401	General Supplies	\$90.88
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$56.51
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$16.52
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$13.96
13046	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$166.46
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$187.51
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$41.98
13046	MENARDS	E	05	300	850	052	302	520	Bldg Improvements	\$226.86
13046	MENARDS	E	01	300	292	000	000	401	General Supplies	\$709.22
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$151.76
13046	MENARDS	E	01	005	606	000	000	401	General Supplies	\$41.56
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$252.33
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$22.15
13046	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$85.22
13046 Total										<u>\$2,253.59</u>
13047	METRO SALES INC	E	05	005	850	000	302	386	Computer and Tech Hdwr Rental	\$2,758.65
13047	METRO SALES INC	E	05	005	850	000	302	386	Computer and Tech Hdwr Rental	\$5,151.25
13047 Total										<u>\$7,909.90</u>
13048	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$522.21
13048	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$591.29
13048	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$930.64
13048	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$4,332.84
13048	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$6,374.11
13048	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$1,995.74
13048	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$410.06
13048 Total										<u>\$15,156.89</u>
13049	MIDWEST CONTAINER SYSTEMS	E	01	005	105	005	000	401	MX2424G, 24X24 SHELF	\$733.00
13049	MIDWEST CONTAINER SYSTEMS	E	01	005	105	005	000	401	MX74P, 74" POSTS	\$155.12
13049	MIDWEST CONTAINER SYSTEMS	E	01	005	105	005	000	401	MX2448F, 24X48 SHELF	\$413.32
13049	MIDWEST CONTAINER SYSTEMS	E	01	005	105	005	000	401	Freight	\$150.78
13049 Total										<u>\$1,452.22</u>
13050	MIDWEST PLAYSCAPES	E	06	116	870	000	000	530	Equipment	\$31,315.00
13050 Total										<u>\$31,315.00</u>
13051	MINER'S INC	E	04	500	582	000	344	401	General Supplies	\$87.82
13051	MINER'S INC	E	04	500	582	000	344	401	General Supplies	\$17.93
13051	MINER'S INC	E	04	500	580	000	325	401	General Supplies	\$12.78
13051	MINER'S INC	E	01	300	214	038	000	401	General Supplies	\$4.49
13051	MINER'S INC	E	01	300	214	038	000	401	General Supplies	\$0.20
13051	MINER'S INC	E	01	005	107	050	000	401	General Supplies	\$31.61
13051	MINER'S INC	E	01	005	107	050	000	401	General Supplies	\$21.27
13051	MINER'S INC	E	01	005	107	050	000	401	General Supplies	\$25.84

13051	MINER'S INC	E	01	005	107	050	000	401	General Supplies	\$12.92
13051 Total										<u>\$214.86</u>
13052	MINNEAPOLIS OXYGEN COMPANY	E	01	300	255	045	000	430	Instructional Supply	\$1,055.26
13052	MINNEAPOLIS OXYGEN COMPANY	E	01	300	255	045	000	430	Instructional Supply	\$404.61
13052	MINNEAPOLIS OXYGEN COMPANY	E	01	300	255	000	000	430	Instruct Supplies	\$146.39
13052 Total										<u>\$1,606.26</u>
13053	MINNESOTA ENERGY RESOURCES	E	01	005	810	000	000	440	Fuel For Buildings	\$1,695.49
13053 Total										<u>\$1,695.49</u>
13054	MINNESOTA POWER	E	01	300	810	000	000	331	Electricity	\$32.16
13054 Total										<u>\$32.16</u>
13055	MYERS MAGDALEN	E	01	005	107	050	000	366	Travel	\$1,416.00
13055 Total										<u>\$1,416.00</u>
13056	NATIONAL SCHOOL FORMS INC	E	01	112	203	000	000	401	BUS TAG / STUDENT ID TAG; STANDARD LAYO	\$388.00
13056	NATIONAL SCHOOL FORMS INC	E	01	112	203	000	000	401	Freight	\$24.32
13056 Total										<u>\$412.32</u>
13057	NEARPOD INC	E	01	005	030	000	000	401	AS PER ATTACHED QUOTE ID: 118938	\$4,500.00
13057 Total										<u>\$4,500.00</u>
13058	NORTHERN DOOR & HARDWARE INC	E	06	300	870	000	000	555	Technology Equip	\$179.00
13058 Total										<u>\$179.00</u>
13059	PARKVIEW ELEMENTARY PTA	E	04	500	580	000	325	430	Instructional Supply	\$300.00
13059 Total										<u>\$300.00</u>
13060	PETERSON LINDA E	E	04	701	590	000	350	311	Prof Tech Services	\$1,930.00
13060 Total										<u>\$1,930.00</u>
13061	RADKO IRON & SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$344.32
13061 Total										<u>\$344.32</u>
13062	RANGE COOPERATIVE INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$1,102.71
13062 Total										<u>\$1,102.71</u>
13063	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	005	110	000	000	401	SHR EL1197PIII, SHARP EL-1197PIII 12 DIGIT COI	\$457.11
13063	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	005	110	000	000	401	BSN 28650, BUSINESS SOURCE 150' ADDING M	\$12.09
13063 Total										<u>\$469.20</u>
13064	RUMBLE ON THE RED	E	01	300	294	711	000	364	Entry Fees/Student Travel	\$600.00
13064 Total										<u>\$600.00</u>
13065	SCHOOL SPECIALTY LLC	E	01	300	212	000	000	430	AS PER ATTACHED QUOTE NO. Q-400391	\$790.27
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	1517888, MAGNA TILES	\$317.28
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	2004459, ADDITION SPLAT	\$15.59
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	2004458, SUBTRACTION SPLAT	\$15.59
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	2090552, MULTIPLICATION SPLAT	\$15.59
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	2090566, RHYMING WORDS SPLAT	\$15.59
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	2090567, SYNONYMS SPLAT	\$15.59
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	1437330, POST IT UNRULED EASEL PAD, 2/PKG	\$62.39
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	2041004, POST IT RULED SUPER STICKY EASEL F	\$64.15
13065	SCHOOL SPECIALTY LLC	E	01	116	407	000	740	433	070621, ALPHAMAGNETS & MATHMAGNETS, :	\$34.57
13065 Total										<u>\$1,346.61</u>
13066	SHRED-N-GO INC	E	01	101	203	000	000	401		\$71.89
13066	SHRED-N-GO INC	E	01	112	203	000	000	401		\$67.67
13066	SHRED-N-GO INC	E	01	116	203	000	000	401		\$67.67
13066	SHRED-N-GO INC	E	01	300	211	000	000	401		\$67.67
13066	SHRED-N-GO INC	E	01	005	110	000	000	401		\$67.66
13066 Total										<u>\$342.56</u>
13067	SKOGLUND TAYLOR	E	01	005	105	000	000	401	General Supplies	\$39.95
13067 Total										<u>\$39.95</u>

13068	SOS SURVIVAL PRODUCTS INC	E	01	116	203	000	000	401	CLASSROOM/TEACHER EMERGENCY KIT	\$1,349.40
13068	SOS SURVIVAL PRODUCTS INC	E	01	116	203	000	000	401	SHIPPING	\$267.47
13068 Total										<u>\$1,616.87</u>
13069	TEACHERS ON CALL	E	04	500	581	000	344	305		\$2,499.00
13069	TEACHERS ON CALL	E	01	101	420	000	740	307		\$1,677.90
13069	TEACHERS ON CALL	E	01	112	420	000	740	307		\$2,582.30
13069	TEACHERS ON CALL	E	01	005	690	000	510	303		\$172.55
13069	TEACHERS ON CALL	E	01	300	420	000	740	307		\$1,428.00
13069	TEACHERS ON CALL	E	01	116	420	000	740	307		\$714.00
13069 Total										<u>\$9,073.75</u>
13070	THE LIFEGUARD STORE	E	04	500	560	000	321	430	AS PER ATTACHED	\$228.80
13070 Total										<u>\$228.80</u>
13071	TRANSFINDER	E	03	005	760	000	720	305	Cons Fee/Fee For Srv	\$3,500.00
13071 Total										<u>\$3,500.00</u>
13072	TRIMARK INDUSTRIAL	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$374.55
13072 Total										<u>\$374.55</u>
13073	US BANK EQUIPMENT FINANCE	E	05	005	850	000	302	386	Computer and Tech Hdwr Rental	\$2,498.00
13073 Total										<u>\$2,498.00</u>
13074	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	331	Electricity	\$8,236.51
13074	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	332		\$433.00
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$82.20
13074	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440		\$5,310.69
13074	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	333		\$1,077.60
13074	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	331		\$41,947.47
13074	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440		\$10,813.04
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	333		\$112.35
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	331		\$135.10
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	440		\$400.84
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	332		\$61.75
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$54.71
13074	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	332		\$46.75
13074	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	333		\$73.35
13074	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	440		\$287.87
13074	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	331		\$379.31
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$901.20
13074	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	333		\$590.10
13074	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	332		\$245.50
13074	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	331		\$7,648.98
13074	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	440		\$3,211.66
13074	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	334		\$374.70
13074	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	333		\$356.10
13074	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	332		\$155.50
13074	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	331		\$3,156.07
13074	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	440		\$3,583.75
13074	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	331	Electricity	\$144.44
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	332		\$20.50
13074	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	331		\$1,112.35
13074 Total										<u>\$90,953.39</u>
13075	W A FISHER COMPANY	E	01	005	020	000	000	401	General Supplies	\$160.00
13075	W A FISHER COMPANY	E	01	005	030	000	000	460	Textbooks/Workbooks	\$630.00
13075 Total										<u>\$790.00</u>
13076	WIDDES TRAILER SALES	E	03	005	760	000	720	410	Custodial Supplies	\$590.00
13076 Total										<u>\$590.00</u>

13077	ARCHITECTURAL TESTING INC	E	06	116	870	000	000	311	Prof Tech Services	\$740.00
13077 Total										<u>\$740.00</u>
13078	ARROWHEAD CONSULTING & TESTING INC	E	06	116	870	000	000	311	Prof Tech Services	\$36,825.00
13078	ARROWHEAD CONSULTING & TESTING INC	E	06	005	870	000	000	311	Prof Tech Services	\$8,965.00
13078	ARROWHEAD CONSULTING & TESTING INC	E	06	005	870	000	000	311	Prof Tech Services	\$22,968.75
13078 Total										<u>\$68,758.75</u>
13079	BOE ELISA	E	01	005	640	000	316	366	Travel	\$842.06
13079 Total										<u>\$842.06</u>
13080	BRYSON III BILL	E	01	005	606	000	000	430	Instruct Supplies	\$249.99
13080 Total										<u>\$249.99</u>
13081	CHRISTENSEN PARTS	E	01	300	255	000	000	430	Instruct Supplies	\$40.30
13081 Total										<u>\$40.30</u>
13082	CODEHS INC	E	01	300	361	000	475	406	AS PER ATTACHED	\$3,000.00
13082 Total										<u>\$3,000.00</u>
13083	COLLEGE BOARD	E	01	300	211	000	000	461	Standardized Tests	\$285.12
13083 Total										<u>\$285.12</u>
13084	COMMERCIAL REFRIGERATION SYSTEM	E	02	005	770	000	701	350	Repair/Maint Service	\$450.10
13084 Total										<u>\$450.10</u>
13085	CUNINGHAM GROUP	E	06	116	870	000	000	311	Prof Tech Services	\$11,403.00
13085 Total										<u>\$11,403.00</u>
13086	DECA INC	E	01	005	640	000	316	820	Dues-Memberships-Lic-Fees	\$312.00
13086 Total										<u>\$312.00</u>
13087	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$16,136.31
13087 Total										<u>\$16,136.31</u>
13088	EMC INSURANCE COMPANIES	E	03	005	760	000	720	340		\$4,186.48
13088	EMC INSURANCE COMPANIES	E	01	005	940	000	000	341		\$921.93
13088	EMC INSURANCE COMPANIES	E	01	005	940	000	000	340		\$31,113.21
13088 Total										<u>\$36,221.62</u>
13089	EVERSON CALVIN J, RPR, CRR	E	01	005	150	000	000	311	Prof Tech Services	\$1,023.00
13089 Total										<u>\$1,023.00</u>
13090	FOSTER GREG	E	01	300	255	045	000	430	Instructional Supply	\$57.68
13090 Total										<u>\$57.68</u>
13091	HAINEY CASSANDRA	E	01	005	107	050	000	366	Travel	\$1,397.02
13091 Total										<u>\$1,397.02</u>
13092	HUNT ELECTRIC CORPORATION	E	05	005	865	000	379	350	Repair & Maint Service	\$1,406.00
13092 Total										<u>\$1,406.00</u>
13093	INAC INC	E	02	005	770	000	701	311		\$6,735.00
13093	INAC INC	E	02	005	770	000	701	401		\$8,640.46
13093	INAC INC	E	02	005	770	000	701	495		\$11,955.00
13093	INAC INC	E	02	005	770	000	701	490		\$73,440.92
13093	INAC INC	E	02	005	770	000	701	319		\$35,257.18
13093	INAC INC	E	02	005	770	000	701	319	Other Personal Srvc	\$35,864.57
13093 Total										<u>\$171,893.13</u>
13094	IRON RANGE TOWING	E	03	005	760	000	720	350	Repairs Maint Serv	\$300.00
13094 Total										<u>\$300.00</u>
13095	I-STATE TRUCK CENTERS	E	03	005	760	000	720	350	Repairs Maint Serv	\$113.25
13095 Total										<u>\$113.25</u>
13096	JAMAR COMPANY	E	05	005	865	000	379	350	Repair & Maint Service	\$8,798.90
13096 Total										<u>\$8,798.90</u>
13097	JANKILA EMILY	E	01	005	690	000	510	366	Travel	\$23.97
13097 Total										<u>\$23.97</u>
13098	JPW INDUSTRIES INC	E	06	300	870	000	000	530	Equipment	\$22,735.00
13098 Total										<u>\$22,735.00</u>

13099	LENCI ENTERPRISES INC	E	05	005	865	000	380	350	Repair & Maint Service	\$5,275.00
13099 Total										\$5,275.00
13100	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$327.43
13100	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$379.09
13100	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$164.86
13100	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$108.84
13100	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$93.05
13100	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$65.66
13100	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$238.61
13100	MENARDS	E	01	005	690	000	510	366	Travel	\$435.38
13100 Total										<u>\$1,812.95</u>
13101	MESABI SIGN CO INC	E	06	300	870	000	000	311	Prof Tech Services	\$436.15
13101 Total										<u>\$436.15</u>
13102	MINER'S INC	E	04	500	580	000	325	401	General Supplies	\$57.64
13102	MINER'S INC	E	04	500	580	000	325	401	General Supplies	\$9.00
13102	MINER'S INC	E	04	500	580	000	325	401	General Supplies	\$74.93
13102	MINER'S INC	E	04	500	580	000	325	401	General Supplies	\$7.47
13102	MINER'S INC	E	01	005	107	050	000	401	General Supplies	\$33.64
13102	MINER'S INC	E	01	300	214	038	000	401	General Supplies	\$122.45
13102	MINER'S INC	E	01	300	214	038	000	401	General Supplies	\$31.15
13102	MINER'S INC	E	01	300	214	038	000	401	General Supplies	\$79.88
13102	MINER'S INC	E	01	005	690	000	510	366	Travel	\$26.26
13102	MINER'S INC	E	01	005	690	000	510	366	Travel	\$161.98
13102	MINER'S INC	E	01	005	690	000	510	366	Travel	\$565.33
13102 Total										<u>\$1,169.73</u>
13103	NELSON LYNDON	E	03	005	750	000	720	311	Prof Tech Services	\$108.00
13103 Total										<u>\$108.00</u>
13104	PERPICH TV & MUSIC INC	E	01	005	105	009	000	401	General Supplies	\$1,199.96
13104 Total										<u>\$1,199.96</u>
13105	POHAKI LUMBER CO	E	06	300	870	000	000	311	Prof Tech Services	\$179.17
13105	POHAKI LUMBER CO	E	06	300	870	000	000	311	Prof Tech Services	\$2,457.12
13105 Total										<u>\$2,636.29</u>
13106	RACHEL CONTRACTING LLC	E	06	116	870	000	000	520	Bldg Improvements	\$828,516.85
13106 Total										<u>\$828,516.85</u>
13107	RANGE MENTAL HEALTH CENTER INC	E	01	005	420	000	799	305	Consulting Fees	\$47.00
13107 Total										<u>\$47.00</u>
13108	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	101	203	000	000	401		\$57.08
13108	RANGE OFFICE SUPPLY & EQUIP.CO	E	02	005	770	000	701	401		\$10.38
13108	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401		\$2.75
13108	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	211	000	000	401	General Supplies	\$74.95
13108	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	710	000	000	401		\$26.34
13108	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	116	408	000	740	433		\$28.62
13108	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	300	620	000	000	401		\$20.61
13108	RANGE OFFICE SUPPLY & EQUIP.CO	E	01	112	201	000	000	430	Instruct Supplies	\$107.38
13108 Total										<u>\$328.11</u>
13109	REWERTZ NANCYANN	E	01	005	690	000	510	401	General Supplies	\$65.00
13109 Total										<u>\$65.00</u>
13110	SAARISTO WILLIAM	E	01	005	010	000	000	311	Prof Tech Services	\$4,000.00
13110 Total										<u>\$4,000.00</u>
13111	SHANNONS INC	E	05	005	865	000	380	350	Repair & Maint Service	\$66,096.25
13111 Total										<u>\$66,096.25</u>

13112	SHOPSABRE CNC	E	01	300	255	045	000	430		\$745.00
13112	SHOPSABRE CNC	E	01	300	211	027	000	430		\$8,500.00
13112 Total										<u>\$9,245.00</u>
13113	SWANSON & YOUNGDALE INC	E	05	005	865	000	380	350	Repair & Maint Service	\$1,230.25
13113 Total										<u>\$1,230.25</u>
13114	UNITED TRUCK BODY	E	03	005	760	000	720	420	Repair Supplies	\$313.19
13114 Total										<u>\$313.19</u>
13115	VIRGINIA PUBLIC UTILITIES	E	06	116	870	000	000	311	Prof Tech Services	\$7,027.35
13115 Total										<u>\$7,027.35</u>
13116	ALBIN ACQUISITION CORP	E	01	005	110	000	000	314	Background Checks for November 2023	\$610.00
13116 Total										<u>\$610.00</u>
13117	AMAZON CAPITAL SERVICES INC	E	01	101	203	000	000	401	Goutone 21" Snow Shoes Black Red	\$343.92
13117	AMAZON CAPITAL SERVICES INC	E	01	101	203	000	000	401	Goutone Snow shoe 25"	\$279.95
13117	AMAZON CAPITAL SERVICES INC	E	01	101	203	000	000	401	Goutone 22" Snow Shoe	\$305.94
13117	AMAZON CAPITAL SERVICES INC	E	01	116	203	000	000	401	HotHands Hand Warmers - Long Lasting Safe N	\$33.49
13117	AMAZON CAPITAL SERVICES INC	E	01	116	203	000	000	401	Freight	\$6.99
13117	AMAZON CAPITAL SERVICES INC	E	01	116	203	000	000	401	Credit	\$6.99
13117 Total										<u>\$977.28</u>
13118	AT & T MOBILITY	E	01	005	690	000	000	320	Tablets	\$73.48
13118 Total										<u>\$73.48</u>
13119	BAKKE ERIC	E	01	300	296	709	000	305	OFFICIAL	\$225.00
13119 Total										<u>\$225.00</u>
13120	BENHAM DAMON	E	01	300	296	709	000	305	OFFICIAL	\$206.00
13120 Total										<u>\$206.00</u>
13121	BLUE CROSS / BLUE SHIELD OF MN	E	01	300	211	000	000	291	24JAN RETIREE	\$6,195.00
13121	BLUE CROSS / BLUE SHIELD OF MN	E	01	300	211	000	000	291	23DEC RETIREE	\$5,900.50
13121	BLUE CROSS / BLUE SHIELD OF MN	E	01	300	211	000	000	291	23DEC RETIREE	\$19,182.00
13121	BLUE CROSS / BLUE SHIELD OF MN	E	01	300	211	000	000	291	24JAN RETIREE	\$19,182.00
13121 Total										<u>\$50,459.50</u>
13122	CHRISTENSEN PARTS	E	03	005	760	000	720	401	Blister Pack Capsules	\$9.95
13122	CHRISTENSEN PARTS	E	03	005	760	000	720	401	Oil & Filters	\$53.78
13122 Total										<u>\$63.73</u>
13123	CUNDY BRODIE	E	01	300	296	710	000	305	OFFICIAL	\$85.00
13123 Total										<u>\$85.00</u>
13124	DAHLHEIMER BEVERAGE	E	01	300	810	000	000	401	Water	\$8.50
13124	DAHLHEIMER BEVERAGE	E	01	117	810	000	000	332	Water	\$330.00
13124	DAHLHEIMER BEVERAGE	E	01	101	810	000	000	401	Water	\$71.50
13124	DAHLHEIMER BEVERAGE	E	01	118	810	000	000	401	Water	\$28.00
13124 Total										<u>\$438.00</u>
13125	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Fuel	\$1,359.53
13125	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Diesel Fuel	\$7,314.60
13125 Total										<u>\$8,674.13</u>
13126	ENDRESEN SOUND COMPANY	E	01	118	810	000	000	350	Monitoring	\$678.00
13126 Total										<u>\$678.00</u>
13127	ETS-PRAXIS	E	01	112	407	000	740	433	ParaPro Tests	\$550.00
13127 Total										<u>\$550.00</u>
13128	FERGUSON ENTERPRISES LLC #1657	E	01	117	810	000	000	350	Repair Parts	\$38.78
13128 Total										<u>\$38.78</u>
13129	FORKLIFTS OF MN INC	E	01	005	810	000	000	350	Forklift Rental	\$735.00
13129 Total										<u>\$735.00</u>
13130	FOSSLAND VICTORIA	E	01	300	296	710	000	305	OFFICIAL	\$110.00
13130	FOSSLAND VICTORIA	E	01	300	296	710	000	305	OFFICIAL	\$170.00

13130	FOSSLAND VICTORIA	E	01	300	294	710	000	305	OFFICIAL	\$170.00
13130 Total										<u>\$450.00</u>
13131	FRIEDLIEB JACE	E	01	300	296	710	000	305	OFFICIAL	\$195.00
13131 Total										<u>\$195.00</u>
13132	G BENZ CONTRACTING INC	E	01	300	810	000	000	350	Labor- Bleachers	\$991.00
13132 Total										<u>\$991.00</u>
13133	GHERARDI MARIA	E	01	300	296	710	000	305	OFFICIAL	\$136.00
13133	GHERARDI MARIA	E	01	300	296	710	000	305	OFFICIAL	\$221.00
13133 Total										<u>\$357.00</u>
13134	GLUMACK CHARLES	E	01	300	296	709	000	305	OFFICIAL	\$158.00
13134 Total										<u>\$158.00</u>
13135	GRANDE ACE HARDWARE	E	01	116	810	000	000	350	Salt Softener	\$97.59
13135	GRANDE ACE HARDWARE	E	01	005	810	000	000	350	Keys	\$29.90
13135	GRANDE ACE HARDWARE	E	01	005	810	000	000	350	Tape	\$24.58
13135	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Fasteners	\$2.80
13135	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Fasteners	\$0.69
13135	GRANDE ACE HARDWARE	E	01	116	810	000	000	420	Plumbing Supplies	\$0.79
13135	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Snap Bolt	\$9.69
13135	GRANDE ACE HARDWARE	E	01	005	810	000	000	350	Toolset	\$199.00
13135	GRANDE ACE HARDWARE	E	01	005	810	000	000	350	Fuel Grinder	\$199.00
13135	GRANDE ACE HARDWARE	E	01	116	810	000	000	350	Salt Softener	\$99.87
13135	GRANDE ACE HARDWARE	E	01	300	810	000	000	350	Salt Softener	\$88.99
13135	GRANDE ACE HARDWARE	E	01	112	810	000	000	420	Batteries	\$17.99
13135 Total										<u>\$770.89</u>
13136	GREAT LAKES ALARM	E	01	118	810	000	000	350	Monitoring	\$59.85
13136 Total										<u>\$59.85</u>
13137	GREEN TERRY	E	01	112	810	000	000	350	Painting-Parkview	\$6,512.00
13137 Total										<u>\$6,512.00</u>
13138	GYNZY, INC	E	01	101	203	000	000	820	Subscription	\$285.00
13138 Total										<u>\$285.00</u>
13139	HAWKINS INC	E	01	300	810	000	000	350	Chemicals	\$194.21
13139 Total										<u>\$194.21</u>
13140	HENDRICKSON LARRY	E	01	300	810	000	000	350	Nov Boiler Checks	\$900.00
13140 Total										<u>\$900.00</u>
13141	HILLYARD / HUTCHINSON	E	05	300	865	000	347	401	Tampons	\$427.76
13141	HILLYARD / HUTCHINSON	E	05	300	865	000	347	401	Wall Dispenser for Bathrooms	\$179.34
13141	HILLYARD / HUTCHINSON	E	01	300	810	000	000	410	Custodial Supplies	\$893.89
13141	HILLYARD / HUTCHINSON	E	01	116	810	000	000	350	Machine Maint	\$635.44
13141	HILLYARD / HUTCHINSON	E	01	112	810	000	000	420	Machine Maint	\$512.50
13141	HILLYARD / HUTCHINSON	E	01	101	810	000	000	420	Machine Maint	\$246.60
13141	HILLYARD / HUTCHINSON	E	01	300	810	000	000	420	Machine Maint	\$289.50
13141	HILLYARD / HUTCHINSON	E	01	116	810	000	000	420	Machine Maint	\$1,734.00
13141 Total										<u>\$4,919.03</u>
13142	HORIZON CPO	E	01	300	810	000	000	350	Pool Chemicals	\$4,495.30
13142 Total										<u>\$4,495.30</u>
13143	INTEREUM	E	06	300	870	000	000	530	Furniture	\$1,497.14
13143 Total										<u>\$1,497.14</u>
13144	KARNAS JAMES	E	01	300	296	709	000	305	OFFICIAL	\$158.00
13144 Total										<u>\$158.00</u>
13145	KURITA AMERICA INC	E	01	300	810	000	000	350	Chemicals	\$2,723.76
13145 Total										<u>\$2,723.76</u>
13146	KY INTERPRETING SERVICES INC	E	01	101	405	000	740	311	Interpreting Services	\$13,020.00
13146	KY INTERPRETING SERVICES INC	E	01	101	405	000	740	311	Interpreting Services	\$11,010.00

13146	KY INTERPRETING SERVICES INC	E	01	101	405	000	740	311	Interpreting Services	\$280.00
13146	KY INTERPRETING SERVICES INC	E	01	101	405	000	740	311	Interpreting Services	\$7,920.00
13146 Total										<u>\$32,230.00</u>
13147	LINDE GAS & EQUIPMENT INC	E	01	300	810	000	000	401	Cylinder Rental	\$87.09
13147	LINDE GAS & EQUIPMENT INC	E	03	005	760	000	720	401	Cylinder Rental	\$87.09
13147	LINDE GAS & EQUIPMENT INC	E	03	005	760	000	720	401	Cylinder Rental	\$69.14
13147 Total										<u>\$243.32</u>
13148	MEI TOTAL ELEVATOR SOLUTIONS	E	01	300	810	000	000	350	Maint	\$872.50
13148	MEI TOTAL ELEVATOR SOLUTIONS	E	01	300	810	000	000	350	Maint	\$1,047.00
13148 Total										<u>\$1,919.50</u>
13149	MENARDS	E	01	300	810	000	000	350	Twist Ties	\$13.89
13149	MENARDS	E	01	005	810	000	000	350	10k Dual Tripod	\$169.94
13149	MENARDS	E	03	005	760	000	720	401	Tide	\$39.88
13149	MENARDS	E	01	005	810	000	000	350	Tables	\$349.93
13149	MENARDS	E	01	005	810	000	000	350	Driveway Marker	\$412.45
13149	MENARDS	E	01	005	810	000	000	350	Driveway Marker	\$403.97
13149	MENARDS	E	01	005	810	000	000	350	Tie Wire	\$12.98
13149 Total										<u>\$1,403.04</u>
13150	MESPA	E	01	101	640	000	316	366	WILLIAMS	\$450.00
13150 Total										<u>\$450.00</u>
13151	METRO SALES INC	E	01	116	203	000	000	401	Staple Refill	\$115.97
13151	METRO SALES INC	E	01	116	203	000	000	401	Staple Refill	\$115.97
13151 Total										<u>\$231.94</u>
13152	MN DEPT OF LABOR & INDUSTRY	E	01	101	810	000	000	350	Boiler License	\$20.00
13152	MN DEPT OF LABOR & INDUSTRY	E	01	116	810	000	000	350	Elevator License	\$100.00
13152 Total										<u>\$120.00</u>
13153	MN ENERGY RESOURCES CORP	E	01	300	810	000	000	440	UTILITIES	\$51.96
13153	MN ENERGY RESOURCES CORP	E	01	300	810	000	000	440	UTILITIES	\$18,056.64
13153	MN ENERGY RESOURCES CORP	E	01	101	810	000	000	440	UTILITIES	\$4,165.93
13153	MN ENERGY RESOURCES CORP	E	03	005	760	000	720	440	UTILITIES	\$538.04
13153	MN ENERGY RESOURCES CORP	E	01	300	810	000	000	440	UTILITIES	\$23.91
13153	MN ENERGY RESOURCES CORP	E	01	300	810	000	000	440	UTILITIES	\$67.56
13153	MN ENERGY RESOURCES CORP	E	01	116	810	000	000	440	UTILITIES	\$155.76
13153 Total										<u>\$23,059.80</u>
13154	MORRISON MARK	E	01	300	296	709	000	305	OFFICIAL	\$205.00
13154 Total										<u>\$205.00</u>
13155	NEXTERA COMMUNICATIONS	E	01	005	105	000	000	320	PHONE	\$682.90
13155 Total										<u>\$682.90</u>
13156	NICHOLS TROY	E	01	300	296	710	000	305	OFFICIAL	\$110.00
13156	NICHOLS TROY	E	01	300	296	710	000	305	OFFICIAL	\$195.00
13156 Total										<u>\$305.00</u>
13157	OTT ROBERT	E	01	300	296	709	000	305	OFFICIAL	\$205.00
13157 Total										<u>\$205.00</u>
13158	CIELUCH PETER	E	01	300	294	709	000	305	OFFICIAL	\$158.00
13158 Total										<u>\$158.00</u>
13159	PTSA	E	01	005	690	000	510	366	LAMBERT & LIEN	\$50.00
13159 Total										<u>\$50.00</u>
13160	QUADIENT FINANCE	E	01	005	105	000	000	329	Postage	\$1,039.00
13160 Total										<u>\$1,039.00</u>
13161	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	401	Def Fluid	\$135.60
13161 Total										<u>\$135.60</u>

13162	RANGE SPORTS	E	01	300	294	710	000	430	Game Pucks- 48 Qty	\$218.00
13162	RANGE SPORTS	E	01	300	294	710	000	430	Captain Letters	\$33.00
13162 Total										<u>\$251.00</u>
13163	ROEN ADAM C	E	01	300	296	709	000	185	OFFICIAL	\$180.00
13163 Total										<u>\$180.00</u>
13164	SAHR JARED N	E	01	300	296	710	000	305	OFFICIAL	\$200.36
13164	SAHR JARED N	E	01	300	296	710	000	305	OFFICIAL	\$170.00
13164 Total										<u>\$370.36</u>
13165	SALO ADAM	E	01	300	296	709	000	305	OFFICIAL	\$206.00
13165 Total										<u>\$206.00</u>
13166	SKADSEM BRIAN	E	01	300	296	709	000	185	OFFICIAL	\$50.00
13166	SKADSEM BRIAN	E	01	300	294	709	000	185	OFFICIAL	\$45.00
13166 Total										<u>\$95.00</u>
13167	STEFANICH SHEENA	E	01	112	203	000	000	401	NURSING SUPPLIES	\$36.58
13167 Total										<u>\$36.58</u>
13168	STRUKEJASON	E	01	300	294	710	000	305	OFFICIAL	\$85.00
13168	STRUKEJASON	E	01	300	296	710	000	305	OFFICIAL	\$110.00
13168 Total										<u>\$195.00</u>
13169	TAUS DAVID	E	01	300	294	709	000	305	OFFICIAL	\$158.00
13169	TAUS DAVID	E	01	300	296	709	000	185	OFFICIAL	\$225.00
13169 Total										<u>\$383.00</u>
13170	TEACHERS ON CALL	E	01	101	640	000	000	303	Laurentian Subs	\$682.92
13170	TEACHERS ON CALL	E	01	101	203	000	000	305	Laurentian Subs	\$1,063.04
13170	TEACHERS ON CALL	E	01	116	420	000	740	307	NS Subs	\$173.95
13170	TEACHERS ON CALL	E	01	116	640	000	000	303	NS Subs	\$695.80
13170	TEACHERS ON CALL	E	01	116	203	000	000	305	NS Subs	\$1,069.46
13170	TEACHERS ON CALL	E	01	112	203	000	000	305	Parkview Subs	\$373.67
13170	TEACHERS ON CALL	E	01	300	211	000	000	305	RRHS Subs	\$579.84
13170	TEACHERS ON CALL	E	01	300	420	000	740	307	RRHS Subs	\$367.23
13170 Total										<u>\$5,005.91</u>
13171	TWIN CITIES HARDWARE	E	01	117	810	000	000	350	Keys	\$60.13
13171 Total										<u>\$60.13</u>
13172	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Acid Cleaner	\$73.62
13172	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Hand Towel	\$838.50
13172	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Multi fold Towel	\$84.45
13172	TWIN PORTS PAPER & SUPPLY INC	E	01	101	810	000	000	410	Can Liner	\$112.80
13172 Total										<u>\$1,109.37</u>
13173	WHITE KEVIN	E	01	300	294	709	000	305	OFFICIAL	\$227.00
13173 Total										<u>\$227.00</u>
13174	ZUEHLKE ROBERT D JR	E	01	300	294	710	000	305	OFFICIAL	\$185.00
13174 Total										<u>\$185.00</u>
13175	BONG P-38 FUND	E	01	005	105	009	000	401	General Supplies	\$90.00
13175 Total										<u>\$90.00</u>
13176	ISD #318	E	01	300	361	955	475	303	Purchased Services	\$2,506.57
13176 Total										<u>\$2,506.57</u>
13177	MINNESOTA POWER	E	01	005	810	000	000	331	Electricity	\$1,028.91
13177 Total										<u>\$1,028.91</u>
13178	MINNESOTA POWER	E	01	005	810	000	000	331	Electricity	\$238.67
13178 Total										<u>\$238.67</u>
13179	321 ART STUDIO	E	04	500	560	000	321	430	Instruct Supplies	\$225.00
13179 Total										<u>\$225.00</u>
13180	A W KUETTEL & SONS INC	E	06	116	870	000	000	520	Bldg Improvements	\$66,020.82
13180 Total										<u>\$66,020.82</u>

13181	ABSOLUTE FIRE PROTECTION INC	E	06	116	870	000	000	520	Bldg Improvements	\$17,400.05
13181 Total										<u>\$17,400.05</u>
13182	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$617.00
13182	AGI REPAIR INC	E	01	005	606	000	000	311	Prof Tech Services	\$756.00
13182 Total										<u>\$1,373.00</u>
13183	ANDRIE JADE	E	01	300	361	000	428	366	Travel	\$540.36
13183 Total										<u>\$540.36</u>
13184	ARCHITECTURAL TESTING INC	E	06	116	870	000	000	311	Prof Tech Services	\$16,260.00
13184 Total										<u>\$16,260.00</u>
13185	ARNQUIST CARPETSPLUS COLORTILE	E	06	116	870	000	000	520	Bldg Improvements	\$7,047.10
13185 Total										<u>\$7,047.10</u>
13186	ARROW AUTO GLASS & SUPPLY CO	E	03	005	760	000	720	350	Repairs Maint Serv	\$72.00
13186 Total										<u>\$72.00</u>
13187	ARROWHEAD REGIONAL COMPUTING CONSOR'E	01	005	110	000	000	316	Data Processing Svcs	\$3,650.00	
13187 Total										<u>\$3,650.00</u>
13188	BENZ GARRETT	E	01	300	294	711	000	430	Instruct Supplies	\$1,425.00
13188 Total										<u>\$1,425.00</u>
13189	BERG ROY ALLEN	E	01	300	258	003	000	350	Repairs Maint Serv	\$116.00
13189 Total										<u>\$116.00</u>
13190	BOSHEY JEFFREY III	E	01	005	690	000	510	303	Purchased Services	\$450.00
13190 Total										<u>\$450.00</u>
13191	BOSHEY JOEL	E	01	005	690	000	510	303	Purchased Services	\$450.00
13191 Total										<u>\$450.00</u>
13192	CARDMEMBER SERVICE	E	01	300	214	038	000	401		\$715.10
13192	CARDMEMBER SERVICE	E	01	005	606	000	000	401		\$449.99
13192	CARDMEMBER SERVICE	E	01	005	810	000	000	386		\$971.10
13192 Total										<u>\$2,136.19</u>
13193	CONSTRUCTION SUPPLY INC	E	06	116	870	000	000	520	Bldg Improvements	\$73,759.43
13193 Total										<u>\$73,759.43</u>
13194	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$420.00
13194	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$869.40
13194 Total										<u>\$1,289.40</u>
13195	DIRTY DOG PRODUCTIONS LLC	E	01	300	296	720	000	364	Entry Fees/Student Travel	\$208.33
13195 Total										<u>\$208.33</u>
13196	ESSENTIA HEALTH	E	03	005	750	000	720	311	Prof Tech Services	\$108.00
13196 Total										<u>\$108.00</u>
13197	FACTS EDUCATION SOLUTIONS LLC	E	01	798	216	000	401	304	Purchased Services	\$2,663.19
13197 Total										<u>\$2,663.19</u>
13198	FIDELDY BRYAN	E	01	300	294	709	000	305	Consulting Fees	\$158.00
13198	FIDELDY BRYAN	E	01	300	294	709	000	305	Consulting Fees	\$75.00
13198 Total										<u>\$233.00</u>
13199	FLOERSHEIM WILLIAM	E	01	300	294	709	000	305	Consulting Fees	\$158.00
13199 Total										<u>\$158.00</u>
13200	FRABONI	E	01	300	214	038	000	401	General Supplies	\$39.35
13200 Total										<u>\$39.35</u>
13201	GAWBOY JORDAN	E	01	005	690	000	510	303	Purchased Services	\$250.00
13201 Total										<u>\$250.00</u>
13202	GRAZZINI BROTHERS & COMPANY	E	06	116	870	000	000	520	Bldg Improvements	\$47,500.00
13202	GRAZZINI BROTHERS & COMPANY	E	06	116	870	000	000	520	Bldg Improvements	\$14,250.00
13202 Total										<u>\$61,750.00</u>
13203	HALLBERG ENGINEERING	E	06	116	870	000	000	311	Prof Tech Services	\$1,000.00
13203 Total										<u>\$1,000.00</u>

13204	HILL KRISTY	E	04	500	560	000	321	430	Instruct Supplies	\$260.00
13204 Total										<u>\$260.00</u>
13205	HOCHE MIKE	E	01	005	606	000	000	401	General Supplies	\$802.71
13205 Total										<u>\$802.71</u>
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$1,300.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$75.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$75.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$60.00
13206	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$80.00
13206 Total										<u>\$2,090.00</u>
13207	HORIZON EQUIPMENT LLC	E	06	116	870	000	000	520	Bldg Improvements	\$108,096.55
13207 Total										<u>\$108,096.55</u>
13208	HUNT ELECTRIC CORPORATION	E	06	116	870	000	000	520	Bldg Improvements	\$586,980.30
13208	HUNT ELECTRIC CORPORATION	E	06	116	870	000	000	520	Bldg Improvements	\$124,613.40
13208 Total										<u>\$711,593.70</u>
13209	HUNTER MOLLY MAE	E	01	005	690	000	510	303	Purchased Services	\$250.00
13209 Total										<u>\$250.00</u>
13210	INAC INC	E	02	005	770	000	701	319	Other Personal Srvc	\$35,014.79
13210 Total										<u>\$35,014.79</u>
13211	INFINITY ONLINE	E	01	300	690	000	000	390	Pmt Educ Pur MN Dist	\$400.00
13211 Total										<u>\$400.00</u>
13212	ISD #318	E	01	300	294	706	000	364	Entry Fees/Student Travel	\$150.00
13212 Total										<u>\$150.00</u>
13213	JOURDAIN CHARMAINE	E	01	005	690	000	510	303	Purchased Services	\$250.00
13213 Total										<u>\$250.00</u>
13214	JUST FOR KIX	E	01	300	296	720	000	432	AS PER ATTACHED	\$2,045.66
13214 Total										<u>\$2,045.66</u>
13215	KEN WASCHKE AUTO PLAZA	E	03	005	760	000	720	420	Repair Supplies	\$98.19
13215 Total										<u>\$98.19</u>
13216	KERN NIKKI	E	01	116	203	000	000	401	General Supplies	\$153.98
13216 Total										<u>\$153.98</u>
13217	KING KIM	E	04	500	560	000	321	430	Instruct Supplies	\$435.00
13217 Total										<u>\$435.00</u>
13218	KUSH-JEFFERY SHANON	E	04	500	580	000	325	401		\$6.25
13218	KUSH-JEFFERY SHANON	E	04	500	580	000	325	401		\$1.99
13218	KUSH-JEFFERY SHANON	E	04	500	580	000	325	401		\$27.43
13218	KUSH-JEFFERY SHANON	E	04	500	580	046	325	430		\$75.00
13218 Total										<u>\$110.67</u>
13219	KY INTERPRETING SERVICES INC	E	01	116	405	000	740	399	Spec Purchased Services	\$3,412.50
13219	KY INTERPRETING SERVICES INC	E	01	116	405	000	740	399	Spec Purchased Services	\$12,327.50
13219 Total										<u>\$15,740.00</u>
13220	LAMINATION DEPOT	E	01	112	203	000	000	401	AS PER ATTACHED QUOTE # Q16968	\$379.92
13220 Total										<u>\$379.92</u>
13221	LCS COACHES INC	E	01	300	296	710	733	361	Private Trans Cont	\$2,214.37
13221	LCS COACHES INC	E	01	300	294	711	733	361	Private Trans Cont	\$1,152.46

13221	LCS COACHES INC	E	01	300	294	710	733	361	Private Trans Cont	\$1,787.34
13221 Total										<u>\$5,154.17</u>
13222	LIGHTFEATHER ALEXIA	E	01	005	690	000	510	303	Purchased Services	\$250.00
13222 Total										<u>\$250.00</u>
13223	LIGHTFEATHER DANIEL	E	01	005	690	000	510	303	Purchased Services	\$250.00
13223 Total										<u>\$250.00</u>
13224	MAGNET SOURCE	E	01	300	211	000	000	401	AS PER ATTACHED QUOTATION NO. S06141	\$289.22
13224 Total										<u>\$289.22</u>
13225	MATHCOUNTS FOUNDATION	E	01	300	298	000	000	364	Entry Fees/Student Travel	\$140.00
13225 Total										<u>\$140.00</u>
13226	MDE-MCIS	E	01	798	216	000	401	304	Purchased Services	\$515.00
13226 Total										<u>\$515.00</u>
13227	MENARDS	E	01	300	255	045	000	430	Instructional Supply	\$203.86
13227	MENARDS	E	01	300	211	027	000	430	Instruct Supplies	\$510.60
13227	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$67.79
13227	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$31.98
13227 Total										<u>\$814.23</u>
13228	MESABI SIGN CO INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$350.00
13228	MESABI SIGN CO INC	E	06	300	870	000	000	311	Prof Tech Services	\$1,485.70
13228 Total										<u>\$1,835.70</u>
13229	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$1,166.82
13229	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$6,953.71
13229	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$398.53
13229	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$1,585.58
13229	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$815.05
13229	MID-STATE TRUCK SERVICE INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$1,000.47
13229 Total										<u>\$11,920.16</u>
13230	MINER'S INC	E	01	300	214	038	000	401	General Supplies	\$51.97
13230 Total										<u>\$51.97</u>
13231	MOON ALANNA	E	01	005	690	000	510	303	Purchased Services	\$250.00
13231 Total										<u>\$250.00</u>
13232	MOON CURT	E	01	005	690	000	510	303	Purchased Services	\$250.00
13232 Total										<u>\$250.00</u>
13233	MORRISON MARK	E	01	300	294	709	000	305	Consulting Fees	\$158.00
13233 Total										<u>\$158.00</u>
13234	MULCAHY NICKOLAUS LLC	E	06	116	870	000	000	520	Bldg Improvements	\$224,831.79
13234	MULCAHY NICKOLAUS LLC	E	06	116	870	000	000	520	Bldg Improvements	\$93,474.68
13234 Total										<u>\$318,306.47</u>
13235	NISKA KARI	E	01	005	640	000	316	366	Travel	\$21.64
13235 Total										<u>\$21.64</u>
13236	NORTHERN DOOR & HARDWARE INC	E	06	116	870	000	000	520	Bldg Improvements	\$30,808.50
13236 Total										<u>\$30,808.50</u>
13237	NTS	E	06	116	870	000	000	311	Prof Tech Services	\$2,874.05
13237 Total										<u>\$2,874.05</u>
13238	PARALLEL TECHNOLOGIES INC	E	06	300	870	000	000	555	Technology Equip	\$12,020.71
13238	PARALLEL TECHNOLOGIES INC	E	05	005	605	000	302	530	Equipment	\$2,215.23
13238 Total										<u>\$14,235.94</u>
13239	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$48.00
13239	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$65.88
13239	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$68.04
13239	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$48.00
13239	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$65.88

13239	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$68.04
13239 Total										<u>\$363.84</u>
13240	RACHEL CONTRACTING LLC	E	06	116	870	000	000	520	Bldg Improvements	\$391,468.40
13240 Total										<u>\$391,468.40</u>
13241	RAM	B	01	215	270				Payroll Deductions-WC	\$11,560.91
13241 Total										<u>\$11,560.91</u>
13242	RANGE PAPER CORPORATION	E	01	005	810	000	000	410	Custodial Supplies	\$25.57
13242 Total										<u>\$25.57</u>
13243	RJ MECHANICAL INC	E	06	116	870	000	000	520	Bldg Improvements	\$345,541.24
13243	RJ MECHANICAL INC	E	06	116	870	000	000	520	Bldg Improvements	\$269,427.92
13243 Total										<u>\$614,969.16</u>
13244	ROGERS MARVIN	E	01	005	690	000	510	303	Purchased Services	\$250.00
13244 Total										<u>\$250.00</u>
13245	SAINIO DIANNA	R	04	500	560	000	321	050	Fees from Patrons	\$32.00
13245 Total										<u>\$32.00</u>
13246	SCHMITT MUSIC CENTER	E	01	300	259	001	000	430	Instruct Supplies	\$9.59
13246	SCHMITT MUSIC CENTER	E	01	300	259	001	000	430	Instruct Supplies	\$7.99
13246 Total										<u>\$17.58</u>
13247	SCHNEIDER KURT	E	01	300	294	709	000	305	Consulting Fees	\$45.00
13247 Total										<u>\$45.00</u>
13248	SHUBAT TRANSPORTATION	E	01	300	296	710	733	361	Private Trans Cont	\$723.71
13248 Total										<u>\$723.71</u>
13249	SIGN WAREHOUSE	E	01	300	255	045	000	430	BLANKET PURCHASE ORDER FOR CLASSROOM S	\$3,592.42
13249 Total										<u>\$3,592.42</u>
13250	ST GERMAIN'S CABINET INC	E	06	116	870	000	000	520	Bldg Improvements	\$203,974.50
13250	ST GERMAIN'S CABINET INC	E	06	116	870	000	000	520	Bldg Improvements	\$111,862.50
13250 Total										<u>\$315,837.00</u>
13251	STANAWAY JOHN	E	01	300	292	000	000	401	General Supplies	\$397.00
13251 Total										<u>\$397.00</u>
13252	STILLDAY BRIAN JR	E	01	005	690	000	510	303	Purchased Services	\$250.00
13252 Total										<u>\$250.00</u>
13253	STILLDAY SKYLER	E	01	005	690	000	510	303	Purchased Services	\$250.00
13253 Total										<u>\$250.00</u>
13254	STILLDAY WAMBLI	E	01	005	690	000	510	303	Purchased Services	\$250.00
13254 Total										<u>\$250.00</u>
13255	STILLDAY XAVIER	E	01	005	690	000	510	303	Purchased Services	\$250.00
13255 Total										<u>\$250.00</u>
13256	SUPERIOR HIGH SCHOOL	E	01	300	294	711	000	364	Entry Fees/Student Travel	\$250.00
13256 Total										<u>\$250.00</u>
13257	SWANSON & YOUNGDALE INC	E	06	116	870	000	000	520	Bldg Improvements	\$31,172.35
13257	SWANSON & YOUNGDALE INC	E	06	116	870	000	000	520	Bldg Improvements	\$47,193.30
13257 Total										<u>\$78,365.65</u>
13258	SYSKO MINNESOTA	E	01	300	250	000	000	430	Instruct Supplies	\$619.34
13258 Total										<u>\$619.34</u>
13259	TACONITE TIRE SERVICE	E	01	005	810	000	000	350	Repairs Maint Serv	\$49.99
13259 Total										<u>\$49.99</u>
13260	TEACHERS ON CALL	E	04	500	581	000	344	305		\$2,100.35
13260	TEACHERS ON CALL	E	01	101	420	000	740	307		\$1,267.35
13260	TEACHERS ON CALL	E	01	300	420	000	740	307		\$862.75
13260	TEACHERS ON CALL	E	01	116	420	000	740	307		\$952.00
13260	TEACHERS ON CALL	E	01	112	420	000	740	307		\$838.95
13260	TEACHERS ON CALL	E	04	500	581	000	344	305		\$2,570.40
13260	TEACHERS ON CALL	E	01	101	420	000	740	307		\$1,773.10

13260	TEACHERS ON CALL	E	01	300	420	000	740	307		\$856.80
13260	TEACHERS ON CALL	E	01	116	420	000	740	307		\$285.60
13260	TEACHERS ON CALL	E	01	112	420	000	740	307		\$1,761.20
13260 Total										<u>\$13,268.50</u>
13261	THOMAS CREATIVE APPAREL INC	E	01	300	258	003	000	430	AS PER ATTACHED QUOTE	\$31,040.00
13261 Total										<u>\$31,040.00</u>
13262	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$33,112.25
13262	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$60,800.00
13262	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$144,746.49
13262	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$32,300.00
13262	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$83,484.10
13262	TNT CONSTRUCTION GROUP LLC	E	06	116	870	000	000	520	Bldg Improvements	\$227,042.16
13262 Total										<u>\$581,485.00</u>
13263	TWIN CITY ACOUSTICS INC	E	06	116	870	000	000	520	Bldg Improvements	\$7,640.85
13263	TWIN CITY ACOUSTICS INC	E	06	116	870	000	000	520	Bldg Improvements	\$149,306.75
13263 Total										<u>\$156,947.60</u>
13264	UHL COMPANY INC	E	06	116	870	000	000	520	Bldg Improvements	\$19,270.80
13264 Total										<u>\$19,270.80</u>
13265	UNITED GLASS INC	E	06	116	870	000	000	520	Bldg Improvements	\$105,021.55
13265	UNITED GLASS INC	E	06	116	870	000	000	520	Bldg Improvements	\$103,392.30
13265 Total										<u>\$208,413.85</u>
13266	US BANK EQUIPMENT FINANCE	E	05	005	850	000	302	386	Computer and Tech Hdwr Rental	\$2,498.00
13266 Total										<u>\$2,498.00</u>
13267	VERIZON	E	01	005	690	000	000	320	Comm Telephone	\$105.14
13267 Total										<u>\$105.14</u>
13268	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	331		\$32,569.32
13268	VIRGINIA PUBLIC UTILITITES	E	01	300	810	000	000	440		\$15,442.10
13268	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$54.71
13268	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	333		\$102.60
13268	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	332		\$58.00
13268	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	331		\$429.27
13268	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	440		\$1,104.10
13268	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$901.20
13268	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	333		\$551.10
13268	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	332		\$230.50
13268	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	331		\$5,761.88
13268	VIRGINIA PUBLIC UTILITITES	E	01	112	810	000	000	440		\$3,728.27
13268	VIRGINIA PUBLIC UTILITITES	E	03	005	760	000	720	331	Electricity	\$78.95
13268	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	331	Electricity	\$312.14
13268 Total										<u>\$61,324.14</u>
13269	W A FISHER COMPANY	E	03	005	760	000	720	401	General Supplies	\$260.00
13269 Total										<u>\$260.00</u>
13270	WAGNER CHARLES	E	01	005	690	000	510	303	Purchased Services	\$250.00
13270 Total										<u>\$250.00</u>
13271	WALKER GIROUX & HAHNE LTD	E	01	005	110	000	000	311	Prof Tech Services	\$30,000.00
13271 Total										<u>\$30,000.00</u>
13272	WHA ATHLETICS	E	01	300	294	711	000	364	Entry Fees/Student Travel	\$250.00
13272 Total										<u>\$250.00</u>
13273	WHITEMAN ADRIENNE	E	01	005	690	000	510	303	Purchased Services	\$450.00
13273 Total										<u>\$450.00</u>
13274	WHITEMAN PANDA	E	01	005	690	000	510	303	Purchased Services	\$250.00
13274 Total										<u>\$250.00</u>

13275	WILLIAMS LAW OFFICE INC	E	01	005	150	000	000	311	Prof Tech Services	\$3,990.00
13275 Total										<u>\$3,990.00</u>
13276	WILSON JAKOB	E	01	005	690	000	510	303	Purchased Services	\$250.00
13276 Total										<u>\$250.00</u>
13277	WORLD CUP SUPPLY INC	E	01	300	294	707	000	430	AS PER ATTACHED QUOTE # 42359	-\$0.01
13277	WORLD CUP SUPPLY INC	E	01	300	296	707	000	430	AS PER ATTACHED QUOTE # 42359	\$1,129.73
13277	WORLD CUP SUPPLY INC	E	01	300	294	707	000	430	AS PER ATTACHED QUOTE # 42359	\$1,129.73
13277 Total										<u>\$2,259.45</u>
13278	ZAPATA ABBI R	E	01	005	690	000	510	303	Purchased Services	\$250.00
13278 Total										<u>\$250.00</u>
290946-290947	PAYROLL 12/15/23									\$876,990.09
	OASDI									\$51,858.25
	MEDICARE									\$12,266.35
	PERA									\$23,492.22
	TRA									\$48,389.99
	TSA MATCH									\$4,371.44
TOTAL DISBURSEMENTS & PAYROLL										<u>\$7,394,970.27</u>

Seconded by

that the above resolution be adopted.

Resolution adopted January 8, 2024.

Clerk

Chairperson



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: September 28, 2020

Revised: January 9, 2023

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting and will be reflected in the minutes. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter. Items added to the agenda shall be for board discussion only. Voting action on an added item, if needed, shall take place at a subsequent meeting.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all

members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: Policy 203 (Operation of the School Board – Governing Rules)
Policy 203.2 (Order of the Regular School Board Meeting)
Policy 203.6 (Consent Agendas)
Policy 204 (School Board Meeting Minutes)
Policy 207 (Public Hearings)



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: September 28, 2020

Revised" _____

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:

1. ~~Audit~~ Budget/Finance.
 2. Policy.
 3. Building, ~~and~~ Grounds, Transportation & Safety.
 4. Negotiations Committee(s) for various employee groups.
 5. Athletic & Activities.
 6. Personnel.
 7. District Curriculum Advisory & Staff Development.
 8. Labor Management / Meet and Confer.
 9. Community Education.
 10. Liaison(s) for various outside entities.
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. ~~Actions~~ Recommendations of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of recommendations of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.

- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: Policy 201 (Legal Status of the School Board)
Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: July 27, 2020

Reviewed: January 10, 2022

Revised: November 14, 2022

Revised: _____

410 FAMILY AND MEDICAL LEAVE POLICY

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; (2) or 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.
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 work days 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.

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



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: July 27, 2020

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Revised: _____

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.

[Note: In 2023, the Minnesota legislature amended the definition of “sexual orientation” in the Minnesota Human Rights Act as reflected in subpart 6 below. A school board may choose whether to retain the phrase “including gender identity or expression” in light of the legislative amendment.]

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Disability” means, with respect to an individual who
 - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or

- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means ~~having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult. to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.~~
- [Note: In 2023, the Minnesota legislature revised the definition of ‘sexual orientation’ in the Minnesota Human Rights Act to read as provided here.]**
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota

Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, an individual's Protected Class.

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have

knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and

confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute, Chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Policy 102 (Equal Educational Opportunity)
Policy 401 (Equal Employment Opportunity)
Policy 402 (Disability Nondiscrimination Policy)
Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 506 (Student Discipline)

Policy 514 (Bullying Prohibition Policy)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
Policy 524 (Internet Acceptable Use and Safety Policy)
Policy 525 (Violence Prevention)
Policy 526 (Hazing Prohibition)
Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: September 28, 2020

Revised: November 9, 2020

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Revised: _____

416 **DRUG, ~~AND~~ ALCOHOL, AND CANNABIS TESTING**

[Note: Drug, ~~and~~ 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, and 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, and 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, and 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, marijuana (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 result but 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

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 drug 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.

D. Alcohol and Controlled Substances Testing Program Manager

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

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 the 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

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 ~~marijuana~~ 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

1. Pre-Employment Testing

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

2. Post-Accident Testing

- 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.

3. Random Testing

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

4. Reasonable Suspicion Testing

- 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.

5. 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.

6. 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.

7. Refusal to Submit and Attendant Consequences

- 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 C to this policy.

I. Testing Procedures

1. Drug Testing

- 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

- 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.
- 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 Essentia Health – Virginia, Minnesota, 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.

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

Basic records	5 years
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“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
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Alcohol and controlled substance collection procedures	2 years
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Negative and cancelled controlled substance tests	1 year
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Alcohol tests with less than 0.02 concentration	1 year
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Education and training records	indefinite
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“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.
- 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.
- 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.

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 charter school 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 charter school'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 charter school 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 charter school'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 charter school 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.

AB. 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 ~~drug and alcohol testing~~ policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, Subd. 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.

23. 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, Subd. 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.

B. 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.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "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.
3. "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 school 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."

4. "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.).
5. "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.
6. "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.
7. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

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 this 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 policy 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 marijuana 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, ~~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 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 ~~E~~ F and ~~F~~ G 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, ~~or~~ 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. 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, 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, ~~and~~ 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 and 382 (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: Policy 403 (Discipline, Suspension, and Dismissal of School District
Employees)
Policy 406 (Public and Private Personnel Data)
Policy 417 (Chemical Use and Abuse)
Policy 418 (Drug-Free Workplace/Drug-Free School)

ATTACHMENTS TO DRUG, 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 D is a "**Bus Driver or Driver Applicant–Refusal to Submit to Testing**" form. It is referred to in Article III., Section H., Paragraph 8. of the policy.

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

- Attachment E 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 F 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 G 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 H, entitled "**Acknowledgment–Drug 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, 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 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 C

(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

ATTACHMENT D

(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 E

(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, Alcohol, and Cannabis Testing Policy.

Date: _____

Signature of Employee/Job Applicant

Typed or Printed Name

ATTACHMENT F

(DRAFT)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

[Employee Name]
[Employee Address]

RE: Drug, 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, 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, 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 G

(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 H

(D R A F T)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —

DRUG, ALCOHOL, AND CANNABIS TESTING POLICY

I have received a copy of the Drug, 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, alcohol, and cannabis testing as applicable. (job applicant)

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: July 27, 2020

Revised: January 25, 2021

Reviewed: January 10, 2022

Revised: October 10, 2022

Revised: September 25, 2023

Revised: _____

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as

appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The

school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority,

a teacher may use reasonable force when it is necessary under the circumstances restrain a student to prevent imminent bodily harm or death to the student or another.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a

restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and

- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 2. The use of profanity or obscene language, or the possession of obscene materials;
 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 4. Violation of the school district's Hazing Prohibition Policy;
 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 6. Violation of the school district's Student Attendance Policy;
 7. Opposition to authority using physical force or violence;
 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school

district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority,

cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school,

or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class an excessive number of times in a school year, the school district shall notify the parent or guardian of the student's removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. **Procedures for removal of a student from a class:**

There are many reasons that a student may be removed from class. They include but are not limited to rules violations or the potential of a dangerous situation.

When a student is removed the **first time**, it will be documented by the teacher and the parent will be notified by the teacher. The student may also receive additional disciplinary action.

If a **second** removal occurs, the parent will be notified and a meeting will be held within 48 hours with the student, teacher, parent, and administration. During this meeting the teacher will explain his/her expectations for behavior. The student and parent will have the opportunity to ask any questions they may have with the goal being a solution to the behavioral problem.

If a **third** removal takes place, the student may be removed from the class, assigned study hall, and lose credit. Other solutions may be a class change or alternative programming for the student. A parent meeting may also be held at the request of the teacher when removals have not occurred.

If a student receiving special education services is removed from a class, the above procedures will apply. In addition, the IEP team may need to meet to consider the adequacy of the IEP.

Students serving administratively determined consequences in the school suspension / intervention room / or other disciplinary locations will be ineligible from participating in after school activities, practices, and athletic contests.

- D. All students suspected of using/abusing chemicals will be referred to the building chemical abuse assessment team or appropriate team.

- E. The building team will create procedures for early interventions tied to violations of the code of student conduct. These interventions will include parent involvement, where appropriate.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

- b. kindergarten through Grade 3.
- 2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
- 3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

- 1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
- 2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
- 3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
- 4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for ~~one school day or~~ less than one day, except as provided under federal law for a

student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except

where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any

evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Student from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: Policy 413 (Harassment and Violence)
Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
Policy 501 (School Weapons)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 503 (Student Attendance)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 514 (Bullying Prohibition Policy)
Policy 524 (Internet Acceptable Use and Safety Policy)
Policy 525 (Violence Prevention)
Policy 526 (Hazing Prohibition)
Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
Policy 610 (Field Trips)
Policy 709 (Student Transportation Safety Policy)
Policy 711 (Video Recording on School Buses)
Policy 712 (Video Surveillance Other Than on Buses)

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PUBLIC NOTICE

Independent School District No. 2909 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

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

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

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student’s history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

- 3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
- 4. Pursuant to applicable law, Independent School District No. 2909 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; photograph; major field of study; dates of attendance; grade



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

5. Pursuant to applicable law, Independent School District No. 2909 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *[DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL]*, BY *[INSERT DATE]* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

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



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

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

INDEPENDENT SCHOOL DISTRICT NO. 2909
Virginia, MINNESOTA

Dated: _____

Chair





Rock Ridge Public Schools

1405 Progress Parkway

Adopted: July 27, 2020

Revised: January 25, 2021

Revised: March 27, 2023

Revised: September 25, 2023

Revised: _____

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment options and other advanced enrichment programs. This policy also is to recognize student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. “Concurrent enrollment” means nonsectarian courses in which an eligible pupil under [Minnesota Statutes, section 124D.095](#), subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. “Course” means a course or program.
- D. “Eligible institution” means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student's race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.

- E. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

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

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

B. Transfer of Academic Requirements from Other Schools

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

but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

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

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation and subject area requirements of the district.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including

information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

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

VIII. PROCESS FOR AWARDING CREDIT

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

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: Policy 104 (School District Mission Statement)
Policy 601 (School District Curriculum and Instruction Goals)
Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan and Procedure)
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Policy 616 (School District System Accountability)
Policy 618 (Assessment of Student Achievement)
Policy 624 (Online Learning Options)

January 8, 2024

Dear Rock Ridge School Board,

Please accept this check from Cleveland Cliffs Foundation, Inc. applied through a fiscal sponsorship with the Virginia Community Foundation in the amount of \$9,800. This will be used to continue our educational programs and improve and add to our outdoor areas within the school forest. This grant will specifically be for a Chickadee landing area. School forest coordinators Elysa Kemen and Beth Collins will meet with high school industrial technology teacher Greg Foster to begin designing and creating a space in the school forest for students to feed and observe birds. Once the design is complete, students in his engineering class will begin constructing the seating. The generous funding will also allow us to create bilingual signs for trails and learning areas. The signs will be in both English and Ojibwe so that our students can begin to understand and acknowledge the original inhabitants of the land, the Anishinaabe people, that is now our school forest. These signs will also be made with the help of our high school engineering students. Because of the generous grant, our learning areas in the school forest will be significantly enhanced.

Respectfully,

Beth Collins & Elysa Kemen
School Forest Coordinators
5th-grade Teachers



HILLYARD / HUTCHINSON
26 MICHIGAN STREET SE
HUTCHINSON MN 55350

Phone: 800 423 3550

Fax: 320 234 6452

Quotation

Sold-to Party Address

ISD# 2909 ROCK RIDGE PUBLIC SCHOOLS
411 S 5th Ave
Virginia MN 55792-2768

Customer Phone: (218) 749-5437

www.hillyard.com

Information

Quotation No. 100814127

Valid from 11/29/2023 to 01/13/2024

Document Date 11/29/2023

Customer No. 202103

Customer P.O. QUOTE

Account Manager Rick Sorenson

Phone 218-256-1195

Ship By Ground Standard

Entered By: JKIR

Page 1 of 3

Quotation Details

Item	Material Description	Quantity	Unit Price	Amount
0010	HIL99245 TRIDENT CC17XP	3 EA	2,575.80	7,727.40
0020	HIL30912 COMMON SHELF CC17XP CC17XPC CC17HP	6 EA	26.38	158.28
0030	HIL30932 ACCESSORY HANG PANEL FOR CC17	3 EA	111.02	333.06
0040	HIL99245 TRIDENT CC17XP	3 EA	2,575.80	7,727.40
0050	HIL99248 TRIDENT CC17 RECOVERY UNIT	3 EA	853.17	2,559.51
0060	HIL30394 CORD 30FT FOR CC17XP RECOVERY UNIT	3 EA	131.38	394.14
0070	HIL30892 DAILY CLEANING KIT FOR C3 AND CC17	6 EA	147.06	882.36
0080	MLA7706 SMART LOK EXTENSION POLE 3.35 TO 5.5 FT	6 EA	34.22	205.32
0090	HIL20096 CLEANING CART PREMIUM WITH DRAWERS	9 EA	1,263.40	11,370.60
0100	HIL20013 BUCKET PT MF W LID AND HANDLE 3.5GAL BL	18 EA	17.59	316.62



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Item	Material Description	Quantity	Unit Price	Amount
0110	HIL20011 BUCKET PT MF W LID AND HANDLE 6G BL 10CS	18 EA	27.83	500.94
0120	HIL20015 BUCKET PT MF WITH HANDLE 1.5GAL YW	9 EA	11.67	105.03
0130	HIL20042 HANDLE TEL ALUM 39.5X72IN BK W BL GRIP	18 EA	14.27	256.86
0140	HIL20043 FRAME MF POCKET 18IN GREY BLUE 12CS	18 EA	29.89	538.02
0150	HIL20047 TROWEL POCKET MF BLUE 10CS	15 EA	33.28	499.20
0160	WIN13942720 VACUUM BACKPACK BVL 5/1 BP	5 EA	1,196.65	5,983.25
0170	WIN24450750 BATTERY POWER+ 36/75 CUL	10 EA	302.80	3,028.00
0180	CMPZM800 VACUUM UPRIGHT CORDLESS ZOOM	4 EA	583.67	2,334.68
0190	CMPC2231800CT BATTERY LI ION RECHARGEABLE 43.2V 2.90A	4 EA	185.77	743.08
0200	HIL20051 MOP MF POCKET PREMIUM 18IN GR MESH BACK	324 EA	11.10	3,596.40



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Page 3 of 3

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Item	Material Description	Quantity	Unit Price	Amount
0210	HIL20021 CLOTH MF HD 300GM 16 X 16 GREEN 12 PACK	27 PAC	14.02	378.54
0220	HIL20020 CLOTH MF HD 300GM 16 X 16 RED 12PK 24CS	9 PAC	14.02	126.18
Subtotal				49,764.87
Gross Price				49,764.87
Tax and Freight charges are subject to change.				
AEPA/CPC Contract 023-B				
DO NOT PAY FROM THIS QUOTATION!				



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON Tiffany Daigle (Nelson)
218-231-0016
tiffany.daigle@innovativeos.com

PROPOSAL

DATE 12/18/2023
CUSTOMER NAME ROCK RIDGE PUBLIC SCHOOLS ISD 2909
CUSTOMER NUMBER C114424
CUSTOMER PO
ORDER NAME Rock Ridge add on items Sept. 2023
ORDER NUMBER 223599
PROJECT NUMBER
TERMS NET30

BILL TO	SHIP TO
ROCK RIDGE PUBLIC SCHOOLS ISD 2909	LAURENTIAN ELEMENTARY
411 5TH AVE S	1409 PROGRESS PARKWAY
VIRGINIA, MN 55792	EVELETH, MN 55734
ATTN: Angie Williams	ATTN: Angie Williams
Phone: 218-735-6202 (Office)	Phone: 218-735-6202 (Office)
Email: angie.williams@rrps.org	Email: angie.williams@rrps.org

Priced used the following contracts:
Smith System - CMERDC
KI - Sourcewell
Hon - CMERDC

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
All Products		1.0	1,640.00	1,640.00

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
25	FURND Furniture Design Services	1.00 Each	425.00	425.00
26	FURNINSTALL Furniture Installation	1.00 Each	1,215.00	1,215.00

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Laurentain - Angie Guest Seating		1.0	503.10	503.10

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
18	HIGS6--N-.H-.U-\$(1)-.UR-10-.T IGNITION GUEST/MULTI-PURPOSE CHAIR FOUR-LEG STACKING .N:Armless .H:Hard Caster .U:Upholstered \$(1):Grd 1 UPH .UR:Contourett 10:Black .T:Black	2.00 Each	251.55	503.10

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Laurentain Angie's Desk		1.0	2,832.51	2,832.51

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
13	3162.TBT8C.TZ3072--BF03-TN3042 Switchback 3-Leg Base, 30" Deep x 72" Wide Rectangular Top, 30" Deep x 42" Wide Rectangular Return, Black BF03:Black	1.00 Each	1,102.29	1,102.29



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Tiffany Daigle (Nelson)
218-231-0016
tiffany.daigle@innovativeos.com

PROPOSAL

DATE 12/18/2023
CUSTOMER NAME ROCK RIDGE PUBLIC SCHOOLS ISD 2909
CUSTOMER NUMBER C114424
CUSTOMER PO
ORDER NAME Rock Ridge add on items Sept. 2023
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14	TN3042:30" Deep x 42" Wide Rectangular Return 3150.CPT00--PDC03 Mobile Pedestal, None, Black PDC03:Black	2.00 Each	208.00	416.00
15	HWR3072P--\$(L2STD)-.LNR1-.NR-.P SYSTEMS RECTANGULAR WORKSURFACE EDGE BAND 30D X 72W \$(L2STD):Grd L2 Standard Laminates .LNR1:Natural Recon .NR:Natural Recon .P:Black	1.00 Each	344.08	344.08
16	HWP3072P--\$(L2STD)-.LNR1-.NR-.P SYSTEMS PENINSULA 30WX72L EDGE BAND \$(L2STD):Grd L2 Standard Laminates .LNR1:Natural Recon .NR:Natural Recon .P:Black	1.00 Each	438.24	438.24
17	HIGS6--.F-.H-.U-\$(1)-.UR-10-.T IGNITION GUEST/MULTI-PURPOSE CHAIR FOUR-LEG STACKING .F:Fixed .H:Hard Caster .U:Upholstered \$(1):Grd 1 UPH .UR:Contourett 10:Black .T:Black	2.00 Each	265.95	531.90

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Laurentain Commons Area		1.0	13,851.60	13,851.60

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
19	SMFLW55010 Flowform Learn Lounge Single Seat, Surface Alphabet	2.00 Each	783.00	1,566.00
20	SMFLW55001 Flowform - 26" Dia Ottoman, Surface: Alphabet	3.00 Each	493.20	1,479.60
21	SMFLW56019 Flowform Learn Lounge Ottoman + surface, Surface: Alphabet	2.00 Each	564.00	1,128.00
22	SMFLW55015 Flowform Learn Lounge - Flex Screen - Rectangles	4.00 Each	1,290.00	5,160.00
23	SMFLW55011 Flowform Learn Lounge - Double Seat, Surface: Alphabet	3.00 Each	1,506.00	4,518.00



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INNOVATIVEOS.COM

SALES PERSON

Tiffany Daigle (Nelson)
218-231-0016
tiffany.daigle@innovativeos.com

PROPOSAL

DATE 12/18/2023
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CUSTOMER NUMBER C114424
CUSTOMER PO
ORDER NAME Rock Ridge add on items Sept. 2023
ORDER NUMBER 223599
PROJECT NUMBER
TERMS NET30

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Laurentian Desk Storage, RM 171, 173, 1750, & 177		1.0	8,928.00	8,928.00

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
11	30933 SW (Standard Width) Tote + Housing - Specify Platinum or Clear	120.00 Each	74.40	8,928.00

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Laurentian Moblie Lectern		1.0	8,977.30	8,977.30

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
8	RUW20E--/BR-/BRSX-/CCC-Standard-/LGE-/EWG-/SX Ruckus,Single Post Pneumatic Adjustable Lectern on Casters /BR:Book basket /BRSX:Starlight Silver Metallic /CCC:Carpet casters Standard:KI Laminates /LGE:GREY LAM 1500-60 /EWG:Warm Grey edge /SX:Starlight Silver Metallic	10.00 Each	897.73	8,977.30

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Laurentian RM 172		1.0	827.10	827.10

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
9	46.6232 Book Box, Plastic Small	30.00 Each	23.84	715.20
10	12.3070.KIT10 Screw, #12x3/4 PTH ZC 10-Pack	30.00 Each	3.73	111.90

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Parkview Desk - Parkview ES		1.0	1,369.14	1,369.14

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
2	HWR2472P--\$(L2STD)-.LNR1-.NR-.P SYSTEMS RECTANGULAR WORKSURFACE EDGEBOARD 24D X 72W \$(L2STD):Grd L2 Standard Laminates .LNR1:Natural Recon .NR:Natural Recon .P:Black	1.00 Each	308.00	308.00
3	3162.TBT7.TZ2472--BF03-LS18	1.00	574.29	574.29



952.808.9900 | 866.574.5389

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SALES PERSON

Tiffany Daigle (Nelson)
218-231-0016
tiffany.daigle@innovativeos.com

PROPOSAL

DATE 12/18/2023
CUSTOMER NAME ROCK RIDGE PUBLIC SCHOOLS ISD 2909
CUSTOMER NUMBER C114424
CUSTOMER PO
ORDER NAME Rock Ridge add on items Sept. 2023
ORDER NUMBER 223599
PROJECT NUMBER
TERMS NET30

Switchback Base, Height Adjustable, 2 Leg, 3 Stage (T-Leg), 24"
Deep x 72" Wide Rectangular Top, Black, Fixed / Glides
BF03:Black
LS18:Fixed / Glides

4	3150.CPT00--PDC03 Mobile Pedestal, None, Black PDC03:Black	1.00 Each	208.00	208.00
5	3155.PDT02 Pencil Storage, Pencil Drawer - Half Moon	1.00 Each	71.43	71.43
6	3152.WM03--PST0 Wire Management, Cable Caddy PST0:PST0	1.00 Each	101.71	101.71
7	3130.PTC.PT2--PC1 EON Clamp On Single Outlet, Dual USB PC1:Black	1.00 Each	105.71	105.71

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Smith System - Commons Furniture		1.0	1,875.74	1,875.74

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
24	FURNFREIGHT Freight is estimated only Due to freight volatility freight estimates are subject to change	1.00 Each	1,875.74	1,875.74

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Smith System - Desk Storage		1.0	1,209.00	1,209.00

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
12	FURNFREIGHT Freight is estimated only Due to freight volatility freight estimates are subject to change	1.00 Each	1,209.00	1,209.00

GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
Willie's Chair - High School		1.0	462.29	462.29

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	2223.B1.F.A129----FC13-Z7-B21-S0-CS6-MC20-----KD Wit, Highback with Adjustable Lumbar, Standard Synchro, Multi- Adjustable, Mesh, Grade 3, Hard Floor and Carpet Casters, Fog Nylon, Onyx, Fog, Fog, Knocked Down -:No Selection FC13:Fog Z7:Fog B21:Fog Nylon	1.00 Each	462.29	462.29



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CUSTOMER NUMBER	C114424
CUSTOMER PO	
ORDER NAME	Rock Ridge add on items Sept. 2023
ORDER NUMBER	223599
PROJECT NUMBER	
TERMS	NET30

S0:S0
CS6:Hard Floor and Carpet Casters
MC20:Onyx
~:No Selection
~:No Selection
KD:Knocked Down

Remit to address for deposits:
Innovative office Solutions LLC
Lockbox #131434 PO Box 1414
Minneapolis, MN 55480-1414

SUBTOTAL	\$42,475.78
TOTAL	\$42,475.78

Proposal Valid For 14 Days

Thank you for the opportunity to partner together. Please review the quotation and let us know if you have any questions.

Signature: _____ Name: _____ Title: _____ Date: _____



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ORDER NUMBER	223599
PROJECT NUMBER	
TERMS	NET30

THANK YOU FOR THE OPPORTUNITY

We are thrilled for the opportunity to partner together on your project. The terms and conditions below outline a working understanding for the project journey and is intended to set both organizations up for success. If you have questions or concerns, please contact us directly.

QUOTES AND PRICING

Please review your final project plan and quote to confirm it will fit your space and workplace needs. Quoted prices are good for 14 days from the date of the proposal. Due to the volatile transportation conditions in 2022 & 2023, freight will be billed based upon actual. Unless otherwise noted, prices quoted do not include sales, use, excise, or other applicable taxes. Any applicable taxes will be added or adjusted on the invoice at the time of billing. Buyers exempt from taxes should provide Innovative with copies of exemption certificates prior to placing the order.

DESIGN AND ORDERING

Innovative's Design team will work with you and/or your team to design a space that is customized to your budget, style and unique needs to transform your space/s and bring your vision to life. If you do not want to move forward with us on a project, the design work remains the exclusive property of Innovative Office Solutions and we reserve the right to invoice you for the design costs incurred.

NEED FOR DEPOSITS

A deposit of 50% of the order is required on all projects in excess of \$10,000. The deposit is essential as our vendor partners require payment from us when placing orders. Once the deposit is received, we will place your order. Payments must be in the form of check, ACH or wire transfer. Credit cards are not accepted for deposits or other furniture payments over \$5,000.

PAYMENT TERMS

Our Innovative team will send invoices following delivery and installation completion. To ensure a seamless accounting experience, please send payment within 30 days of the invoice date. It is not uncommon for a project to be substantially complete, except for a few punch list items. We appreciate you paying your invoice in full. Innovative will complete your project when outstanding items and/or parts become available.

CHANGES

Once we receive the sign off on design plan and proposed budget, your order will be placed. Due to the customization of many projects, once orders are placed, most products are not returnable. Modifications or cancellations may result in cancellation or restocking charges by our manufacturer partners. Unfortunately, we will need to invoice you if such charges are incurred. Where a Scope of Work is included with this Agreement, costs resulting from changes in the scope of the project, including any additional requirements or restrictions placed on Innovative will be added to the project price. When Innovative becomes aware of the nature and impact of the change, you will be notified, and all project paperwork will be updated as necessary. In this instance, a revised quote will be generated for signoff.

PROJECT DELAYS AND STORAGE

We understand projects are occasionally delayed. This may mean you are unable to accept product from us as scheduled. When this occurs, Innovative will store your items at no charge for up to 30 days to provide you with additional time to ensure your space is ready for installation. After 30 days, we will provide a quote to continue to store your product, as we want to make sure it is safe and in a secure location.

DELIVERY AND RECEIPT OF PRODUCT

We will contact you once we are notified your product has been shipped and is on its way. Your product will be delivered during regular business hours. In order to provide an exceptional delivery experience, we ask that you inform us of any unique circumstances that a driver or install team may face during a delivery. This may include such challenges as a downtown location or the need for a liftgate. Providing us with this information ensures that product is delivered to the proper location within your facility and will reduce the chances of damage to any of the items.

We kindly ask you to inspect all product directly shipped and/or delivered and brought onto the job site as scheduled. If you discover product has been damaged or shipped in error during the receiving process, please notify us within 24 hours to ensure that appropriate claims can be



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PROPOSAL

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CUSTOMER NUMBER	C114424
CUSTOMER PO	
ORDER NAME	Rock Ridge add on items Sept. 2023
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PROJECT NUMBER	
TERMS	NET30

filed. After product arrives at your site, any loss or damage caused by other trades or by weather, fire or other elements is your responsibility.

INSTALLATION PREMISES CONDITIONS

It is our sincere priority to make sure the installation of your product is timely, professional, and as efficient as possible. To facilitate this, we ask the site to be clean, clear, and free of debris prior to installation. The jobsite should have proper lighting, heat, power source, hoisting and/or elevator service and suitable unobstructed dock space and a secured staging area. The job site shall also be free of the interference of other trades in the area where installation is taking place.

We understand in certain situations spaces are not ready for installation when the initial date was scheduled. If this is the case, please provide at least a 48-hour notice so we can keep your project on track to the best of our ability. If proper, timely communication does not occur, unfortunately additional charges may be invoiced to cover costs incurred. Our Installation Team installs product based on the final approved layout. If there are any changes to the final plan, please make sure these are addressed prior to the installation date.

WARRANTY

Each manufacturing partner of Innovative has a warranty standard. For more information on warranty details, reach out to your Innovative Account Executive. Warrantied product replacements may require billable installation services.

CLAIMS

Innovative will help resolve claims concerning damaged and/or defective product, materials and/or workmanship made within the warranty period as stated by the manufacturer, supplier, or fabricator. We will arrange for the repair or replacement of any damaged or defective items and/or installation to make sure the project is successful.

FORCE MAJEURE

We will do our absolute best to ensure we can secure and install your product, but if there are reasons beyond our control, Innovative will not be liable. Reasons include but are not limited to, strikes, pandemics, embargos, war or other breakout of hostilities, acts of God, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental acts or regulations.

GOVERNING LAW

This agreement shall be governed by and construed according to the laws of the State of Minnesota.

ARBITRATION

We want to make this a true partnership and resolve any issues that may occur. Any controversies or claims arising relating to this contract will be settled by arbitration administered by the American Arbitration Association. They will fall under its commercial rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court with authority. The award shall include the costs of arbitration and the legal fees of the prevailing party.

THANK YOU FOR YOUR PARTNERSHIP

Innovative Office Solutions is built upon a "relationships matter" belief system, and every project matters to us. We are thankful for the opportunity to partner together, and we look forward to serving you!

Authorized Signature

Date



Proposal

Corporate
9800 8th Avenue North
Plymouth, MN 55441
Phone: 763-417-3300
www.intereum.com

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T
O ISD 2909 District Office
411 S 5th Ave
Virginia, MN 55792

ATTN: Mike Hoag
Phone: 218.749.5437
Email: mike.hoag@rrps.org

S
H
I
P Rock Ridge High School
1400 Progress Park Pkwy
Eveleth, MN 55734

T
O ATTN: Mark Winter
Phone: 218-735-3510
Email: Mark.winter@rrps.org

Project Description: RRHS Sept 2023 Adds

Project Team:

Sales, Kimberly Kirkeide, kkirkeide@intereum.com, 612-413-1478

Corporate Account Manager, Leah Van Nevel, lvannevel@intereum.com, (320) 493-7600

Project Manager, Heather Loveland, hloveland@intereum.com, 612-723-0661

Account Coordinator, Melissa Phommasouvanh, mPhommasouvanh@intereum.com, 763-417-3498

Group	Quantity	Description	Unit	Extended Amount
Installation services	1.0	Installation services during regular business hours	\$53,603.14	\$53,603.14

Individual Items

\$426,223.09

Line	Quantity	Catalog Number/Description	Unit	Extended Amount
1	245.00	MillerKnoll WC410N--BK-G1-U5-BK *Caper Stacking Chair, Molded Seat, No Arms BK:*black G1:*graphite U5:*soft wheel caster, carpet or hard floors BK:*black Tag: S-01 OMNIA CONTRACT AJ5922	\$160.20	\$39,249.00
2	233.00	MillerKnoll WC742410N--BK-G1-Y7-BK *Caper Stacking Stool, 4-Leg Base Counter Hgt Range, Molded Seat, No Arms BK:*black G1:*graphite Y7:*acetal glide, carpet only BK:*black Tag: S-08 OMNIA CONTRACT AJ5922	\$283.05	\$65,950.65



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3	32.00	MillerKnoll WC742410N--BK-G1-Y7-BK *Caper Stacking Stool, 4-Leg Base Counter Hgt Range, Molded Seat, No Arms BK:*black G1:*graphite Y7:*acetal glide, carpet only BK:*black Tag: S-08 FOR WILLIE OMNIA CONTRACT AJ5922	\$283.05	\$9,057.60
4	148.00	MillerKnoll WC742410N--BK-G1-YX-BK *Caper Stacking Stool, 4-Leg Base Counter Hgt Range, Molded Seat, No Arms BK:*black G1:*graphite YX:*Floor Saver Glide insert, hard floors only BK:*black Tag: S-09 OMNIA CONTRACT AJ5922	\$294.30	\$43,556.40
5	10.00	Watson Furniture MCCREC3684-42--N-~1-FCZ-M-CH-PIG MIRO CONFERENCE RECTANGLE, 36"D X 84"W X 42"H WITH INDUSTRIAL CASTERS N:CENTER POWER- None ~1:Standard Laminates FCZ:SURFACE FINISH 1- Fawn Cypress (8208K-38) M:EDGE TYPE- Miro Edge CH:EDGE FINISH- Charcoal Stain PIG:POWDER FINISH- Emerald Green Tag: T-20 NCPA Contract No. 07-129	\$2,126.40	\$21,264.00
6	60.00	MillerKnoll NOPLN300NP--R23-R23-FG @Polly Stool, Bar No Arm, No Seat Pad, SH: 29.5" R23:+black grey RAL 7021 R23:+black grey RAL 7021 FG:Felt glides Tag: S-20	\$418.50	\$25,110.00



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		OMNIA CONTRACT AJ5922		
7	64.00	MillerKnoll AAC1601--RBK-BPS-FGL @About A Chair 16, Metal 4-Leg Base, Armless,polypropylene shell, non-upholstered RBK:@BLACK 2.0 BPS:@black powder coated steel FGL:@felt glides Tag: S-14 OMNIA CONTRACT AJ5922	\$248.56	\$15,907.84
8	66.00	VS America Inc 22232----- RondoLift-Q, sitting/stand-at table, square tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm :230 metal color 063 anthracite :348 top 001 chipboard dÃ©cor :209 thickness 250 25mm :349 top color laminate 340 natural oak laminate :439 table top edge 002 2.5mm plastic, r= 2.5mm :440 laminate color table top edge 340 natural oak laminate :473 hardware 009 hinged table top :500 glides / castors 060 mobile :609 delivery 002 assembled :903 packaging 002 with export protection :Width 90.0 cm :Depth 90.0 cm	\$1,448.78	\$95,619.48
9	46.00	VS America Inc 22237----- RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm :230 metal color 063 anthracite :348 top 001 chipboard dÃ©cor :209 thickness 250 25mm :349 top color laminate 340 natural oak laminate :439 table top edge 001 2.5mm plastic :440 laminate color table top edge 340 natural oak	\$1,505.79	\$69,266.34



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		laminate :473 hardware 009 hinged table top :500 glides / castors 060 mobile :609 delivery 002 assembled :903 packaging 002 with export protection :Diameter 100.0 cm		
10	33.00	Fleetwood Group TUNR5436R42C--G3-GRAY-GRAY-GRAPHITE- Unitized Frame-Rectangle square legs rectangle1" worksurface adjustable height with side and foot rails 54w 36d 29-42h 75mm casters G3:HPL G3 GRAY:Gray laminate GRAY:Gray GRAPHITE:Graphite paint :No accessories no factory assembly Tag: T-28 Quote Q-004886 NE Metro 916	\$654.00	\$21,582.00
11	4.00	Fleetwood Group TUNR5436R42C--G3-GRAY-GRAY-GRAPHITE- Unitized Frame-Rectangle square legs rectangle1" worksurface adjustable height with side and foot rails 54w 36d 29-42h 75mm casters G3:HPL G3 GRAY:Gray laminate GRAY:Gray GRAPHITE:Graphite paint :No accessories no factory assembly Tag: T-28 FOR WILLIE Quote Q-004886 NE Metro 916	\$654.00	\$2,616.00
12	1.00	Fleetwood Group FREIGHT FLEETWOOD FREIGHT Tag: Quote Q-004886	\$1,093.75	\$1,093.75
13	8.00	Wisconsin Bench FRN (GIB6194-C7538)---	\$702.44	\$5,619.52



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		NSL Furniture Product :60" Round w/Tubular X Base, 29" Fixed Height, Casters, :Landmark Wood Laminate w/matching 3mm, Black Base, Unassembled Tag: Quote 383871-0 NE Metro 916		
14	1.00	Wisconsin Bench BAND Banding Fee (Landmark Wood 3mm) Tag: Quote 383871-0 NE Metro 916	\$148.80	\$148.80
15	1.00	Wisconsin Bench Freight Wisconsin Bench Freight Charge Tag: Quote 383871-0	\$312.50	\$312.50
16	1.00	VS America Inc 22242----- RondoLift-R Teach, sitting/stand-at table, circular tubular :230 metal color 063 anthracite :348 top 001 chipboard dÃ©cor :209 thickness 250 25mm :349 top color laminate 340 natural oak laminate :439 table top edge 005 2.5mm plastic, r=25.0mm :440 laminate color table top edge 340 natural oak laminate :500 glides / castors 060 mobile :609 delivery 002 assembled :903 packaging 002 with export protection	\$1,425.30	\$1,425.30
17	1.00	VS America Inc 40053----- LearnBox teacher's base cabinet, 3 drawers 3+ 3+ 6 HU :310 Front 001 Chipboard dÃ©cor :311 front color laminate 340 natural oak laminate :430 front edge 001 1.5mm plastic :431 laminate color front edge 340 natural oak laminate :340 body 001 chipboard dÃ©cor :341 body color laminate 340 natural oak laminate :504 equipment 064 with cover plate	\$873.96	\$873.96



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		:348 top 001 chipboard dÃ©cor :209 thickness 190 19mm :349 top color laminate 340 natural oak laminate :439 table top edge 002 2.5mm plastic, r= 2.5mm :440 laminate color table top edge 340 natural oak laminate :470 lock 001 unified locking 18001 :471 handle 022 metal bow handle, Cr-plated :500 glides / castors 060 mobile :903 packaging 002 with export protection :Width 36.5 cm Overall Width 36.5 cm :Height 74.1 cm Overall Height 76.0 cm :Depth 70.0 cm Overall Depth 70.0 cm		
18	1.00	VS America Inc 40068--- LearnBox adjustable hanging frame :539 version 086 Susp. frame for Letter (USA) :903 packaging 002 with export protection	\$41.00	\$41.00
19	5.00	VS America Inc 22237----- RondoLift-R, sitting/stand-at table, circular tubular pillar with :230 metal color 063 anthracite :348 top 001 chipboard dÃ©cor :209 thickness 250 25mm :349 top color laminate 340 natural oak laminate :439 table top edge 001 2.5mm plastic :440 laminate color table top edge 340 natural oak laminate :473 hardware 009 hinged table top :500 glides / castors 060 mobile :609 delivery 002 assembled :903 packaging 002 with export protection :Diameter 100.0 cm	\$1,505.79	\$7,528.95
			Sub Total:	\$479,826.23
			EXEMPT	\$0.00
			GRAND TOTAL:	\$479,826.23
			Required Down Payment 50.0% :	\$239,913.12



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*This proposal reflects current list pricing per vendor/manufacturer as of the date of this proposal.

**Product leadtimes can vary by manufacturer and with disruptions in the global supply chain and a reduced manufacturing labor pool, leadtimes are extended. Proactively placing this order will allow our manufacturers to allocate components, parts, and production capacity to manage shipments and increase the chance of maintaining the current schedule and timeline.

Financing Options For Your Consideration

We are pleased to offer the following finance proposal to help facilitate the acquisition of your new furniture solution. Our goal is to offer the best possible payment structure to meet your current and ongoing financing needs. We can provide a wide range of financing options and customized terms. Below, you will find the monthly payment amount for this proposal, for the typical 60 month term. This proposed financing is subject to credit approval by LEAF Commercial Capital, Inc. or its affiliates and the execution of mutually acceptable lease documentation. Does not include applicable sales tax. If you are interested in learning more about this option, please contact your Intereum representative.

Total Monthly Payment Amount: \$ 9,865.23



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GENERAL TERMS & CONDITIONS OF SALE

The following General Terms and Conditions of Sale apply to the product and service order placed by the undersigned BUYER with INTEREUM, INC (INTEREUM).

1. Purchase Orders

- a. If purchase orders are required, BUYER must provide copies of the purchase orders at the time of ordering product or services from INTEREUM.
- b. All proposals and pricing are subject to change.

2. Down Payment

- a. A down payment of 50% of the order total is required for orders over \$10,000.
- b. Any down payments required by the manufacturer more than the 50% shall be required of the BUYER before the order is placed.

3. Invoicing

- a. After down payment, the remaining balance will be invoiced when project installation is substantially complete, as determined by INTEREUM.
- b. INTEREUM reserves the right to send progress billings for installations and product orders that take more than one week and/or product that is warehoused for over 30 days. Payments are to be made in accordance with terms in Section 5.

4. Taxes

- a. All sales, use, excise, and other applicable taxes will be invoiced to and paid by the BUYER. If the BUYER claims an exemption from such taxes, it shall be the BUYER's responsibility to furnish an appropriate exemption certificate to INTEREUM.

5. Payment

- a. All payments for project completion or progressive invoices are due per payment terms on invoice. BUYER may hold 10% retainage for uncompleted installation or an amount equal to the selling price of any damaged, backordered, or missing merchandise.
- b. Title to the merchandise passes to the BUYER when the full purchase price and all other charges under this agreement are paid in full.
- c. In the event of any default in payment, INTEREUM has the right to repossess merchandise 180 days from the date of the invoice(s). BUYER is responsible for insurance coverage for loss of product due to damage or theft of product beginning when product is received at the job site.
- d. Balances past due shall bear interest payable to INTEREUM at a rate of 1.5% per month simple interest.

6. Credit Cards

- a. For orders transacted via credit card, a processing fee of 3% of the total order amount will be applied. This fee covers the costs associated with credit card transactions. INTEREUM accepts Visa, MasterCard, and American Express credit cards.



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7. Changes, Cancellations, and Returns

- a. The order to which these General Terms apply may not be changed or canceled, nor products returned except in the event of non-conforming goods, in whole or in part, by the BUYER without INTEREUM's written consent.
- b. The BUYER agrees in all respects to the price and terms set forth in the order, and acknowledges that a modification may only be made by a written Change Order signed by both parties.
- c. A written Change Order may include revised product costs, restocking fees and any other associated costs.

8. Shipments, Deliveries, Freight, and Claims

- a. All product shipments are made to INTEREUM or shipped direct from the manufacturer to the end user, as determined by INTEREUM. INTEREUM shall not be held responsible for damages or delays due to an act or circumstance that is outside of INTEREUM's control. Partial shipments may be necessary and are at the discretion of the manufacturer. Freight charges incurred by INTEREUM will be invoiced to BUYER. Claims for transportation damage will be BUYER's responsibility if BUYER receives merchandise directly from the manufacturer.
- b. Periodically a shipping or fuel surcharge may be applied to an order to cover the market fluctuations in fuel prices.
- c. Shipping and freight charges are subject to change.

9. Documentation/Drawings/Field Measurements

- a. The contract documents consist of this agreement, a SOW, shop drawings, elevations, pricing and formal line drawings as required to complete the project.
- b. Field measuring may be required prior to shop drawing submission and final plan signoff. BUYER plan review and signoff is required prior to placement of any modular wall, AV millwork, electrical/low voltage installation or custom furniture application. All field verifications will be noted on shop drawings for BUYER signoff.

10. Warehouse Receiving and Storage

- a. If product is shipped to INTEREUM's warehouse, INTEREUM will receive, inspect, and store for 30 days. After 30 days, storage charges may be assessed for product held in INTEREUM's warehouse.
- b. Storage fees may be applied if a BUYER jobsite is not ready for a scheduled delivery or the BUYER modifies the schedule after a delivery acknowledgment does not allow INTEREUM to delay product delivery. There are no storage fees for conditions or circumstances related to INTEREUM performance.

11. Postponement Storage and Labor Costs

- a. In the event BUYER requests postponement of agreed upon delivery of goods to BUYER's site, INTEREUM may at its option receive and store product at additional cost to the BUYER, or in the instance of a direct shipment to BUYER, transfer the goods to storage for the BUYER's account and at the BUYER's risk and expense. Such transfer to storage shall be deemed delivery to the BUYER for all purposes, including invoicing and payment for product only.
- b. INTEREUM will bill the published rates listed in this agreement or prevailing industry rates for furniture storage. Buyer's insurance company will be responsible for any loss of product due to theft or damage incurred while product is stored at a Buyer's on-site or off-site facility.

12. Maintenance and Repair; Warranties

- a. All product is guaranteed according to manufacturer's published warranties only. BUYER acknowledges receipt of all



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manufacturer's warranty documentation, cleaning instructions with cleaning product recommendations, and maintenance information, for all products purchased. BUYER further acknowledges that it is responsible for all post-installation cleaning and maintenance of products, that use of unapproved cleaning products or improper cleaning or maintenance practices may void manufacturer's warranties, and that any post-installation product damage resulting from use of unapproved cleaning products, improper cleaning or maintenance practices, or any other cause is not INTEREUM's responsibility. In no event will INTEREUM be responsible for any post-installation damage to products, whether resulting from BUYER's use of unapproved cleaning products, improper maintenance practices, or other cause.

- b. BUYER'S SOLE REMEDY FOR ANY PRODUCT DEFECT OR DAMAGE WILL BE UNDER THE MANUFACTURER'S WARRANTY, IF ANY, AND INTEREUM WILL HAVE NO OBLIGATION TO ASSIST BUYER IN CONNECTION WITH ANY MANUFACTURER'S WARRANTY CLAIMS. In the event BUYER requests INTEREUM to perform any repairs or maintenance under warranty or not covered by warranty, INTEREUM will provide those services at its current hourly rate plus applicable trip charges.
- c. INTEREUM MAKES NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR THAT THE PRODUCTS OR ITS SERVICES WILL BE FIT FOR ANY PARTICULAR OR UNUSUAL USE. IN NO EVENT WILL INTEREUM BE LIABLE TO THE BUYER FOR ANY INDIRECT, CONSEQUENTIAL OR PUNITIVE DAMAGES.
- d. INTEREUM offers a 90-day workmanship warranty on all projects. Warranty does not cover environmental, BUYER network or BUYER driven changes that are considered outside of the original scope of work (SOW). Owner Furnished Equipment (OFE) warranty service is not included in this agreement.

DELIVERY AND INSTALLATION TERMS & CONDITIONS OF SALE

13. Delivery & Installation

- a. The BUYER agrees that the space will be complete and ready for product installation, and that INTEREUM will have free and clear access to the space. The BUYER also acknowledges that they will have official occupancy of the space the product is being delivered to.
- b. INTEREUM will inform BUYER of an estimated date of delivery ("Estimated Delivery Date") when INTEREUM receives an estimated shipping date from its supplier or manufacturer. The Estimated Delivery Date is not a guaranteed delivery date. BUYER recognizes and acknowledges that the Estimated Delivery Date is merely an estimate and is subject to change by INTEREUM or the manufacturer without notice.
- c. Additional fees and/or trip charges may apply if the BUYER's site is not complete and ready for installation. INTEREUM will document any additional fees in a change order.

14. Electrical/Low Voltage/Network Systems Hookup

- a. Low voltage vendor and coordination will be managed by BUYER unless included in the INTEREUM work order or scope of work.
- b. Access to power, lighting and low voltage will be documented and available.
- c. Adequate network access and permissions will be granted to INTEREUM to install and test installed products.
- d. Software licenses provided by the BUYER, such as Microsoft Teams, Zoom, WebEx and others, which is required and called out in the scope of work (SOW) will need to be registered and ready to be activated prior to installation.
- e. BUYER will provide access and Vendor contacts for PBX, SIP UC and phone systems if required.



Proposal

Corporate
9800 8th Avenue North
Plymouth, MN 55441
Phone: 763-417-3300
www.intereum.com

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- f. INTEREUM is not responsible for any underground trenching or installation for outside wiring.
- g. Any schedule change caused by BUYER's failure to complete defined IT configuration steps by the agreed date, will necessitate BUYER executing a change order for payment of labor time lost or unable to be utilized before work will be rescheduled.
- h. Rescheduled installations due to BUYER's failure to complete IT configuration steps are subject to Seller's labor availability. Seller is not responsible for additional costs BUYER may incur due to these delays in installation.
- i. INTEREUM is not responsible for client network readiness. All end points are required to be patched in prior to AV installation.

15. Installer's Responsibility

- a. INTEREUM's installers will be responsible for clearing all product packing materials at the site, cleaning the product they installed, and noting any warranty work or parts needed during a final walk-through inspection with the BUYER.
- b. BUYER is responsible for providing access to recycling and garbage removal created by the delivery and installation of this proposal. INTEREUM will work with the site contact to determine where to dispose of said garbage and recycling
- c. If INTEREUM is required to remove them from the site, charges may incur for disposal and labor unless noted in proposal.

16. Job Site Conditions

- a. The BUYER will insure at its expense that the job site is ready to accept furniture with construction complete (ceiling grid and tile in, wall covering/paint done, carpet and baseboard finished, electrical/data work done, etc.) and the space free of trades (punch list trades only), as well as clean and free of debris.
- b. The BUYER will insure at its expense that adequate facilities for off-loading, staging, moving, and handling of merchandise are provided.

17. Job Site Services

- a. The BUYER will insure at its expense that electric current, heat/ventilation, hoisting and/ or elevator service will be available at the site.

18. Labor

- a. If trade regulations enforced at the time and place of installation require the use of tradesmen at the site other than INTEREUM's own installation personnel or subcontractor, BUYER will pay any resulting additional costs.

19. Loss or Damage

- a. After product is delivered to the BUYER's site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the BUYER, and the BUYER agrees to hold INTEREUM harmless from loss for such reasons.

20. Normal Business Hours

- a. Delivery and installation work will be performed by INTEREUM's staff during normal business hours--7:00am-3:30pm--Monday through Friday unless other specific agreements are made in writing and included



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with INTEREUM's proposal.

- b. Installation done after normal business hours, on weekends, or on holidays will be subject to an additional overtime charge and subject to INTEREUM's acceptance, unless such agreement was specifically agreed to in the final proposal.
- c. INTEREUM overtime rates are 1.5X the published hourly rates Monday-Saturday and 2.0X the published hourly rate on Sunday. Any change orders or work order changes must be in writing and signed by both parties prior to performance of any modified services by INTEREUM.

21. Special Packaging

- a. If special packaging or handling is required that is not contained in the specifications, it will be subject to an additional charge that will be set out on INTEREUM's invoice to the BUYER.

22. Staging & Storage Space

- a. If products arrive at the BUYER's site earlier than the Estimated Delivery Date, the BUYER will provide safe and adequate storage space. If the space provided is inconveniently located or on another floor, the extra cost of such moving the products will be reimbursed to INTEREUM by the BUYER.

In acknowledgment of Agreement the BUYER, _____
and INTEREUM, INC. have had this Agreement signed by their duly authorized officers.

Buyer

INTEREUM, INC.

(Print) Name and Title

(Print) Name and Title

Signature

Date

Signature

Date

Signature is acceptance of Intereum's terms and conditions and proposed amount of \$479,826.23

Signed _____ Company _____

Printed Name _____ Title _____

Date _____



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T
O ISD 2909 District Office
411 S 5th Ave
Virginia, MN 55792

ATTN: Mike Hoag
Phone: 218.749.5437
Email: mike.hoag@rrps.org

S
H
I
P Laurentian Elementary
1409 Progress Pkwy
Eveleth, MN 55734-8626

T
O ATTN: Angie Williams
Phone: 218-735-6202
Email: angie.williams@rrps.org

Project Description: Loll benches

Project Team:

Sales, Kimberly Kirkeide, kkirkeide@intereum.com, 612-413-1478

Corporate Account Manager, Leah Van Nevel, lvannevel@intereum.com, (320) 493-7600

Project Manager, Heather Loveland, hloveland@intereum.com, 612-723-0661

Account Coordinator, Melissa Phommasouvanh, mPhommasouvanh@intereum.com, 763-417-3498

Group	Quantity	Description	Unit	Extended Amount
Installation Services	1.0	Installation services during regular business hours	\$508.68	\$508.68

Individual Items

\$2,774.50

Line	Quantity	Catalog Number/Description	Unit	Extended Amount
1	2.00	Loll Designs LL-AL-B58-CG Alfresco Bench (58 inch), Charcoal Grey Tag: Quote L100000829 NCPA CONTRACT 07-103	\$626.50	\$1,253.00
2	2.00	Loll Designs LL-AL-B58-SB Alfresco Bench (58 inch), Sky Blue Tag: Quote L100000829 NCPA CONTRACT 07-103	\$626.50	\$1,253.00
3	1.00	Loll Designs Freight Loll Designs Freight Charge Tag: Quote L100000829 NCPA CONTRACT 07-103	\$268.50	\$268.50



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Sub Total: \$3,283.18

EXEMPT \$0.00

GRAND TOTAL: \$3,283.18

Required Down Payment 50.0% : \$1,641.59

*This proposal reflects current list pricing per vendor/manufacture as of the date of this proposal.

**Product leadtimes can vary by manufacturer and with disruptions in the global supply chain and a reduced manufacturing labor pool, leadtimes are extended. Proactively placing this order will allow our manufacturers to allocate components, parts, and production capacity to manage shipments and increase the chance of maintaining the current schedule and timeline.



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GENERAL TERMS & CONDITIONS OF SALE

The following General Terms and Conditions of Sale apply to the product and service order placed by the undersigned BUYER with INTEREUM, INC (INTEREUM).

1. Purchase Orders

- a. If purchase orders are required, BUYER must provide copies of the purchase orders at the time of ordering product or services from INTEREUM.
- b. All proposals and pricing are subject to change.

2. Down Payment

- a. A down payment of 50% of the order total is required for orders over \$10,000.
- b. Any down payments required by the manufacturer more than the 50% shall be required of the BUYER before the order is placed.

3. Invoicing

- a. After down payment, the remaining balance will be invoiced when project installation is substantially complete, as determined by INTEREUM.
- b. INTEREUM reserves the right to send progress billings for installations and product orders that take more than one week and/or product that is warehoused for over 30 days. Payments are to be made in accordance with terms in Section 5.

4. Taxes

- a. All sales, use, excise, and other applicable taxes will be invoiced to and paid by the BUYER. If the BUYER claims an exemption from such taxes, it shall be the BUYER's responsibility to furnish an appropriate exemption certificate to INTEREUM.

5. Payment

- a. All payments for project completion or progressive invoices are due per payment terms on invoice. BUYER may hold 10% retainage for uncompleted installation or an amount equal to the selling price of any damaged, backordered, or missing merchandise.
- b. Title to the merchandise passes to the BUYER when the full purchase price and all other charges under this agreement are paid in full.
- c. In the event of any default in payment, INTEREUM has the right to repossess merchandise 180 days from the date of the invoice(s). BUYER is responsible for insurance coverage for loss of product due to damage or theft of product beginning when product is received at the job site.
- d. Balances past due shall bear interest payable to INTEREUM at a rate of 1.5% per month simple interest.

6. Credit Cards

- a. For orders transacted via credit card, a processing fee of 3% of the total order amount will be applied. This fee covers the costs associated with credit card transactions. INTEREUM accepts Visa, MasterCard, and American Express credit cards.



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7. Changes, Cancellations, and Returns

- The order to which these General Terms apply may not be changed or canceled, nor products returned except in the event of non-conforming goods, in whole or in part, by the BUYER without INTEREUM's written consent.
- The BUYER agrees in all respects to the price and terms set forth in the order, and acknowledges that a modification may only be made by a written Change Order signed by both parties.
- A written Change Order may include revised product costs, restocking fees and any other associated costs.

8. Shipments, Deliveries, Freight, and Claims

- All product shipments are made to INTEREUM or shipped direct from the manufacturer to the end user, as determined by INTEREUM. INTEREUM shall not be held responsible for damages or delays due to an act or circumstance that is outside of INTEREUM's control. Partial shipments may be necessary and are at the discretion of the manufacturer. Freight charges incurred by INTEREUM will be invoiced to BUYER. Claims for transportation damage will be BUYER's responsibility if BUYER receives merchandise directly from the manufacturer.
- Periodically a shipping or fuel surcharge may be applied to an order to cover the market fluctuations in fuel prices.
- Shipping and freight charges are subject to change.

9. Documentation/Drawings/Field Measurements

- The contract documents consist of this agreement, a SOW, shop drawings, elevations, pricing and formal line drawings as required to complete the project.
- Field measuring may be required prior to shop drawing submission and final plan signoff. BUYER plan review and signoff is required prior to placement of any modular wall, AV millwork, electrical/low voltage installation or custom furniture application. All field verifications will be noted on shop drawings for BUYER signoff.

10. Warehouse Receiving and Storage

- If product is shipped to INTEREUM's warehouse, INTEREUM will receive, inspect, and store for 30 days. After 30 days, storage charges may be assessed for product held in INTEREUM's warehouse.
- Storage fees may be applied if a BUYER jobsite is not ready for a scheduled delivery or the BUYER modifies the schedule after a delivery acknowledgment does not allow INTEREUM to delay product delivery. There are no storage fees for conditions or circumstances related to INTEREUM performance.

11. Postponement Storage and Labor Costs

- In the event BUYER requests postponement of agreed upon delivery of goods to BUYER's site, INTEREUM may at its option receive and store product at additional cost to the BUYER, or in the instance of a direct shipment to BUYER, transfer the goods to storage for the BUYER's account and at the BUYER's risk and expense. Such transfer to storage shall be deemed delivery to the BUYER for all purposes, including invoicing and payment for product only.
- INTEREUM will bill the published rates listed in this agreement or prevailing industry rates for furniture storage. Buyer's insurance company will be responsible for any loss of product due to theft or damage incurred while product is stored at a Buyer's on-site or off-site facility.

12. Maintenance and Repair; Warranties

- All product is guaranteed according to manufacturer's published warranties only. BUYER acknowledges receipt of all



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manufacturer's warranty documentation, cleaning instructions with cleaning product recommendations, and maintenance information, for all products purchased. BUYER further acknowledges that it is responsible for all post-installation cleaning and maintenance of products, that use of unapproved cleaning products or improper cleaning or maintenance practices may void manufacturer's warranties, and that any post-installation product damage resulting from use of unapproved cleaning products, improper cleaning or maintenance practices, or any other cause is not INTEREUM's responsibility. In no event will INTEREUM be responsible for any post-installation damage to products, whether resulting from BUYER's use of unapproved cleaning products, improper maintenance practices, or other cause.

- b. BUYER'S SOLE REMEDY FOR ANY PRODUCT DEFECT OR DAMAGE WILL BE UNDER THE MANUFACTURER'S WARRANTY, IF ANY, AND INTEREUM WILL HAVE NO OBLIGATION TO ASSIST BUYER IN CONNECTION WITH ANY MANUFACTURER'S WARRANTY CLAIMS. In the event BUYER requests INTEREUM to perform any repairs or maintenance under warranty or not covered by warranty, INTEREUM will provide those services at its current hourly rate plus applicable trip charges.
- c. INTEREUM MAKES NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR THAT THE PRODUCTS OR ITS SERVICES WILL BE FIT FOR ANY PARTICULAR OR UNUSUAL USE. IN NO EVENT WILL INTEREUM BE LIABLE TO THE BUYER FOR ANY INDIRECT, CONSEQUENTIAL OR PUNITIVE DAMAGES.
- d. INTEREUM offers a 90-day workmanship warranty on all projects. Warranty does not cover environmental, BUYER network or BUYER driven changes that are considered outside of the original scope of work (SOW). Owner Furnished Equipment (OFE) warranty service is not included in this agreement.

DELIVERY AND INSTALLATION TERMS & CONDITIONS OF SALE

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- a. The BUYER agrees that the space will be complete and ready for product installation, and that INTEREUM will have free and clear access to the space. The BUYER also acknowledges that they will have official occupancy of the space the product is being delivered to.
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- c. Additional fees and/or trip charges may apply if the BUYER's site is not complete and ready for installation. INTEREUM will document any additional fees in a change order.

14. Electrical/Low Voltage/Network Systems Hookup

- a. Low voltage vendor and coordination will be managed by BUYER unless included in the INTEREUM work order or scope of work.
- b. Access to power, lighting and low voltage will be documented and available.
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- f. INTEREUM is not responsible for any underground trenching or installation for outside wiring.
- g. Any schedule change caused by BUYER's failure to complete defined IT configuration steps by the agreed date, will necessitate BUYER executing a change order for payment of labor time lost or unable to be utilized before work will be rescheduled.
- h. Rescheduled installations due to BUYER's failure to complete IT configuration steps are subject to Seller's labor availability. Seller is not responsible for additional costs BUYER may incur due to these delays in installation.
- i. INTEREUM is not responsible for client network readiness. All end points are required to be patched in prior to AV installation.

15. Installer's Responsibility

- a. INTEREUM's installers will be responsible for clearing all product packing materials at the site, cleaning the product they installed, and noting any warranty work or parts needed during a final walk-through inspection with the BUYER.
- b. BUYER is responsible for providing access to recycling and garbage removal created by the delivery and installation of this proposal. INTEREUM will work with the site contact to determine where to dispose of said garbage and recycling
- c. If INTEREUM is required to remove them from the site, charges may incur for disposal and labor unless noted in proposal.

16. Job Site Conditions

- a. The BUYER will insure at its expense that the job site is ready to accept furniture with construction complete (ceiling grid and tile in, wall covering/paint done, carpet and baseboard finished, electrical/data work done, etc.) and the space free of trades (punch list trades only), as well as clean and free of debris.
- b. The BUYER will insure at its expense that adequate facilities for off-loading, staging, moving, and handling of merchandise are provided.

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- a. The BUYER will insure at its expense that electric current, heat/ventilation, hoisting and/ or elevator service will be available at the site.

18. Labor

- a. If trade regulations enforced at the time and place of installation require the use of tradesmen at the site other than INTEREUM's own installation personnel or subcontractor, BUYER will pay any resulting additional costs.

19. Loss or Damage

- a. After product is delivered to the BUYER's site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the BUYER, and the BUYER agrees to hold INTEREUM harmless from loss for such reasons.

20. Normal Business Hours

- a. Delivery and installation work will be performed by INTEREUM's staff during normal business hours--7:00am-3:30pm--Monday through Friday unless other specific agreements are made in writing and included



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with INTEREUM's proposal.

- b. Installation done after normal business hours, on weekends, or on holidays will be subject to an additional overtime charge and subject to INTEREUM's acceptance, unless such agreement was specifically agreed to in the final proposal.
- c. INTEREUM overtime rates are 1.5X the published hourly rates Monday-Saturday and 2.0X the published hourly rate on Sunday. Any change orders or work order changes must be in writing and signed by both parties prior to performance of any modified services by INTEREUM.

21. Special Packaging

- a. If special packaging or handling is required that is not contained in the specifications, it will be subject to an additional charge that will be set out on INTEREUM's invoice to the BUYER.

22. Staging & Storage Space

- a. If products arrive at the BUYER's site earlier than the Estimated Delivery Date, the BUYER will provide safe and adequate storage space. If the space provided is inconveniently located or on another floor, the extra cost of such moving the products will be reimbursed to INTEREUM by the BUYER.

In acknowledgment of Agreement the BUYER, _____
and INTEREUM, INC. have had this Agreement signed by their duly authorized officers.

Buyer

INTEREUM, INC.

(Print) Name and Title

(Print) Name and Title

Signature

Date

Signature

Date

Signature is acceptance of Intereum's terms and conditions and proposed amount of \$3,283.18

Signed _____ Company _____

Printed Name _____ Title _____

Date _____



Proposal

Corporate
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T
O ISD 2909 District Office
411 S 5th Ave
Virginia, MN 55792

ATTN: Mike Hoag
Phone: 218.749.5437
Email: mike.hoag@rrps.org

S
H
I
P Parkview Elementary
506 N 9th Ave
Virginia, MN 55792

T
O ATTN: Sheena Stefanich
Phone: 218-742-3802
Email: sheena.stefanich@rrps.org

Project Description: VS Learnboxes + RondoLift KF

Project Team:

Sales, Kimberly Kirkeide, kkirkeide@intereum.com, 612-413-1478

Corporate Account Manager, Leah Van Nevel, lvannevel@intereum.com, (320) 493-7600

Project Manager, Heather Loveland, hloveland@intereum.com, 612-723-0661

Account Coordinator, Melissa Phommasouvanh, mPhommasouvanh@intereum.com, 763-417-3498

Group	Quantity	Description	Unit	Extended Amount
Installation Service	1.0	Installation services during regular business hours	\$1,935.80	\$1,935.80

Individual Items	\$65,527.28			
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Line	Quantity	Catalog Number/Description	Unit	Extended Amount
1	28.00	VS America Inc 40053----- LearnBox teacher's base cabinet, 3 drawers 3+ 3+ 6 HU :310 Front 001 Chipboard dÃ©cor :311 front color laminate 340 natural oak laminate :430 front edge 001 1.5mm plastic :431 laminate color front edge 340 natural oak laminate :340 body 001 chipboard dÃ©cor :341 body color laminate 340 natural oak laminate :504 equipment 064 with cover plate :348 top 001 chipboard dÃ©cor :209 thickness 190 19mm :349 top color laminate 340 natural oak laminate :439 table top edge 002 2.5mm plastic, r= 2.5mm :440 laminate color table top edge 340 natural oak laminate :470 lock 001 unified locking 18001 :471 handle 022 metal bow handle, Cr-plated :500 glides / castors 060 mobile	\$873.96	\$24,470.88



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		:903 packaging 002 with export protection :Width 36.5 cm :Height 74.1 cm :Depth 70.0 cm		
2	28.00	VS America Inc 40068--- LearnBox adjustable hanging frame :539 version 086 Susp. frame for Letter (USA) :903 packaging 002 with export protection	\$41.00	\$1,148.00
3	28.00	VS America Inc 22242----- RondoLift-R Teach, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm, barrel-shape table top 120x84cm :230 metal color 063 anthracite :348 top 001 chipboard dÃ©cor :209 thickness 250 25mm :349 top color laminate 340 natural oak laminate :439 table top edge 005 2.5mm plastic, r=25.0mm :440 laminate color table top edge 340 natural oak laminate :500 glides / castors 060 mobile :609 delivery 002 assembled :903 packaging 002 with export protection	\$1,425.30	\$39,908.40

Sub Total: \$67,463.08

EXEMPT \$0.00

GRAND TOTAL: \$67,463.08

Required Down Payment 50.0% : \$33,731.54

*This proposal reflects current list pricing per vendor/manufacturer as of the date of this proposal.

**Product leadtimes can vary by manufacturer and with disruptions in the global supply chain and a reduced manufacturing labor pool, leadtimes are extended. Proactively placing this order will allow our manufacturers to allocate components, parts, and production capacity to manage shipments and increase the chance of maintaining the current schedule and timeline.



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Financing Options For Your Consideration

We are pleased to offer the following finance proposal to help facilitate the acquisition of your new furniture solution. Our goal is to offer the best possible payment structure to meet your current and ongoing financing needs. We can provide a wide range of financing options and customized terms. Below, you will find the monthly payment amount for this proposal, for the typical 60 month term. This proposed financing is subject to credit approval by LEAF Commercial Capital, Inc. or its affiliates and the execution of mutually acceptable lease documentation. Does not include applicable sales tax. If you are interested in learning more about this option, please contact your Intereum representative.

Total Monthly Payment Amount: \$ 1,393.79



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GENERAL TERMS & CONDITIONS OF SALE

The following General Terms and Conditions of Sale apply to the product and service order placed by the undersigned BUYER with INTEREUM, INC (INTEREUM).

1. Purchase Orders

- If purchase orders are required, BUYER must provide copies of the purchase orders at the time of ordering product or services from INTEREUM.
- All proposals and pricing are subject to change.

2. Down Payment

- A down payment of 50% of the order total is required for orders over \$10,000.
- Any down payments required by the manufacturer more than the 50% shall be required of the BUYER before the order is placed.

3. Invoicing

- After down payment, the remaining balance will be invoiced when project installation is substantially complete, as determined by INTEREUM.
- INTEREUM reserves the right to send progress billings for installations and product orders that take more than one week and/or product that is warehoused for over 30 days. Payments are to be made in accordance with terms in Section 5.

4. Taxes

- All sales, use, excise, and other applicable taxes will be invoiced to and paid by the BUYER. If the BUYER claims an exemption from such taxes, it shall be the BUYER's responsibility to furnish an appropriate exemption certificate to INTEREUM.

5. Payment

- All payments for project completion or progressive invoices are due per payment terms on invoice. BUYER may hold 10% retainage for uncompleted installation or an amount equal to the selling price of any damaged, backordered, or missing merchandise.
- Title to the merchandise passes to the BUYER when the full purchase price and all other charges under this agreement are paid in full.
- In the event of any default in payment, INTEREUM has the right to repossess merchandise 180 days from the date of the invoice(s). BUYER is responsible for insurance coverage for loss of product due to damage or theft of product beginning when product is received at the job site.
- Balances past due shall bear interest payable to INTEREUM at a rate of 1.5% per month simple interest.

6. Credit Cards

- For orders transacted via credit card, a processing fee of 3% of the total order amount will be applied. This fee covers the costs associated with credit card transactions. INTEREUM accepts Visa, MasterCard, and American Express credit cards.



Proposal

Corporate
9800 8th Avenue North
Plymouth, MN 55441
Phone: 763-417-3300
www.intereum.com

Quote/Order	97633
Project #	
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7. Changes, Cancellations, and Returns

- The order to which these General Terms apply may not be changed or canceled, nor products returned except in the event of non-conforming goods, in whole or in part, by the BUYER without INTEREUM's written consent.
- The BUYER agrees in all respects to the price and terms set forth in the order, and acknowledges that a modification may only be made by a written Change Order signed by both parties.
- A written Change Order may include revised product costs, restocking fees and any other associated costs.

8. Shipments, Deliveries, Freight, and Claims

- All product shipments are made to INTEREUM or shipped direct from the manufacturer to the end user, as determined by INTEREUM. INTEREUM shall not be held responsible for damages or delays due to an act or circumstance that is outside of INTEREUM's control. Partial shipments may be necessary and are at the discretion of the manufacturer. Freight charges incurred by INTEREUM will be invoiced to BUYER. Claims for transportation damage will be BUYER's responsibility if BUYER receives merchandise directly from the manufacturer.
- Periodically a shipping or fuel surcharge may be applied to an order to cover the market fluctuations in fuel prices.
- Shipping and freight charges are subject to change.

9. Documentation/Drawings/Field Measurements

- The contract documents consist of this agreement, a SOW, shop drawings, elevations, pricing and formal line drawings as required to complete the project.
- Field measuring may be required prior to shop drawing submission and final plan signoff. BUYER plan review and signoff is required prior to placement of any modular wall, AV millwork, electrical/low voltage installation or custom furniture application. All field verifications will be noted on shop drawings for BUYER signoff.

10. Warehouse Receiving and Storage

- If product is shipped to INTEREUM's warehouse, INTEREUM will receive, inspect, and store for 30 days. After 30 days, storage charges may be assessed for product held in INTEREUM's warehouse.
- Storage fees may be applied if a BUYER jobsite is not ready for a scheduled delivery or the BUYER modifies the schedule after a delivery acknowledgment does not allow INTEREUM to delay product delivery. There are no storage fees for conditions or circumstances related to INTEREUM performance.

11. Postponement Storage and Labor Costs

- In the event BUYER requests postponement of agreed upon delivery of goods to BUYER's site, INTEREUM may at its option receive and store product at additional cost to the BUYER, or in the instance of a direct shipment to BUYER, transfer the goods to storage for the BUYER's account and at the BUYER's risk and expense. Such transfer to storage shall be deemed delivery to the BUYER for all purposes, including invoicing and payment for product only.
- INTEREUM will bill the published rates listed in this agreement or prevailing industry rates for furniture storage. Buyer's insurance company will be responsible for any loss of product due to theft or damage incurred while product is stored at a Buyer's on-site or off-site facility.

12. Maintenance and Repair; Warranties

- All product is guaranteed according to manufacturer's published warranties only. BUYER acknowledges receipt of all



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manufacturer's warranty documentation, cleaning instructions with cleaning product recommendations, and maintenance information, for all products purchased. BUYER further acknowledges that it is responsible for all post-installation cleaning and maintenance of products, that use of unapproved cleaning products or improper cleaning or maintenance practices may void manufacturer's warranties, and that any post-installation product damage resulting from use of unapproved cleaning products, improper cleaning or maintenance practices, or any other cause is not INTEREUM's responsibility. In no event will INTEREUM be responsible for any post-installation damage to products, whether resulting from BUYER's use of unapproved cleaning products, improper maintenance practices, or other cause.

- b. BUYER'S SOLE REMEDY FOR ANY PRODUCT DEFECT OR DAMAGE WILL BE UNDER THE MANUFACTURER'S WARRANTY, IF ANY, AND INTEREUM WILL HAVE NO OBLIGATION TO ASSIST BUYER IN CONNECTION WITH ANY MANUFACTURER'S WARRANTY CLAIMS. In the event BUYER requests INTEREUM to perform any repairs or maintenance under warranty or not covered by warranty, INTEREUM will provide those services at its current hourly rate plus applicable trip charges.
- c. INTEREUM MAKES NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR THAT THE PRODUCTS OR ITS SERVICES WILL BE FIT FOR ANY PARTICULAR OR UNUSUAL USE. IN NO EVENT WILL INTEREUM BE LIABLE TO THE BUYER FOR ANY INDIRECT, CONSEQUENTIAL OR PUNITIVE DAMAGES.
- d. INTEREUM offers a 90-day workmanship warranty on all projects. Warranty does not cover environmental, BUYER network or BUYER driven changes that are considered outside of the original scope of work (SOW). Owner Furnished Equipment (OFE) warranty service is not included in this agreement.

DELIVERY AND INSTALLATION TERMS & CONDITIONS OF SALE

13. Delivery & Installation

- a. The BUYER agrees that the space will be complete and ready for product installation, and that INTEREUM will have free and clear access to the space. The BUYER also acknowledges that they will have official occupancy of the space the product is being delivered to.
- b. INTEREUM will inform BUYER of an estimated date of delivery ("Estimated Delivery Date") when INTEREUM receives an estimated shipping date from its supplier or manufacturer. The Estimated Delivery Date is not a guaranteed delivery date. BUYER recognizes and acknowledges that the Estimated Delivery Date is merely an estimate and is subject to change by INTEREUM or the manufacturer without notice.
- c. Additional fees and/or trip charges may apply if the BUYER's site is not complete and ready for installation. INTEREUM will document any additional fees in a change order.

14. Electrical/Low Voltage/Network Systems Hookup

- a. Low voltage vendor and coordination will be managed by BUYER unless included in the INTEREUM work order or scope of work.
- b. Access to power, lighting and low voltage will be documented and available.
- c. Adequate network access and permissions will be granted to INTEREUM to install and test installed products.
- d. Software licenses provided by the BUYER, such as Microsoft Teams, Zoom, WebEx and others, which is required and called out in the scope of work (SOW) will need to be registered and ready to be activated prior to installation.
- e. BUYER will provide access and Vendor contacts for PBX, SIP UC and phone systems if required.



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- f. INTEREUM is not responsible for any underground trenching or installation for outside wiring.
- g. Any schedule change caused by BUYER's failure to complete defined IT configuration steps by the agreed date, will necessitate BUYER executing a change order for payment of labor time lost or unable to be utilized before work will be rescheduled.
- h. Rescheduled installations due to BUYER's failure to complete IT configuration steps are subject to Seller's labor availability. Seller is not responsible for additional costs BUYER may incur due to these delays in installation.
- i. INTEREUM is not responsible for client network readiness. All end points are required to be patched in prior to AV installation.

15. Installer's Responsibility

- a. INTEREUM's installers will be responsible for clearing all product packing materials at the site, cleaning the product they installed, and noting any warranty work or parts needed during a final walk-through inspection with the BUYER.
- b. BUYER is responsible for providing access to recycling and garbage removal created by the delivery and installation of this proposal. INTEREUM will work with the site contact to determine where to dispose of said garbage and recycling
- c. If INTEREUM is required to remove them from the site, charges may incur for disposal and labor unless noted in proposal.

16. Job Site Conditions

- a. The BUYER will insure at its expense that the job site is ready to accept furniture with construction complete (ceiling grid and tile in, wall covering/paint done, carpet and baseboard finished, electrical/data work done, etc.) and the space free of trades (punch list trades only), as well as clean and free of debris.
- b. The BUYER will insure at its expense that adequate facilities for off-loading, staging, moving, and handling of merchandise are provided.

17. Job Site Services

- a. The BUYER will insure at its expense that electric current, heat/ventilation, hoisting and/ or elevator service will be available at the site.

18. Labor

- a. If trade regulations enforced at the time and place of installation require the use of tradesmen at the site other than INTEREUM's own installation personnel or subcontractor, BUYER will pay any resulting additional costs.

19. Loss or Damage

- a. After product is delivered to the BUYER's site, any loss or damage by weather, other trades such as painting or plastering, fire or other elements, shall be the responsibility of the BUYER, and the BUYER agrees to hold INTEREUM harmless from loss for such reasons.

20. Normal Business Hours

- a. Delivery and installation work will be performed by INTEREUM's staff during normal business hours--7:00am-3:30pm--Monday through Friday unless other specific agreements are made in writing and included



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with INTEREUM's proposal.

- b. Installation done after normal business hours, on weekends, or on holidays will be subject to an additional overtime charge and subject to INTEREUM's acceptance, unless such agreement was specifically agreed to in the final proposal.
- c. INTEREUM overtime rates are 1.5X the published hourly rates Monday-Saturday and 2.0X the published hourly rate on Sunday. Any change orders or work order changes must be in writing and signed by both parties prior to performance of any modified services by INTEREUM.

21. Special Packaging

- a. If special packaging or handling is required that is not contained in the specifications, it will be subject to an additional charge that will be set out on INTEREUM's invoice to the BUYER.

22. Staging & Storage Space

- a. If products arrive at the BUYER's site earlier than the Estimated Delivery Date, the BUYER will provide safe and adequate storage space. If the space provided is inconveniently located or on another floor, the extra cost of such moving the products will be reimbursed to INTEREUM by the BUYER.

In acknowledgment of Agreement the BUYER, _____
and INTEREUM, INC. have had this Agreement signed by their duly authorized officers.

Buyer

INTEREUM, INC.

(Print) Name and Title

(Print) Name and Title

Signature

Date

Signature

Date

Signature is acceptance of Intereum's terms and conditions and proposed amount of \$67,463.08

Signed _____ Company _____

Printed Name _____ Title _____

Date _____

BARTLEY

6509 CAMBRIDGE STREET
MINNEAPOLIS, MINNESOTA 55426-4401
P.O. BOX 26038 • PHONE (952) 929-0001
FAX: (952) 929-4733

**Sales Company Inc.****BUILDING SPECIALTIES**
*Since 1928***INVOICE**

Invoice Number: 62923

Invoice Date: Jun 29, 2023

Page: 1

Bill To:

ISD #2909
1405 PROGRESS WAY
VIRGINIA, MN 55792

Ship To:

ISD #2909 - LAURENTIAN ELEMENTARY
1409 PROGRESS PKWY
EVELETH, MN 55734

Customer ID	Customer PO	Payment Terms	
ISD#2909		Payment in Advance	
Sales Rep ID	Shipping Method	Ship Date	Due Date
00KUEA	BESTWAY		On Receipt

Bartley P.O. #	Bartley Job #	Product Description
		(3) ONLY 4'H x 5'5"W TACKBOARDS (1) ONLY 4'H x 5'W TACKBOARD (30) ONLY 8'L SECTIONS OF 2" MAP RAIL *CORK COLOR: SMOKE*

****A 5% convenience fee will be added to invoices paid by credit card****

Subtotal	3,740.00
Sales Tax	0.00
TOTAL	3,740.00



Career Center
H.S.

Budget Summary

Recommend
Option 1 at \$23,169
rather than option
2 at \$32,384

12/15/2023

	Mfg	Cat	Part Number	Part Description	Qty	Ext Sell
Option 1						
	HON	HSN	HVL238	Matter - Wood Leg Base	2	\$540.00
	HON	HTL	HTLSCULRND30L	Sculpt 30" Rnd Tbl -Low Mtl Legs Lam Top MI	1	\$360.45
	HON	HTL	HTLSCULRND16L	Sculpt 16.5" Rnd Tbl -Low Mtl Legs Lam Top MI	2	\$665.10
	HON	HCG	HNLRC2454	54W x 24D Rectangle Worksurface	2	\$354.60
	HON	HCG	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	2	\$279.00
	HON	HCG	HNLEP2441R	1-1/8Wx23-1/8Dx41H End Panel for 24D Right	1	\$144.45
	HON	HCG	HNLEP2441L	1-1/8Wx23-1/8Dx41H End Panel for 24D Left	1	\$144.45
	HON	HCG	HNLEP1141	1-1/8Wx11-1/4Dx41H End Panels for 24D; 2-pack	1	\$169.65
	HON	HTL	HMTUMOD44	Univ Mod pnl for 54" Motivate tbl/60" Huddle tbl	2	\$266.40
	HON	HTL	HMT2460E	Huddle 24x60 Table Top w/T-mold	2	\$494.10
	HON	HTL	HMBFLIP24L	Huddle Flip Top Base for 24x60 and 24x72 Tops	2	\$794.70
	HON	HSN	HMAVMA	MAV Single Lounge Mid Back Arms	2	\$2,211.30
	HON	HTL	HMAGANG	Interlink IQ Elect Ganging Hardware	1	\$60.75
	HON	HSN	HIWMM	Ignition 2 Task Mid-back, Ilira back	1	\$419.40
	HON	HSN	HFSS74LDF	Dual Fabric Stool 4-leg	10	\$5,971.50
	HON	HTL	HCWTSQR30G	30" Square Top w/ Flat Edge	3	\$556.20
	HON	HTL	HCWTSBM42	42H Single Pedestal Medium	3	\$1,050.30
	HON	HSN	HASLB3MF	Astir Three Seat Lounge: Low Back Multi-Fabric	1	\$2,571.75
	TEK	RCA	BSSSM183637	Storage Mounted Bookcase, 18"d x 36"w x 37"h (1-3/16")	1	\$345.93
	TEK	RCA	BSSLMNL2024	Lateral File for 20"d Low Sec. Desk - End Position, Not In Front of H-A Mechanism, 24"w (1-3/16")	1	\$286.26
	TEK	RCA	BSLFSP243628	Lateral File - Pulls, 24"d x 36"w, Two Drawers (28")	2	\$1,028.82
	TEK	RCA	BRAX01	Half Moon Pencil Tray	2	\$35.10
	TEK	RCA	BLEPPQ320120	Power Pill, Quad - 3 Power/2 USB, 120"l	2	\$386.88
	TEK	RCA	BHMSRL2924060	Sec. Desk for HA Run-Off and U-Shape - Low, 29"d WS x 24"d x 60"w, Pos 00, No Grommet (1-3/16")	1	\$393.90



Budget Summary

12/15/2023

	Mfg	Cat	Part Number	Part Description	Qty	Ext Sell
	TEK	RCA	BHMRBH3575OLP	HA Run-Off - Bevel Base - High Sec., 35"d x 75"w, Offset-Rect, Left, Int. Powerbar w IEC (1-3/16")	1	\$1,688.70
	TEK	RCA	BHMF82970BP	H-A. Desk - Bevel Bases, 29"d x 70"w, Both Ends - Rect., Powerbar IEC (1-3/16")	1	\$1,829.49
	TEK	RCA	BASML6210	Suspended Modesty Panel - Solid, 62"w x 10"h	1	\$68.64
	TEK	RCA	BASML4610	Suspended Modesty Panel - Solid, 46"w x 10"h	1	\$51.48
Subtotal:						\$23,169.30

Option 2

	TEK	TZN	ZNSC	Zones Club Chair, 4-Wood Legs	2	\$1,712.26
	HON	HTL	HTLSCURNDT30L	Sculpt 30" Rnd Tray Tbl -Low Mtl Legs MI	1	\$714.15
	HON	HTL	HTLSCULRND16L	Sculpt 16.5" Rnd Tbl -Low Mtl Legs Lam Top MI	2	\$674.10
	HON	HCG	HNLRC2454	54W x 24D Rectangle Worksurface	2	\$373.50
	HON	HCG	HNLMP5428	54W x 27-7/8H Modesty / Back Panel	2	\$297.90
	HON	HCG	HNLEP2441R	1-1/8Wx23-1/8Dx41H End Panel for 24D Right	1	\$151.65
	HON	HCG	HNLEP2441L	1-1/8Wx23-1/8Dx41H End Panel for 24D Left	1	\$151.65
	HON	HCG	HNLEP1141	1-1/8Wx11-1/4Dx41H End Panels for 24D; 2-pack	1	\$174.60
	HON	HTL	HMTUMOD44	Univ Mod pnl for 54" Motivate tbl/60" Huddle tbl	2	\$266.40
	HON	HTL	HMT2460E	Huddle 24x60 Table Top w/T-fold	2	\$513.00
	HON	HTL	HMBFLIP24L	Huddle Flip Top Base for 24x60 and 24x72 Tops	2	\$794.70
	HON	HSN	HIWMM	Ignition 2 Task Mid-back, ilira back	1	\$419.40
	HON	HTL	HCWTSQR30G	30" Square Top w/ Flat Edge	3	\$579.15
	HON	HTL	HCWTSBM42	42H Single Pedestal Medium	3	\$1,050.30
	TEK	RCA	BSSSM183637	Storage Mounted Bookcase, 18"d x 36"w x 37"h (1-3/16")	1	\$345.93
	TEK	RCA	BSSLMNL2024	Lateral File for 20"d Low Sec. Desk - End Position, Not In Front of H-A Mechanism, 24"w (1-3/16")	1	\$286.26
	TEK	RCA	BSLFSP243628	Lateral File - Pulls, 24"d x 36"w, Two Drawers (28")	2	\$1,028.82
	TEK	RCA	BRAX01	Half Moon Pencil Tray	2	\$35.10
	TEK	RCA	BLEPPQ320120	Power Pill, Quad - 3 Power/2 USB, 120"l	2	\$386.88
	TEK	RCA	BHMSRL2924060	Sec. Desk for HA Run-Off and U-Shape - Low, 29"d WS x 24"d x 60"w, Pos 00, No Grommet (1-3/16")	1	\$393.90



Budget Summary

12/15/2023

	Mfg	Cat	Part Number	Part Description	Qty	Ext Sell
	TEK	RCA	BHMRBH3575OLP	HA Run-Off - Bevel Base - High Sec., 35"d x 75"w, Offset-Rect, Left, Int. Powerbar w IEC (1-3/16")	1	\$1,688.70
	TEK	RCA	BHMF82970BP	H-A. Desk - Bevel Bases, 29"d x 70"w, Both Ends - Rect., Powerbar IEC (1-3/16")	1	\$1,829.49
	TES	TSU	BBJSC	Jean Sofa, Three Seater (85 3/8"/217 cm)	1	\$3,683.94
	TEK	RCA	BASML6210	Suspended Modesty Panel - Solid, 62"w x 10"h	1	\$68.64
	TEK	RCA	BASML4610	Suspended Modesty Panel - Solid, 46"w x 10"h	1	\$51.48
	TES	TSU	ALLCA	Lasai Lounge, Lounge Chair	2	\$2,825.94
	GLB	GUS	8055	DRIFT, Bar Height Stool, Fully Upholstered w/4 Leg Wood base, GLOBAL SEATING USA	10	\$11,886.60
Subtotal:						\$32,384.44
Grand Total:						\$32,384.44

LAND SWAP AGREEMENT

This Agreement is entered into this _____ day of _____, 2023, by and between Independent School District No. 2909, a public school corporation under the laws of the state of Minnesota, with an address of 1405 Progress Pkwy, Virginia, MN 55792, hereinafter referred to as "Rock Ridge", and the Virginia Public Utilities Commission, a public corporation, under the laws of the state of Minnesota, with an address of 327 1st Street South, Virginia, MN 55792, hereinafter referred to as "VPU".

WHEREAS, Rock Ridge currently owns real property described as:

LOTS 28 AND 29, OF BLOCK 41, PLAT OF VIRGINIA,

hereinafter referred to as ("Rock Ridge Parcel"); and,

WHEREAS, VPU currently owns real property described as:

LOTS 1, 2, AND 3, OF BLOCK 41, PLAT OF VIRGINIA,

hereinafter referred to as ("VPU Parcel") and,

WHEREAS, the parties agree the mutual exchange of the property, the Rock Ridge Parcel for VPU Parcel, and vice versa, is in the best interest of, and will benefit both parties.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. On the date of closing, Rock Ridge will execute a Quit Claim Deed to VPU conveying the Rock Ridge Parcel, and VPU will execute a Quit Claim Deed to Rock Ridge conveying the VPU Parcel, in exchange for each other, and as depicted or shown on the attached Exhibit "A". Each party agrees that the trade of real estate to the other party is in the best interests of both parties, and that no additional purchase price is being paid by one party to the other party.
2. Each party represents that, to the best knowledge of each such party, the real estate conveyed by that party to the other party was owned by the conveying party, free and clear of encumbrances, and that the conveying party had the lawful authority to convey such property.
3. Rock Ridge represents to VPU that, to the best knowledge of Rock Ridge, the real estate described as Rock Ridge Parcel has no wells, individual septic systems, underground or above ground storage tanks, or any known environmental issues. Likewise, VPU represents to Rock Ridge that, to the best knowledge of VPU, the real estate described VPU Parcel has no

wells, individual septic systems, underground or above ground storage tanks, or any known environmental issues.

4. Rock Ridge and VPU jointly acknowledge and assert that there will be no restrictive covenants contained within the Quit Claim Deeds which are to convey the real estate herein contemplated.
5. The Parties agree that his transaction is "AS IS", WITH NO WARRANTIES EXPRESSED OR IMPLIED AS TO THE CONDITION, QUALITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, AS TO THE STRUCTURES, FIXTURES, REAL ESTATE, AND PERSONAL PROPERTY LOCATED THEREON.
6. Subject to performance by the Parties of their respective obligations hereunder, both Parties agree to fully execute as necessary and to deliver at the closing all documents necessary to effect the purposes of this agreement and to execute and deliver after closing, upon reasonable request from the other party, all replacement documents which may be required due to mistake, loss or change in regulation.
7. Colosimo, Patchin & Kearney, Ltd., represents Rock Ridge and VPU in this transaction. As a separate document, the Parties will have reviewed and executed a "Shared Use of an Attorney in a Real Estate Transaction," which indicates that both Parties agree and consent to the joint representation by the law firm.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the date first above written.

Virginia Public Utilities, a Minnesota
municipal corporation

Dated:_____

By:_____

Its:_____

STATE OF MINNESOTA)
)ss.
COUNTY OF ST. LOUIS)

This instrument was acknowledged before me on _____,
2023, by _____ the _____ of the VPU of Virginia,
a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

ISD No. 2909, a Minnesota body politic

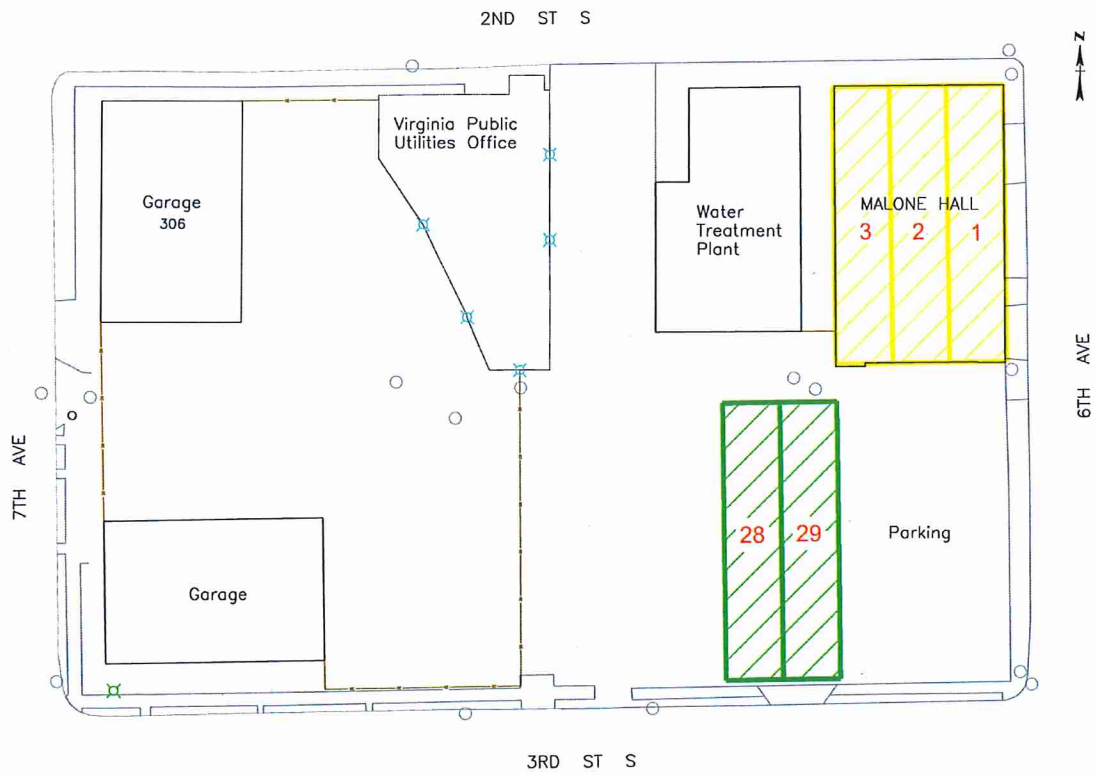
Dated:_____

By:_____

Its:_____

STATE OF MINNESOTA)
)ss.

EXHIBIT "A"



SHARED USE OF AN ATTORNEY IN A REAL ESTATE TRANSACTION

Many clients have expressed a wish to have one attorney handle the representation of both the buyer and seller in a real estate transaction. While the Rules of Professional Responsibility which lawyers practice under do not forbid this, they do require that clients consent to a conflict of interest. Where an attorney represents both sides of a real estate transaction, there is a potential conflict of interest because the interests of the parties may differ at some time during the transaction.

An attorney generally represents just one party in a proceeding. This is largely because an attorney's role is that of an advocate for his client. When the attorney represents both sides on a real estate transaction, he can no longer be an advocate for one client against the other. His role is more that of a "scrivener" where the attorney drafts the necessary documents and advises the parties of the customary procedures involved.

There are certain risks that you should be aware of when having an attorney represent both parties to a real estate transaction:

1. As stated above, the attorney does not advocate for either side.
2. If a conflict does arise between the parties, the attorney may have to withdraw from representation and the parties may have to each obtain separate counsel. An attorney who is acting as a scrivener may not investigate or pursue matters as vigorously as an attorney who is representing one side of a transaction.

Having said the above, it is not uncommon for attorneys to represent both parties to a real estate transaction when the transaction is relatively straightforward and the parties are working together in an amiable fashion. If you feel your situation fits this category, and you are comfortable with Colosimo, Patchin & Kearney, Ltd. representing both parties in your transaction, then please sign the Consent below. If you do not understand this information or if you have any questions, please ask the attorney before signing.

CONSENT

I have read the above information and understand it. I waive any conflict of interest and agree to have Colosimo, Patchin & Kearney, Ltd., represent both parties in my real estate transaction.

Independent School District No. 2909

Dated: _____

By: _____

Its: _____

Virginia Public Utilities Commission

Dated: _____

By: _____

Its: _____

Public
Lib.

19

SCHOOL

(GYM)

Green Space

OLD MALONE

32

12-16 spots

Public Utilities

25

19

28

MAINT
Bldg.

"Mil 40"