

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, May 20, 2019 at 5:00 PM
FHS Cafeteria, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

Mission Statement: *In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.*

Call to Order

1. Roll Call:

Mike Holden___	Michelle Hebner___
Toni Korpi___	Jennifer Windels___
Ted Saxton___	Terry Murray___
Roxanne Skogstad-Ditsch___	Kevin Grover___
Ella Bahr-Jefferis___	

2. Pledge of Allegiance

Approval of Agenda

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

Open Forum

1. Presentation by MHS of teachers of the month.
2. Public Open Forum
 2. 1. Chad Baldwin - Bronco Arena discussion

Tenure Recognition

1. Resolution awarding contract tenure to Sarah Staples. Motion by ____, second by ____. Motion carried / failed. 4
2. Resolution awarding contract tenure to Sethen Ettestad. Motion by ____, second by ____. Motion carried / failed. 5
3. Resolution awarding contract tenure to Lisa Simon. Motion by ____, second by ____. Motion carried / failed. 6

Consent Agenda

Approve the Consent Agenda as presented. Motion by ____; second by _____. Motion carried / failed.

1. Approve past meeting minutes for the Regular School Board Meeting on April 15, 2019 and Special Work Session on April 22, 2019. 7
2. Approve current accounts payable due in amount of \$926,274.19 11
3. Approve payroll in amount of \$388,853.30 for pay periods April 26, 2019 and May 10, 2019.
4. Receive fiscal year 2018-2019 budget documents for action in June. 35
5. Receive the fiscal year 2019-2020 budget documents for action in June. 37

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6. Approve hire of Leah Bacon as Public School Nurse for the school year 2019-2020. 38
7. Accept resignation from Carol Eldien, paraprofessional, effective May 29, 2019.
8. Accept resignation from Bonnie Harris, Cafe Helper, effective May 31, 2019
9. Approve hire of Mathew Salo as a paraprofessional effective May 20, 2019.
10. Approve the termination of Summit 500 Bottle agreement due to no budget appropriation for the school year 2019-2020. 39
11. Hire the following summer custodial student workers:
 - 1) McKenna Holt
 - 2) Andrew Strapko
 - 3) Carter Germain
 - 4) Kori Battalion
12. Approve hire Chris Thoresen as Weight Room Coordinator per the At Will Position Employee Schedule effective May 27, 2019.
* Position contingent upon continued funding and student participation.
13. Approve Arena rental to Fort Frances Lakers for July 26 to July 28. 40
14. Approve leave request from Emma Lee, Paraprofessional, for 2 weeks unpaid leave during the week of September 2nd and September 9th during the school year 2019-2020 for child care.
15. Approve Backus Lease Rental agreement for August 1, 2019 to July 30, 2020. 44
16. Approve service agreement with Interquest Detection Canines for school year 2019-2020. 54
17. Award the bread quotation to Pan O Gold for the school year 2019-2020.
18. Approve Honors Online agreement and College in the Schools agreement with Lake Superior College for school year 2019-2020.
19. First reading of School Board Policy 721 - Uniform Grant Guidance Policy 55
20. First reading of School Board Policy 903 - Visitors to School District Buildings and Sites 72
21. First reading of School Board Policy 805 - Waste Reduction and Recycling 75
22. First reading of School Board Policy 620 - Credit for Learning 84
23. First reading of School Board Policy 612.1 - Parent and Family Engagement 95
24. First reading of School Board Policy 513 - Student Promotion, Retention, Program Design 101
25. First reading of School Board Policy 425 - Staff Development 104
26. First reading of School Board Policy 405 - Veteran's Preference 111
27. First reading of School Board Policy 303 - Superintendent Selection 114

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed. 116

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2. Award the RFP for Student School Picture Package to Lifetouch for the 2019-2020 school year with potential to renew contract up to four additional years. Motion by ____, second by ____. Motion carried / failed. 119
3. Approve recommendation to reject all proposals received in response to the RFP for property, liability and workers compensation insurance and remain with current agent. Motion by ____, second by ____. Motion carried / failed.
4. Approve purchase and installation of used condenser unit from Commercial Refrigeration at cost of \$29,389. 137
5. Approve two year MSHSL agreement for Wrestling Cooperative with Nashwauk and Greenway for 2019-2020 and 2020-2021. 138
6. Approve two year MSHSL agreement for Girls Hockey Cooperative with Rainy River High School, Ontario for 2019-2020 and 2020-2021. 139

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent
4. Stacy Grover, Business Manager - GASB 84
5. Ella Bahr-Jefferis, Student Representative
6. Committee Reports:
 6. 1. Community Ed Advisory Board
 6. 2. Recreation Commission

Tenure Appreciation

Brief session for cake and tenure appreciation.

Close Session

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to discuss the Districts labor negotiation strategy related to negotiations with L4798, L510 and L331. Motion by ____, second by ____. Motion carried / Failed

Reopen and Adjournment

- 1) Reopen meeting. Motion by ____, second by ____ to reopen meeting at ____ pm. Motion carried / failed.
- 2) Adjourn meeting. Motion by ____, second by ____ to adjourn meeting at ____ pm. Motion carried / failed.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION FOR AWARDING CONTRACT LEADING TO “CONTINUING CONTRACT RIGHTS”, OR, “TENURE”:

Whereas, Sarah Staples has served the required number of years of probationary teaching, as prescribed by MS 122A.40, and

Whereas, Sarah Staples has successfully met the instructional and professional standards of ISD 361, International Falls Public Schools, as determined by her immediate supervisor Tim Everson, and

Whereas, Tim Everson, Principal, and Kevin Grover, Superintendent, now recommend Sarah Staples to the school board to faculty tenure,

Be it resolved, that Sarah Staples upon recommendation of the administration be granted faculty tenure to the extent of 1.0 FTE with all its privileges and responsibilities, effective the 2019 - 2020 school year.

The motion for the adoption of the foregoing resolution was duly seconded by member _____. The following voted in favor:

And the following voted against the same:

Whereupon, said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION FOR AWARDING CONTRACT LEADING TO “CONTINUING CONTRACT RIGHTS”, OR, “TENURE”:

Whereas, Sethen Ettestad has served the required number of years of probationary teaching, as prescribed by MS 122A.40, and

Whereas, Sethen Ettestad has successfully met the instructional and professional standards of ISD 361, International Falls Public Schools, as determined by her immediate supervisor Melissa Tate, and

Whereas, Melissa Tate, Principal, and Kevin Grover, Superintendent, now recommend Sethen Ettestad to the school board to faculty tenure,

Be it resolved, that Sethen Ettestad upon recommendation of the administration be granted faculty tenure to the extent of 1.0 FTE with all its privileges and responsibilities, effective the 2019 - 2020 school year.

The motion for the adoption of the foregoing resolution was duly seconded by member _____. The following voted in favor:

And the following voted against the same:

Whereupon, said resolution was declared duly passed and adopted.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION FOR AWARDING CONTRACT LEADING TO “CONTINUING CONTRACT RIGHTS”, OR, “TENURE”:

Whereas, Lisa Simon has served the required number of years of probationary teaching, as prescribed by MS 122A.40, and

Whereas, Lisa Simon has successfully met the instructional and professional standards of ISD 361, International Falls Public Schools, as determined by her immediate supervisor Tim Everson, and

Whereas, Tim Everson, Principal, and Kevin Grover, Superintendent, now recommend Lisa Simon to the school board to faculty tenure,

Be it resolved, that Lisa Simon upon recommendation of the administration be granted faculty tenure to the extent of 1.0 FTE with all its privileges and responsibilities, effective the 2019 - 2020 school year.

The motion for the adoption of the foregoing resolution was duly seconded by member _____. The following voted in favor:

And the following voted against the same:

Whereupon, said resolution was declared duly passed and adopted.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, April 15, 2019 at 5:00 p.m.
Falls High School Cafeteria

A Regular Meeting of the Board of Trustees of Independent School District #361 was held Monday, April 15, 2019 in the FHS Cafeteria.

Ted Saxton, Board Chair, called the meeting to order at 5:00 pm. Members present were: Jennifer Windels, Roxanne Skogstad-Ditsch, Terry Murray, Mike Holden, Michelle Hebner, Ted Saxton, Toni Korpi, Kevin Grover and student representative Ella Bahr-Jefferis.

Pledge of Allegiance

Approval of Agenda:

Motion by Michelle Hebner then second by Toni Korpi to approve agenda as presented. Motion carried 7-0.

Ted Saxton, Board Chair, spoke to the audience on rules for speaking at public open forum.

Open Forum:

1. Tim Everson presented Joe Glowack with the Elk's March student of the month Certificate of Achievement.
2. Tim Everson presented GeorgieAnne Slatinski and Garret Koenig with the Elk's April students of the month Certificate of Achievement.
3. Presentation by MHS of teachers of the month. Mr. Timm Ringhoffer (FHS); Mr. Jill Katrin (FES)
4. Public Open Forum: Cedulie Lloyd regarding school picture RFP.

Consent Agenda

Motion by Roxanne Skogstad-Ditsch then second by Mike Holden to accept Consent Agenda as presented. Motion carried 7-0.

1. Approve past meeting minutes for the Regular School Board Meeting on March 18, 2019.
2. Approve current accounts payable due in amount of \$701,889.67
3. Approve payroll in amount of \$393,578.01 for pay periods March 29, 2019 and April 12, 2019.
4. Second Reading of School Board Policy 601 - School Dist. Curriculum and Inst. Goals
5. Second Reading of School Board Policy 603 - Curriculum Development
6. Second Reading of School Board Policy 604 - Instructional Curriculum
7. Second Reading of School Board Policy 613 - Graduation Requirements
8. Second Reading of School Board Policy 614 - School District Testing Plan and Procedure
9. Second Reading of School Board Policy Form 614 - Assurance of Test Security and Non-Disclosure
10. Second Reading of School Board Policy 615 - Testing Accommodations, Modifications
11. Second Reading of School Board Policy 616 - School District System Accountability
12. Second Reading of School Board Policy 618 - Assessment of Student Achievement
13. Second Reading of School Board Policy 619 - Staff Development for Standards
14. Second Reading of School Board Policy 802 - Disposition of Obsolete Equip. and Material
15. Adopt revised FY2019-2020 Calendar with additional in service day and corrections to exchange day in November and Thanksgiving Holiday for 2019.
16. Acknowledge Jennifer Erickson as volunteer Girls and Boys Track and Field Coach for the 2018-2019 season.
17. Acknowledge Ashley Goff as volunteer Softball coach for the 2018-2019 season.

18. Approve hire of Shelby Nosan as Head Volleyball coach for the 2019-2020 season.
19. Approve hire of Ashley Goff as Head Girls Swimming Coach for the 2019-2020 season.
20. Approve hire of Ariana Cipriano as Assistant Girls Swimming Coach for the 2019-2020 season.
21. Approve hire of Paul Hjelle as Head Cross Country Coach for the 2019-2020 season.
22. Approve hire of Sheryl Hendrickson as Assistant Cross Country Coach for the 2019-2020 season.
23. Approve termination of Courtney Olson, paraprofessional, effective April 10, 2019.
24. Approve a request for three days of unpaid leave by Justin Carney, paraprofessional, for May 28th - May 30th, 2019.

Action Items:

1. Motion by Jennifer Windels then second by Toni Korpi to approve the following fiscal year 2019-2020 capital and long term facilities plan projects. Motion carried 7-0.
 - 1.1 Award roofing bid to Range Cornice & Roofing for Arena at cost NTE \$59,699 and Pool at cost NTE \$122,062.
 1. 2. Award library and elevator flooring bid to Studio B Flooring, previously known as Ballan Furniture, in amount of \$9,690.
 1. 3. Approve the refurbishing of 255 lockers at FES with electrostatic painting and installation of plastic bottom inserts at cost of \$32,546.
 1. 4. Approve purchase of 39 columns of athletic lockers for FHS girl's locker room at a cost of \$9,050.
 1. 5. Award phase II corridor ceiling project for FES to K&K Meyers at bid of \$43,511.
 1. 6. Award phase II corridor ceiling project for FHS to K&K Meyers at bid of \$63,289.
 1. 7. Award phase II corridor lighting project for FES to Kantor Electric at bid of \$40,847.
 1. 8. Award phase II corridor lighting project for FHS to Kantor Electric at bid of \$67,765.
 1. 9. Approve replacement of outside lighting posts in the student and faculty parking lots at both FHS and FES by Kantor Electric for cost of \$16,000.
2. Motion by Terry Murray then second by Mike Holden then to approve the Resolution Acceptance of Gifts and Donations. Voting in favor: Michelle Hebner, Mike Holden, Toni Korpi, Terry Murray, Jennifer Windels, Roxanne Skogstad-Ditsch and Ted Saxton. Voting against: None; whereas, resolution was declared adopted.
3. Motion by Michelle Hebner then second by Roxanne Skogstad-Ditsch to accept Resolution Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds. Motion carried 7-0.
4. Motion by Michelle Hebner then second by Ted Saxton to award the RFP for Student School Picture Package to Lifetouch for the 2019-2020 school year with potential to renew contract up to four additional years. Motion failed 0-7.
 - a. Second motion made by Toni Korpi then second by Mike Holden to award RFP for School Pictures to Cedulie Photography. Motion failed 3-4 with members Michelle Hebner, Roxanne Skogstad-Ditsch, Terry Murry and Ted Saxton voting against.
 - b. Third motion by Michelle Hebner then second by Ted Saxton to table discussion until further review of concerns by the Superintendent and to hold a board work session regarding RFP / bid process. Board meeting set for April 22, 2019 at 5:00 pm. Motion carried 7-0.
5. Motion by Michelle Hebner then second by Toni Korpi to approve Memorandum of Understanding with regards to Seniority with L331. Motion carried 7-0.

Administrative Reports:

1. Melissa Tate, Elementary Principal, reviewed enrollment, MCA testing upcoming, planning for end of year calendar.
2. Tim Everson, Secondary Principal, reviewed enrollment, MCA testing upcoming, spring sports week, after care program update, Elks student of month banquet is Sunday April 28th at 5:00 pm.

3. Kevin Grover, Superintendent, Senior breakfast at elks; scheduling for school year 2019-2020 is still being finalized, free and reduced numbers are now at 50% District wide, City is holding another meeting regarding Recreation Commission on April 29th; Technology Committee will begin meeting.
4. Ella Bahr-Jefferis, Student Representative, gave update on student council activities.
5. Committee Reports:
 5. 1. Community Ed Advisory Board
 5. 2. Recreation Commission

Adjournment:

Motion by Roxanne Skogstad-Ditsch then second by Michelle Hebner to adjourn meeting at 6:30 pm.
Motion carried 7-0.

Approved Minutes:

District Clerk	Date	Board Chair	Date
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MINUTES
SPECIAL WORK SESSION OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, April 22, 2019 at 5:00 p.m.
Falls High School Library

A Special Work Session of the Board of Trustees of Independent School District #361 was held Monday, April 22, 2019 in the FHS Library.

Ted Saxton, Board Chair, called the meeting to order at 5:00 pm. Members present were: Jennifer Windels, Roxanne Skogstad-Ditsch, Terry Murray, Mike Holden, Michelle Hebner, Ted Saxton, Toni Korpi, and Kevin Grover.

Pledge of Allegiance

Approval of Agenda:

Motion by Michelle Hebner then second by Mike Holden to approve agenda as presented. Motion carried 7-0.

Work Session:

Kevin Grover, Superintendent, reviewed public contracting and MSBA School Law Bulletin from Chapter 13 MSBA procedures manual. Discussion was held regarding bids, request for proposals, local preference and the school picture RFP process.

Adjournment

Motion by Terry Murray then second by Roxanne Skogstad-Ditsch to adjourn meeting at 6:45 p.m.

Approved Minutes:

District Clerk

Date

Board Chair

Date

Accounts Payable Summary
May 20, 2019

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
6049	MN DEPT OF PUBLIC SAFETY	4/18/2019	3601000092C	B Garage; EPCRA Hazardous Chemical Fee		0 \$ (25.00)
	MN DEPT OF PUBLIC SAFETY	4/18/2019	3601000112C	FHS; EPCRA Hazardous Chemical Fee		0 \$ (25.00)
6054	ROYAL TIRE INC	5/2/2019	342-4090	Tire Repair		0 \$ (595.98)
	ROYAL TIRE INC	5/2/2019	342-4233	B Garage; Tire Repair		0 \$ (179.86)
	ROYAL TIRE INC	5/2/2019	342-4314	B Garage Tire Dismount		0 \$ (30.25)
6091	AFT Local #331	4/12/2019	20190412AD	Payroll accrual		0 \$ 3,075.79
	AFT Local #331	4/12/2019	20190412AD	Payroll accrual		0 \$ 93.66
6092	Falls Education Foundation	4/12/2019	20190412AD	Payroll accrual		0 \$ 25.00
6093	MN Child Support Payment Center - Ne	4/12/2019	20190412AD	Payroll accrual		0 \$ 167.51
6094	MN Child Support Payment Center - Scl	4/12/2019	20190412AD	Payroll accrual		0 \$ 315.64
6095	MN Child Support Payment Center - Ste	4/12/2019	20190412AD	Payroll accrual		0 \$ 84.17
6096	Para Local #4798	4/12/2019	20190412AD	Payroll accrual		0 \$ 609.99
	Para Local #4798	4/12/2019	20190412AD	Payroll accrual		0 \$ 15.97
6097	United Way of Northeastern MN	4/12/2019	20190412AD	Payroll accrual		0 \$ 10.00
6098	Wyoming Child Support	4/12/2019	20190412AD	Payroll accrual		0 \$ 115.38
6099	Further	4/10/2019	1346099	Participant Fees - April 2019		0 \$ 270.90
6100	MN PEIP	4/11/2019	840063	Medical Insurance - May 2019		0 \$ 10,942.92
	MN PEIP	4/11/2019	840063	Medical Insurance - May 2019		0 \$ 97,033.18
6101	MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip Chaperone Background Check - Crandall		0 \$ 15.00
6102	MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip Chaperone Background Check - Cowlshaw		0 \$ 15.00
6103	MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip Chaperone Background Check - Flesland		0 \$ 15.00
6104	MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip Chaperone Background Check - Hall		0 \$ 15.00
6105	MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip		0 \$ 15.00

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Accounts Payable Summary
May 20, 2019

			Chaperone Background Check - Hedlund			
6106 MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip	0	\$	15.00
			Chaperone Background Check - Scholler			
6107 MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip	0	\$	15.00
			Chaperone Background Check - Snyder			
6108 MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip	0	\$	15.00
			Chaperone Background Check - Taylor			
6109 MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip	0	\$	15.00
			Chaperone Background Check - Tomczak			
6110 MN BCA	4/12/2019	4/12/2019	6th Grade Class Trip	0	\$	15.00
			Chaperone Background Check - Zika			
6111 Further	4/15/2019	38996742	Medical FSA: 04/05/2019 - 4/11/2019	0	\$	457.35
6112 MN BCA	4/15/2019	4/15/2019	6th Grade Trip Chaperone - Ashley Hynes	0	\$	15.00
6113 COCA-COLA BOTTLING CO	4/17/2019	571166	FHS; Ala Carte Beverages	0	\$	205.30
COCA-COLA BOTTLING CO	4/17/2019	571209	FHS; Ala Carte Beverages	0	\$	294.50
COCA-COLA BOTTLING CO	4/17/2019	571247	FHS; Ala Carte Beverages	0	\$	337.55
6114 DOMINO'S PIZZA	4/17/2019	32019	FHS; Pizza for Meals	0	\$	2,188.80
6115 EARTHGRAINS BAKING CO INC	4/17/2019	5.2526E+10	FES; Bread for Meal Service	0	\$	107.65
EARTHGRAINS BAKING CO INC	4/17/2019	5.2526E+10	FES; Bread for Meal Service	0	\$	47.58
EARTHGRAINS BAKING CO INC	4/17/2019	5.2526E+10	FES; Bread for Meal Service	0	\$	87.75
EARTHGRAINS BAKING CO INC	4/17/2019	5.2526E+10	FES; Bread for Meal Service	0	\$	17.55
6116 HILLSHIRE BRANDS CO	4/17/2019	5702304348	Commodity Meat Processing	0	\$	93.45
6117 SANDSTROM'S INC	4/17/2019	247785	FES; Milk for Meal Service	0	\$	617.50
SANDSTROM'S INC	4/17/2019	247782	FHS; Milk for Meal Service	0	\$	256.50
SANDSTROM'S INC	4/17/2019	248604	FHS; Milk for Meal Service	0	\$	245.68
SANDSTROM'S INC	4/17/2019	249567	FES; Milk for Meal Service	0	\$	469.50

Accounts Payable Summary

May 20, 2019

	SANDSTROM'S INC	4/17/2019	248652 FES; Milk for Meal Service	0 \$	553.00
	SANDSTROM'S INC	4/17/2019	249536 FHS; Milk for Meal Service	0 \$	237.00
6118	UPPER LAKES FOODS	4/17/2019	454688 FHS; Food for Meal Service	0 \$	363.84
	UPPER LAKES FOODS	4/17/2019	457621 FHS; Food for Meal Service	0 \$	250.08
	UPPER LAKES FOODS	4/17/2019	61055 FHS; Supply Credit	0 \$	(48.08)
6119	US FOODSERVICE	4/17/2019	3359769 FES; Commodities Delivery	0 \$	102.08
	US FOODSERVICE	4/17/2019	3359768 FHS; Commodities Delivery	0 \$	107.64
	US FOODSERVICE	4/17/2019	3152811 FHS; Food for Meal Service	0 \$	769.84
	US FOODSERVICE	4/17/2019	3152820 FHS; Food for MCA Testing	0 \$	64.56
	US FOODSERVICE	4/17/2019	3224720 FHS; Food for Meal Service	0 \$	2,071.60
	US FOODSERVICE	4/17/2019	3224721 FHS; Food for MCA Testing	0 \$	262.33
	US FOODSERVICE	4/17/2019	3287021 FHS; Food for Meal Service	0 \$	1,837.76
	US FOODSERVICE	4/17/2019	3359748 FHS; Food for Meal Service	0 \$	2,180.92
	US FOODSERVICE	4/17/2019	3359753 FHS; Food for MCA Testing	0 \$	320.83
	US FOODSERVICE	4/17/2019	3421523 FHS; Food for Meal Service	0 \$	503.76
	US FOODSERVICE	4/17/2019	3421523 FHS; Food for Meal Service	0 \$	730.70
	US FOODSERVICE	4/17/2019	3516853 FHS; Food for Meal Service	0 \$	1,413.81
	US FOODSERVICE	4/17/2019	3152833 FES; Food for Meal Service	0 \$	1,191.85
	US FOODSERVICE	4/17/2019	3152833 FES; Food for Meal Service	0 \$	257.39
	US FOODSERVICE	4/17/2019	3224739 FES; Food for Meal Service	0 \$	1,432.68
6119	US FOODSERVICE	4/17/2019	3287040 FES; Food for Meal Service	0 \$	1,864.00
	US FOODSERVICE	4/17/2019	3359764 FES; Food for Meal Service	0 \$	1,195.29
	US FOODSERVICE	4/17/2019	3421541 FES; Food for Meal Service	0 \$	1,269.58
6120	Lucy, Rachel	4/17/2019	4/10/2019 Refund prom	0 \$	30.00
6121	University of Wisconsin River Falls	4/17/2019	4/11/2019 OPTICS WORKSHOP CAROL JAKSA	0 \$	490.00
6122	Kuffenkam, Margaret	4/18/2019	4/18/2019 Early Retirement Incentive - Margaret Kuffenkam	0 \$	2,467.80
6123	BSN SPORTS	4/19/2019	904851598 SOFTBALL BATS	2921900051 \$	695.48
6124	Compudyne	4/19/2019	285261 Agreement Retainer	6051900072 \$	1,800.00
	Compudyne	4/19/2019	286592 Supplies	6051900072 \$	6,500.00
6125	Education Innovation Partners	4/19/2019	1158 Telepresence Connection	6051900017 \$	206.25
6126	EHLERS & ASSC, INC	4/19/2019	79874 Compliance Policy Update	0 \$	200.00
6127	GUARDIAN PEST CONTROL INC	4/19/2019	1996032 Pest Control Service	8101900011 \$	64.65
6128	KOOCHICHING COUNTY	4/19/2019	33119 March Tipping Fees	0 \$	38.50

Accounts Payable Summary
May 20, 2019

6129	LOFFLER	4/19/2019	3065258 AP Business Office Toner	0 \$	235.00
	LOFFLER	4/19/2019	3062918 HR Printer Toner	0 \$	229.99
	LOFFLER	4/19/2019	3066275 FES; Library Toner	0 \$	145.00
	LOFFLER	4/19/2019	3070202 FHS; Vicky's Printer Toner	0 \$	163.00
6130	MIDCONTINENT COMMUNICATIONS	4/19/2019	40919 Bus Garage Internet	7601900003 \$	85.00
6131	MN DEPT OF LABOR & INDUSTRY	4/19/2019	ALR0094368I FHS; Elevator Annual	0 \$	100.00
			Operations		
	MN DEPT OF LABOR & INDUSTRY	4/19/2019	ABR0209084I FHS; Boiler & Vessel	0 \$	50.00
	MN DEPT OF LABOR & INDUSTRY	4/19/2019	ABR0209239I Arena; Pressure Vessel	0 \$	10.00
	MN DEPT OF LABOR & INDUSTRY	4/19/2019	ABR0209290I Garage; Pressure Vessel	0 \$	20.00
	MN DEPT OF LABOR & INDUSTRY	4/19/2019	ABR0209563I FES; Boiler & Pressure Vessel	0 \$	30.00
6132	MN POWER	4/19/2019	40919 Electricity Bill	8101900026 \$	659.14
6132	MN POWER	4/19/2019	40919 Electricity Bill	8101900026 \$	5,467.39
	MN POWER	4/19/2019	40919 Electricity Bill	8101900026 \$	1,560.93
	MN POWER	4/19/2019	40919 Electricity Bill	8101900026 \$	3,279.76
	MN POWER	4/19/2019	40919 Electricity Bill	8101900026 \$	6,243.70
	MN POWER	4/19/2019	40919 Electricity Bill	8101900026 \$	70.34
6133	NORTHERN LUMBER CO	4/19/2019	732095 ALI SUPPLIES	2551900030 \$	1,981.69
	NORTHERN LUMBER CO	4/19/2019	732630 Wood Shop-- ALI	0 \$	9.61
6134	PERMA BOUND	4/19/2019	1818239-00 Library Books	6201900002 \$	56.10
6135	RPM Athletics LLC	4/19/2019	3046 BOYS/GIRLS TRACK SUPPLIES	2921900056 \$	678.20
6136	SCHMITT MUSIC CENTERS	4/19/2019	2770987 Repairs on School Instruments	2581900012 \$	149.00
6137	SCHOOL SPECIALTY	4/19/2019	2.0812E+11 FES Supplies	1301900200 \$	255.88
6138	SOFTCHOICE	4/19/2019	5071737 Supplies	6051900078 \$	1,229.94
	SOFTCHOICE	4/19/2019	5072724 Supplies	6051900078 \$	819.96
6139	THE JOURNAL	4/19/2019	33119 Advertising Local Newspaper	1101900009 \$	1,366.13
	THE JOURNAL	4/19/2019	033019CE Vendor Showcase ad for the Journal	5001900061 \$	294.26
6140	Thompson, Sara	4/19/2019	40519 P & I Grant Marketing Consultant	7901900002 \$	1,195.00
6141	VOYAGEUR CHARTER COACH	4/19/2019	2800 Section 7A Music Contest in Virginia	2581900014 \$	761.00
6142	Ysen, Leslie	4/19/2019	30519 Garage; Unclogged Drain	0 \$	125.00
6143	J2M APPAREL CO	4/19/2019	9068 Coalition Directed Activities	0 \$	1,150.00

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(121) T-Shirts

6144 GLUMACK, BABE	4/22/2019	BASEBALL 4/22/2019	BASEBALL UMP 4/22/19	0 \$	235.74
6145 SIMONS, David	4/22/2019	BASEBALL 4/22/2019	BASEBALL UMP 4/22/19	0 \$	125.00
6146 J2M APPAREL CO	4/18/2019	4/18/2019	6th GRADE CLASS TRIP SHIRTS-Kayla Gilbert	0 \$	560.25
6147 Further	4/22/2019	39005119	Medical FSA: 04/12/2019 - 4/18/2019	0 \$	1,372.14
6148 MN BCA	4/22/2019	4/22/2019	Criminal Background Check - Andrew Strapko	0 \$	15.00
6149 Anderson, Randy	4/23/2019	SOFTBALL 3/23/2019	SOFTBALL OFFICIAL 4/23/19	0 \$	50.00
Anderson, Randy	4/23/2019	BASEBALL 4/23/2019	BASEBALL OFFICIAL 4/22/19	0 \$	40.00
6150 KARICH, Brian	4/23/2019	SOFTBALL 4/23/2019	SOFTBALL OFFICIAL 4/23/19	0 \$	185.74
6151 KING, WILLIAM	4/23/2019	SOFTBALL 4/23/2019	SOFTBALL OFFICIAL 4/23/19	0 \$	75.00
6152 OSTROOT, DICK	4/23/2019	B/G TRACK 4/23/2019	B/G TRACK STARTER 4/23/19	0 \$	109.98
OSTROOT, DICK	4/23/2019	B/G TRACK 4/23/2019	B/G TRACK STARTER 4/23/19	0 \$	109.98
6153 Sether, Todd	4/23/2019	BASEBALL 4/23/2019	BASEBALL OFFICIAL 4/22/19	0 \$	40.00
6154 Ojibwemowin Enokijig	4/24/2019	4/24/2019	Registration fee for Quiz Bowl~Tom Vollom 2 entry fees for \$100 each	0 \$	200.00
6155 DELTA DENTAL	4/25/2019	7624922	Dental Insurance - May 2019	0 \$	1,792.36
DELTA DENTAL	4/25/2019	7624922	Dental Insurance - May 2019	0 \$	4,674.32
DELTA DENTAL	4/25/2019	7624922	Dental Insurance - May 2019	0 \$	88.98
DELTA DENTAL	4/25/2019	7624922	Dental Insurance - May 2019	0 \$	88.98
6156 AFSCME Council 65	4/26/2019	20190426AD	Payroll accrual	0 \$	920.85
AFSCME Council 65	4/26/2019	20190426AD	Payroll accrual	0 \$	337.96
AFSCME Council 65	4/26/2019	20190426AD	Payroll accrual	0 \$	15.28
AFSCME Council 65	4/26/2019	20190426AD	Payroll accrual	0 \$	17.67
AFSCME Council 65	4/26/2019	20190426AD	Payroll accrual	0 \$	11.00
AFSCME Council 65	4/26/2019	20190426AD	Payroll accrual	0 \$	0.33
6157 AFT Local #331	4/26/2019	20190426AD	Payroll accrual	0 \$	3,075.79
AFT Local #331	4/26/2019	20190426AD	Payroll accrual	0 \$	93.66
6158 Falls Education Foundation	4/26/2019	20190426AD	Payroll accrual	0 \$	25.00
6159 MN Child Support Payment Center - Ne	4/26/2019	20190426AD	Payroll accrual	0 \$	167.51
6160 MN Child Support Payment Center - Scl	4/26/2019	20190426AD	Payroll accrual	0 \$	325.05

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6161 MN Child Support Payment Center - Ste	4/26/2019	20190426AD	Payroll accrual	0	\$	88.32
6162 Para Local #4798	4/26/2019	20190426AD	Payroll accrual	0	\$	609.99
Para Local #4798	4/26/2019	20190426AD	Payroll accrual	0	\$	15.97
6163 United Way of Northeastern MN	4/26/2019	20190426AD	Payroll accrual	0	\$	10.00
6164 Wyoming Child Support	4/26/2019	20190426AD	Payroll accrual	0	\$	115.38
6165 BEMIDJI STEEL COMPANY	4/26/2019	154220	IND. TECH SUPPLIES	2551900034	\$	3,795.87
6166 CXC Nordic Rocks Program	4/26/2019	1059	Cross Country ski program	1301900109	\$	3,348.00
6167 Davenport Group	4/26/2019	102495	5 Chromebooks	6051900092	\$	1,200.00
Davenport Group	4/26/2019	102536	Dell Computer	6051900094	\$	1,604.00
6168 Falls Advanced Chiropractic Center	4/26/2019	40319	Drug Testing (JA,TF,BK)	0	\$	130.00
6169 FALLS LUMBER COMPANY INC	4/26/2019	187061	Kindergarten Hand Print Project for Mrs. Hayward	1301900189	\$	155.80
6170 HILLYARD HUTCHINSON	4/26/2019	700375479	FHS; Drain Hose	0	\$	82.43
6171 K&K MEYERS INC	4/26/2019	102	WEE; Replace door closer	8101900049	\$	1,342.48
6172 KOERTER'S INC	4/26/2019	128951	Maint. Supplies	8101900030	\$	64.12
6173 KRUEGER, KENNETH	4/26/2019	41619	Tae Kwon Do Instructor	0	\$	560.00
6174 LEO'S SAWMILL	4/26/2019	893100	LUMBER FOR WOODS PROJECTS	2551900028	\$	360.00
LEO'S SAWMILL	4/26/2019	893099	LUMBER FOR WOODS PROJECTS	2551900028	\$	360.00
6175 Lucachick Architecture INC	4/26/2019	LAI3739	Arena; Architect Services	0	\$	300.00
6176 Marco Technologies LLC	4/26/2019	INV6248008	Guid Office Cost per Copy	7101900000	\$	31.94
Marco Technologies LLC	4/26/2019	INV6253334	Bus Office Copy Per Copy	1101900001	\$	21.76
Marco Technologies LLC	4/26/2019	6178888	FES; Staples for Copy Machine	0	\$	204.84
6177 Marco Technologies LLC	4/26/2019	382863702	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$	1,657.36
Marco Technologies LLC	4/26/2019	382863702	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$	459.62
Marco Technologies LLC	4/26/2019	382383818	Comm Ed; Canon 1025N Copier	5001900054	\$	276.70
Marco Technologies LLC	4/26/2019	382383768	FHS; B & W Copy Machine 754E	3001900015	\$	1,458.49
6178 MN ASSN OF SCHOOL ADMIN	4/26/2019	Grover K	Spring Conference Registration	0	\$	329.00
6179 MN ENERGY RESOURCES CORP	4/26/2019	041019S	Stadium; Natural Gas Services	8101900010	\$	20.52
MN ENERGY RESOURCES CORP	4/26/2019	42219	Bus Garage; Natural Gas Services	8101900010	\$	321.55
6180 MN SCHOOL BOARD ASSN	4/26/2019	22421F98D6z	Boardbook Subscription	0	\$	2,100.00

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6181 MN TELECOMMUNICATIONS	4/26/2019	5356 Monthly Broadband Services	6051900006	\$	1,512.50
6182 MOORHEAD AREA PUBLIC SCHOOLS	4/26/2019	3326 C & T Tuition 8/8/18	0	\$	13.94
6183 ORIENTAL TRADING COMPANY INC	4/26/2019	695659718-0 Nicci Wood - Mr. Pete Grant	1301900155	\$	89.95
6184 ROCHE'S TOWING	4/26/2019	4844 Winch out Bus	0	\$	350.00
ROCHE'S TOWING	4/26/2019	4713 Winch out Bus	0	\$	350.00
ROCHE'S TOWING	4/26/2019	281485 Arena; Electric Lift Rental	0	\$	641.25
6185 SCHOLASTIC EQUIPMENT COMPANY	4/26/2019	12699 Folding tables for Arena	8101900118	\$	450.90
6186 TIERNEY BROTHERS INC	4/26/2019	792925 Supplies	6051900088	\$	599.76
6187 US School Supply	4/26/2019	392852B PBIS FES School Store	1301900197	\$	38.20
US School Supply	4/26/2019	392852A PBIS FES School Store	1301900197	\$	300.30
6188 GREENWAY HIGH SCHOOL	4/26/2019	SOFTBALL 4/26/2019 SOFTBALL ENTRY FEE 4/26/19	0	\$	225.00
6189 Madison National Life	4/26/2019	1341389 LTD Insurance - May 2019	0	\$	146.07
6190 Madison National Life	4/26/2019	1341390 Life Insurance - May 2019	0	\$	39.00
Madison National Life	4/26/2019	1341390 Life Insurance - May 2019	0	\$	1,558.30
6191 ZIEMBA, BERNIE	4/26/2019	42619 ALI Funds 90' of Ash	0	\$	1,000.00
6192 NCPERS Group Life Ins.	4/29/2019	1.6491E+11 PERA Life Insurance - May	0	\$	144.00
		2019			
6193 Further	4/29/2019	39013248 Medical FSA: 04/19/2019 - 4/25/2019	0	\$	647.29
6194 MN BCA	4/30/2019	04/30/2019a Class Trip Chaperone Background Check - VerSteeg	0	\$	15.00
6195 MN BCA	4/30/2019	04/30/2019b Class Trip Chaperone Background Check - Hill	0	\$	15.00
6196 MN BCA	4/30/2019	04/30/2019c Class Trip Chaperone Background Check - Romosz	0	\$	15.00
6197 MN BCA	5/1/2019	5/1/2019 Chaperone Background Check - Saxton	0	\$	15.00
6198 MN BCA	5/1/2019	05/01/2019a Chaperone Background Check - Benson	0	\$	15.00
6199 ISD #318	5/2/2019	B/G TRACK 4/ B/G TRACK ENTRY FEE 4/30/19	0	\$	60.00
ISD #318	5/2/2019	B/G TRACK 4/ B/G TRACK ENTRY FEE 4/30/19	0	\$	60.00
6200 ISD #695	5/2/2019	B/G TRACK 5/ B/G TRACK INVITE ENTRY FEE	0	\$	50.00
		5/9/2019			
ISD #695	5/2/2019	B/G TRACK 5/ B/G TRACK INVITE ENTRY FEE	0	\$	50.00

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5/9/2019

6201 MN BCA	5/2/2019	5/2/2019	Chaperone Background Checks - Wagner	0 \$	30.00
6202 APPLE INC	5/3/2019	AA12726550	IPAD (Space Gray)	6051900091 \$	1,495.00
6203 BEMIDJI WELDERS SUPPLY	5/3/2019	10007601	Metal Supplies	2551900024 \$	411.30
6204 CDW Government	5/3/2019	RVG3433	Otterbox	6051900093 \$	331.54
6205 COMMERCIAL REFRIGERATION INC	5/3/2019	46561	Arena; Closed & tagged valves for summer	0 \$	385.00
6206 FRONTIER	5/3/2019	41619	Monthly Telephone Service	8101900007 \$	34.27
FRONTIER	5/3/2019	41619	Monthly Telephone Service	8101900007 \$	866.12
FRONTIER	5/3/2019	41619	Monthly Telephone Service	8101900007 \$	11.75
6207 GOPHER SPORT	5/3/2019	9589671	PHY. ED. SUPPLIES	2401900002 \$	669.46
6208 HAWKINS INC	5/3/2019	4476464	Pool Chemicals	8101900006 \$	1,500.24
6209 Inland Leasing	5/3/2019	58935006	Beverage Machine rental	1101900003 \$	214.53
Inland Leasing	5/3/2019	58934614	Snack Vending Machine rental	1101900003 \$	182.13
6210 MAXWELL MEDALS & AWARDS	5/3/2019	3151597	QUIZ BOWL 2019 AWARDS	3001900129 \$	224.00
6211 NORTHEAST SERVICE COOPERATIVE	5/3/2019	1587	IEA Yearly fee	8101900055 \$	2,460.00
6212 TIMBERPINS	5/3/2019	991763	TAGS Bowling	0 \$	25.15
6213 UNI HYDRO IRONWORKERS	5/3/2019	152553	IND. TECH SUPPLIES	2551900035 \$	53.28
6214 WATER DEPT	5/3/2019	42019	Water Usage	8101900009 \$	780.66
WATER DEPT	5/3/2019	42019	Water Usage	8101900009 \$	2,221.06
WATER DEPT	5/3/2019	42019	Water Usage	8101900009 \$	1,743.00
WATER DEPT	5/3/2019	42019	Water Usage	8101900009 \$	50.32
6215 EAGLE RIDGE GOLF COURSE	5/3/2019	BOYS GOLF 4,	BOYS GOLF ENTRY FEE 4/26-27/19	0 \$	240.00
6216 MN ASSOC OF SECONDARY SCHOOL	5/3/2019	5/2/2019	2019 Summer Conference - Tim Everson	0 \$	275.00
6217 MN BCA	5/2/2019	05/02/2019	- Criminal Background Check - Germain	0 \$	15.00
6218 MN BCA	5/3/2019	5/3/2019	Chaperone Criminal Background Check - Joslyn	0 \$	15.00
6219 GLUMACK, BABE	5/3/2019	BASEBALL 5/3	BASEBALL OFFICIAL 5/2/19	0 \$	190.74
6220 Sether, Todd	5/3/2019	BASEBALL 5/3	BASEBALL OFFICIAL 5/3/19	0 \$	60.00
Sether, Todd	5/8/2019	BASEBALL 5/3	BASEBALL OFFICIAL 5/3/19	0 \$	(60.00)

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6221 SIMONS, David	5/3/2019	BASEBALL 5/3/2019	BASEBALL OFFICIAL 5/3/19	0 \$	80.00
6222 Further	5/6/2019	39021455	Medical FSA: 04/26/2019 - 5/6/2019	0 \$	1,459.34
6223 FOND DU LAC COLLEGE	5/7/2019	5/6/2019	QUIZ BOWL REGISTRATION - FOND DU LAC TRIBAL & COMMUNITY COLLEGE	0 \$	150.00
6224 GLUMACK, BABE	5/7/2019	SOFTBALL 5/7/2019	SOFTBALL OFFICIAL 5/7/19	0 \$	225.74
6225 Hibbing ISD #701	5/7/2019	B/G TRACK 5/7/2019	B/G TRACK ENTRY FEE 5/3/19	0 \$	90.00
Hibbing ISD #701	5/7/2019	B/G TRACK 5/7/2019	B/G TRACK ENTRY FEE 5/3/19	0 \$	90.00
6226 PATTERSON, Stephen	5/7/2019	BASEBALL 5/7/2019	BASEBALL OFFICIAL 5/7/19	0 \$	242.52
6227 Sether, Todd	5/7/2019	BASEBALL 5/7/2019	BASEBALL OFFICIAL 5/7/19	0 \$	60.00
6228 SIMONS, David	5/7/2019	SOFTBALL 5/7/2019	SOFTBALL OFFICIAL 5/7/19	0 \$	115.00
6229 STEENLAND, Richard	5/7/2019	BASEBALL 5/7/2019	BASEBALL OFFICIAL 5/7/19	0 \$	80.00
6230 COCA-COLA BOTTLING CO	5/8/2019	571404	FHS; Ala Carte Beverages	0 \$	40.00
COCA-COLA BOTTLING CO	5/8/2019	571286	FHS; Ala Carte Beverages	0 \$	188.00
COCA-COLA BOTTLING CO	5/8/2019	571369	FHS; Ala Carte Beverages	0 \$	27.00
6231 EARTHGRAINS BAKING CO INC	5/8/2019	5.2526E+10	FES; Bread for Meal Service	0 \$	57.30
EARTHGRAINS BAKING CO INC	5/8/2019	5.2526E+10	FES; Bread for Meal Service	0 \$	108.30
EARTHGRAINS BAKING CO INC	5/8/2019	5.2526E+10	FES; Bread for Meal Service	0 \$	79.95
EARTHGRAINS BAKING CO INC	5/8/2019	5.2526E+10	FHS; Bread for Meal Service	0 \$	45.50
EARTHGRAINS BAKING CO INC	5/8/2019	5.2526E+10	FHS; Bread for Meal Service	0 \$	57.85
EARTHGRAINS BAKING CO INC	5/8/2019	5.2526E+10	FHS; Bread for Meal Service	0 \$	65.00
6232 SANDSTROM'S INC	5/8/2019	251631	FES; Milk for Meal Service	0 \$	412.50
SANDSTROM'S INC	5/8/2019	250634	FES; Bread for Meal Service	0 \$	275.00
SANDSTROM'S INC	5/8/2019	250588	FHS; Milk for Meal Service	0 \$	173.00
SANDSTROM'S INC	5/8/2019	251630	FHS; Milk for Meal Service	0 \$	255.00
SANDSTROM'S INC	5/8/2019	252636	FHS; Milk for Meal Service	0 \$	255.00
6233 US FOODSERVICE	5/8/2019	3516855	FES; Food for Meal Service	0 \$	48.89
US FOODSERVICE	5/8/2019	3516862	FES; Food for Meal Service	0 \$	1,150.79
US FOODSERVICE	5/8/2019	5990425	FES; Food for Meal Service	0 \$	(6.40)
US FOODSERVICE	5/8/2019	3556298	FES; Food for Meal Service	0 \$	715.45
US FOODSERVICE	5/8/2019	3628698	FES; Supplies for Meal Service	0 \$	614.54
US FOODSERVICE	5/8/2019	3688379	FES; Food for Meal Service	0 \$	1,241.78

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US FOODSERVICE	5/8/2019	3761260	FES; Food for Meal Service	0 \$	1,624.73
US FOODSERVICE	5/8/2019	5996138	FHS; Food for Meal Service	0 \$	(86.87)
US FOODSERVICE	5/8/2019	5990426	FHS; Food for Meal Service	0 \$	(2.00)
US FOODSERVICE	5/8/2019	3556272	FHS; Food for Meal Service	0 \$	456.73
US FOODSERVICE	5/8/2019	3556272	FHS; Food for Meal Service	0 \$	1,346.18
US FOODSERVICE	5/8/2019	5938384	FHS; Food for Meal Service	0 \$	(31.88)
US FOODSERVICE	5/8/2019	3628684	FHS; Food for Meal Service	0 \$	31.88
US FOODSERVICE	5/8/2019	3688357	FHS; Food for Meal Service	0 \$	2,308.15
US FOODSERVICE	5/8/2019	3761243	FHS; Food for Meal Service	0 \$	1,136.52
US FOODSERVICE	5/8/2019	3819922	FHS; Food for Meal Service	0 \$	1,274.42
US FOODSERVICE	5/8/2019	5985710	FHS; Food for Meal Service	0 \$	(4.98)
US FOODSERVICE	5/8/2019	3890779	FHS; Food for Meal Service	0 \$	2,464.68
US FOODSERVICE	5/8/2019	3953406	FHS; Food for Meal Service	0 \$	959.61
US FOODSERVICE	5/8/2019	3953406	FHS; Food for Meal Service	0 \$	251.50
6234 Besser, Rhonda	5/8/2019	50719	PALS refund fro swim class & concert	0 \$	4.00
6235 Karsnia, Rochelle	5/8/2019	50619	PALS refund for swimming	0 \$	4.00
6236 Mann, Tess	5/8/2019	5/7/2019	Refund for first quarter preschool payment - tuition being paid under Pathway II Scholarship	0 \$	180.00
6237 Toth, Jeremy	5/8/2019	5072019	refund for PALS swim class	0 \$	2.00
6238 Further	5/8/2019	1357417	Participant Fees - May 2019	0 \$	270.90
6239 AFT Local #331	5/10/2019	20190510AD	Payroll accrual	0 \$	3,075.79
AFT Local #331	5/10/2019	20190510AD	Payroll accrual	0 \$	93.66
6240 Falls Education Foundation	5/10/2019	20190510AD	Payroll accrual	0 \$	25.00
6241 MN Child Support Payment Center - Ne	5/10/2019	20190510AD	Payroll accrual	0 \$	167.51
6242 MN Child Support Payment Center - Scl	5/10/2019	20190510AD	Payroll accrual	0 \$	325.05
6243 MN Child Support Payment Center - Ste	5/10/2019	20190510AD	Payroll accrual	0 \$	74.29
6244 Para Local #4798	5/10/2019	20190510AD	Payroll accrual	0 \$	608.85
Para Local #4798	5/10/2019	20190510AD	Payroll accrual	0 \$	17.11
6245 United Way of Northeastern MN	5/10/2019	20190510AD	Payroll accrual	0 \$	10.00
6246 Wyoming Child Support	5/10/2019	20190510AD	Payroll accrual	0 \$	115.38
6247 BOYUM, STEVE	5/9/2019	42319	Waterline Repair by Ball	0 \$	465.50

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		Field			
6248	BSN SPORTS	5/9/2019	904347329 BASKETBALL SUPPLIES	2921900028	\$ 665.28
	BSN SPORTS	5/9/2019	904347329 BASKETBALL SUPPLIES	2921900028	\$ 168.00
	BSN SPORTS	5/9/2019	904347329 BASKETBALL SUPPLIES	2921900028	\$ 85.19
	BSN SPORTS	5/9/2019	904347329 BASKETBALL SUPPLIES	2921900028	\$ (231.59)
	BSN SPORTS	5/9/2019	905095646 Tenure Plaques - Staples, Ettestad, Simon	101900002	\$ 180.18
	BSN SPORTS	5/9/2019	905138465 ATHLETIC SUPPLIES	2921900057	\$ 232.19
6249	Davenport Group	5/9/2019	102630 Mobile Computing Cart	1301900220	\$ 8,710.00
6250	Fun Express, LLC	5/9/2019	695998745-0 Carnival Committee	1301900212	\$ 52.38
	Fun Express, LLC	5/9/2019	696127611-0 ECFE Events	1301900225	\$ 146.35
6251	INDUSTRIAL ARTS SUPPLY CO	5/9/2019	M14089 INDUSTRIAL ARTS SUPPLIES - GEORGE MCDONALD	2551900038	\$ 429.51
6252	Innovative	5/9/2019	SO-2438691 Special Ed Supplies	3001900126	\$ 7,203.17
6253	KANTOR ELECTRIC INC	5/9/2019	15124 Repair Dishwasher	8101900041	\$ 91.00
	KANTOR ELECTRIC INC	5/9/2019	15138 Arena; Put Cords on Rink Lights	8101900041	\$ 227.50
	KANTOR ELECTRIC INC	5/9/2019	15125 Kiln Maint & FES Door Lock	8101900041	\$ 136.50
	KANTOR ELECTRIC INC	5/9/2019	15125 Kiln Maint & FES Door Lock	8101900041	\$ 136.50
	KANTOR ELECTRIC INC	5/9/2019	15150 FES; Cords on Gym Lights	8101900041	\$ 136.50
	KANTOR ELECTRIC INC	5/9/2019	15149 FHS; Cords on Gym Lights	8101900041	\$ 182.00
	KANTOR ELECTRIC INC	5/9/2019	15148 FES; Worked on FOB System	8101900041	\$ 136.50
	KANTOR ELECTRIC INC	5/9/2019	15146 Panel Keys	8101900041	\$ 271.80
6254	LAKESHORE LEARNING MATERIALS	5/9/2019	2376160419 FES Kindergarten Teachers	1301900215	\$ 478.97
6255	LOFFLER	5/9/2019	3094179 FHS Comp Lab Yellow	0	\$ 279.99
	LOFFLER	5/9/2019	3086394 FHS Comp Lab Black	0	\$ 229.99
	LOFFLER	5/9/2019	3086395 FHS Comp Lab Magenta	0	\$ 279.99
	LOFFLER	5/9/2019	3085462 FHS Sped Ed	0	\$ 371.32
	LOFFLER	5/9/2019	3089273 FHS Art Room	0	\$ 202.00
	LOFFLER	5/9/2019	3087548 FHS Comp Lab Yellow	0	\$ 279.99
	LOFFLER	5/9/2019	3091394 FHS Comp Lab Magenta	0	\$ 279.99
	LOFFLER	5/9/2019	3080262 FHS Art Rm Yellow	0	\$ 101.00
	LOFFLER	5/9/2019	3076528 FHS Study Hall	0	\$ 159.99
	LOFFLER	5/9/2019	3094984 Xerox Toner	0	\$ 391.55

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6256 MIDCONTINENT COMMUNICATIONS	5/9/2019	42719 ALC Phone & Data	3001900010	\$	166.86
6257 MSHSL	5/9/2019	34633 SOFTBALL RULES BOOKS &LINEUP CARDS	2921900062	\$	46.00
6258 NORTH STAR PUBLISHING	5/9/2019	41693 KAPE Prom Posters	0	\$	1,013.10
6258 NORTH STAR PUBLISHING	5/9/2019	41860 KAPE Kindness Matters	0	\$	381.02
6259 NORTHLAND LEARNING CENTER	5/9/2019	4596 FY19 Targeted Services	0	\$	287.65
NORTHLAND LEARNING CENTER	5/9/2019	4578 FY19 PI Teacher	0	\$	723.21
NORTHLAND LEARNING CENTER	5/9/2019	4498 Prog Dev Summit	0	\$	1,580.33
NORTHLAND LEARNING CENTER	5/9/2019	4498 Prog Dev Summit	0	\$	1,580.32
6260 ROCHESTER TELECOM SYSTEMS INC	5/9/2019	42219 Long Distance Phone Calls	8101900013	\$	56.35
ROCHESTER TELECOM SYSTEMS INC	5/9/2019	42219 Long Distance Phone Calls	8101900013	\$	56.34
6261 SCHOLASTIC	5/9/2019	W3943427BF FES Bookfair Sales	0	\$	4,884.62
6262 Scholastic Book Clubs Inc	5/9/2019	28796347 Library Books for FES	1301900198	\$	16.00
Scholastic Book Clubs Inc	5/9/2019	28796349 Library Books for FES	1301900198	\$	12.00
Scholastic Book Clubs Inc	5/9/2019	28796343 Library Books for FES	1301900198	\$	6.00
Scholastic Book Clubs Inc	5/9/2019	28796339 Library Books for FES	1301900198	\$	12.00
Scholastic Book Clubs Inc	5/9/2019	28796337 Library Books for FES	1301900198	\$	7.00
Scholastic Book Clubs Inc	5/9/2019	28796332 Library Books for FES	1301900198	\$	15.00
Scholastic Book Clubs Inc	5/9/2019	28796329 Library Books for FES	1301900198	\$	15.00
Scholastic Book Clubs Inc	5/9/2019	28796326 Library Books for FES	1301900198	\$	9.00
Scholastic Book Clubs Inc	5/9/2019	28796296 Library Books for FES	1301900198	\$	87.00
Scholastic Book Clubs Inc	5/9/2019	28796303 Library Books for FES	1301900198	\$	10.00
Scholastic Book Clubs Inc	5/9/2019	28796314 Library Books for FES	1301900198	\$	9.00
6263 SCHOOL SPECIALTY	5/9/2019	3.081E+11 Headphones	1301900206	\$	111.28
SCHOOL SPECIALTY	5/9/2019	3.081E+11 Art Show Supplies	2121900007	\$	256.88
6264 SHANNONS INC	5/9/2019	17359 Repaired Water Heater Motor	0	\$	961.83
SHANNONS INC	5/9/2019	17371 Check Dishwasher Temps	0	\$	170.00
SHANNONS INC	5/9/2019	41819 Arena HVAC project	8101900124	\$	15,050.00
6265 The Sport Shop	5/9/2019	42219 Bike Helmet	1301900207	\$	19.99
6266 COFFEE LANDING METRO	5/10/2019	5/8/2019 Fundraiser for Choir Trip - Kathy Tompkins	0	\$	600.00
6267 MESABI EAST SCHOOLS	5/10/2019	B/G TRACK 5/ B/G TRACK ENTRY FEE 5/13/19	0	\$	300.00
6268 Anderson, Randy	5/10/2019	BASEBALL 5/1 BASEBALL OFFICIAL 5/10/19	0	\$	45.00
6269 Kootasca Community Action	5/10/2019	2 Reimburse wages for traveling	0	\$	1,552.40

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to Montana Summer Institute
(Amy Mortenson)

6270 PLATT, TYLER	5/10/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/10/19	0 \$	80.00
6271 Sether, Todd	5/10/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/10/19	0 \$	45.00
6272 SIMONS, David	5/10/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/10/19	0 \$	190.85
6273 Further	5/13/2019	39030172	Medical FSA: 05/04/2019 - 5/9/2019	0 \$	1,094.83
6274 LAWRENCE, TOM	5/13/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/13/19	0 \$	80.00
6275 PATTERSON, Stephen	5/13/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/13/19	0 \$	242.52
6276 Sether, Todd	5/13/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/13/19	0 \$	60.00
6277 MN PEIP	5/13/2019	846248	Medical Insurance - June 2019	0 \$	10,942.92
MN PEIP	5/13/2019	846248	Medical Insurance - June 2019	0 \$	97,033.18
6278 Schmidt, Bruce	5/14/2019	5/14/2019	Early Retirement Incentive - Bruce Schmidt	0 \$	1,431.00
6279 Erickson, Rod	5/14/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/14/19	0 \$	80.00
6280 GLUMACK, BABE	5/14/2019	SOFTBALL 5/1	SOFTBALL OFFICIAL 5/14/19	0 \$	225.74
6281 OSTROOT, DICK	5/14/2019	B/G TRACK 5/	B/G TRACK STARTER 5/14/19	0 \$	122.48
OSTROOT, DICK	5/14/2019	B/G TRACK 5/	B/G TRACK STARTER 5/14/19	0 \$	122.48
6282 Sether, Todd	5/14/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/14/19	0 \$	60.00
6283 SIMONS, David	5/14/2019	SOFTBALL 5/1	SOFTBALL OFFICIAL 5/14/19	0 \$	115.00
6284 Thompson, JOE	5/14/2019	BASEBALL 5/1	BASEBALL OFFICIAL 5/14/19	0 \$	207.86
6285 VIRGINIA GOLF	5/14/2019	B/G GOLF 5/1	B/G GOLF ENTRY FEE 5/15/19	0 \$	276.00
6286 Educator Benefit Consultants, LLC	5/15/2019	8004 403b	Third Party Admin Svc	1101900000 \$	161.88
Educator Benefit Consultants, LLC	5/15/2019	8455 403b	Third Party Admin Svc	1101900000 \$	161.88
Educator Benefit Consultants, LLC	5/15/2019	8847 403b	Third Party Admin Svc	1101900000 \$	161.88
Educator Benefit Consultants, LLC	5/15/2019	9375 403b	Third Party Admin Svc	1101900000 \$	161.88
6287 MN ENERGY RESOURCES CORP	5/15/2019	50219	Natural Gas Services	8101900010 \$	1,305.87
MN ENERGY RESOURCES CORP	5/15/2019	50219	Natural Gas Services	8101900010 \$	2,863.19
MN ENERGY RESOURCES CORP	5/15/2019	50219	Natural Gas Services	8101900010 \$	3,401.56
MN ENERGY RESOURCES CORP	5/15/2019	50219	Natural Gas Services	8101900010 \$	1,133.85
6288 MN POWER	5/15/2019	50819	Electricity Bill	8101900026 \$	1,766.30
6289 UPPER LAKES FOODS	5/15/2019	466850	FHS; Food for Meal Service	0 \$	2,192.53
UPPER LAKES FOODS	5/15/2019	469138	FHS; Juice for Meal Service	0 \$	250.08
6290 Annie's Frozen Yogurt	5/21/2019	23396	Frozen Yogurt	7701900005 \$	100.00

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6291 ARROWHEAD LIBRARY SYSTEM	5/21/2019	7138 Library Catalog System	6201900000	\$	625.00
6292 BORDERBOXES	5/21/2019	123836 IT Shipping Charges	0	\$	25.00
6293 Cedulie's Photography LLC	5/21/2019	2634 PALS Prom Photos	0	\$	1,240.00
6294 CITIZENS FOR BACKUS	5/21/2019	50119 ALC Lease Agreement	3001900020	\$	619.91
CITIZENS FOR BACKUS	5/21/2019	4052 Spring Concert Rental	0	\$	485.00
6295 CRANDALLS SEPTIC PUMPING	5/21/2019	5759 TRACK/BASEBALL PORTABLE TOILET SERVICE	2921900063	\$	100.00
CRANDALLS SEPTIC PUMPING	5/21/2019	5758 TRACK/BASEBALL PORTABLE TOILET SERVICE	2921900063	\$	75.00
6296 Education Innovation Partners	5/21/2019	1172 Supplies	6051900017	\$	206.25
6297 FRIENDS GARBAGE SERVICE, LLC	5/21/2019	9147069 Garbage Pickups	8101900016	\$	1,703.52
6298 GRAINGER WW INC	5/21/2019	9155352280 Wood Shop Supplies	2551900039	\$	233.04
6299 GUARDIAN PEST CONTROL INC	5/21/2019	2006944 Pest Control Service	8101900011	\$	64.65
6300 INTERQUEST DETECTION CANINES	5/21/2019	Apr-19 Canine Detection Services	3001900045	\$	315.00
6301 KGHS-AM	5/21/2019	43019 School Matters	1019000000	\$	198.00
6302 KOERTER'S INC	5/21/2019	129247 Lawnmower Gas	0	\$	66.64
6303 KOOCHICHING COUNTY	5/21/2019	43019 April Tipping Fees	0	\$	13.75
6304 Makerbot	5/21/2019	INV91816339 Ind. Arts Supplies	2551900033	\$	787.47
6305 McDonald, MICHELE	5/21/2019	41019 Meal Reimbursement	0	\$	75.00
6306 MEDTOX LABORATORIES	5/21/2019	4.202E+10 Employee Drug Screen	0	\$	113.23
6307 MN UC FUND	5/21/2019	12641046 1st Quarter Unemployment	0	\$	10.32
6308 NELSON-RUDIE INC	5/21/2019	41989 Arena; HVAC Upgrades	0	\$	3,427.50
6309 NORTHERN LUMBER CO	5/21/2019	734707 ALI SAW SUPPLIES	2551900040	\$	989.00
6310 PRO-ED	5/21/2019	2772881 SPECIAL ED SUPPLIES - HEIDI THOMPSON	3001900133	\$	214.50
6311 RAINY LAKE MEDICAL CENTER	5/21/2019	3360 PT/OT Therapies Services	3001900024	\$	20,783.11
6312 ROCHE'S TOWING	5/21/2019	791703 Arena; Foot Lift Rental	0	\$	915.17
6313 SCHOOL SPECIALTY	5/21/2019	2.0812E+11 headphones	1301900229	\$	219.20
6314 THE JOURNAL	5/21/2019	43019 Advertising Local Newspaper	1101900009	\$	195.41
THE JOURNAL	5/21/2019	043019CE Advertising in The Journal	5001900007	\$	294.26
6315 THE RIVER GOLF	5/21/2019	50119 GOLF BALLS	2921900060	\$	392.40
THE RIVER GOLF	5/21/2019	2019 2019 HIGH SCHOOL GOLF RENTAL FEE	2921900059	\$	1,500.00
6316 Thompson, Sara	5/21/2019	50819 P & I Grant Marketing	7901900002	\$	1,195.00

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		Consultant			
6317	TONINATO JOSEPHINE	5/21/2019	41519 Postage Reimbursement	0 \$	22.65
6318	TRANS MISSISSIPPI BIO SUPPLY	5/21/2019	10804 SCIENCE INSTR. SUPPLIES	2601900006 \$	61.22
		-DONNY ROLANDO			
6319	VARITRONICS	5/21/2019	PSI-105884 Laminate Paper for FES	1301900227 \$	175.95
		Library			
181900107	Boe, Angel	5/21/2019	32819 Mileage Reimbursement to Public Library	0 \$	24.36
	Boe, Angel	5/21/2019	42919 Mileage Reimbursment to Public Library	0 \$	24.36
181900108	Christianson, Ginger	5/21/2019	32919 Mileage Reimbursment to Home Visits	0 \$	97.38
	Christianson, Ginger	5/21/2019	42919 Mileage Reimbursment to Home Visits	0 \$	209.26
181900109	Christianson, Rosa	5/21/2019	43019 Mileage Reimbursment b/t Buildings	0 \$	3.66
181900110	Cowman, Maria	5/21/2019	41019 Meal Reimbursement	0 \$	82.54
181900111	Grover, Kevin	5/21/2019	50319 Mileage Reimbursment to Chisholm	0 \$	75.05
181900112	Hendrickson, Sheryl	5/21/2019	42519 Track Meet Gas Reimbursment	0 \$	32.91
181900113	LaVigne, Sandra	5/21/2019	41119 PALS Supplies Reimbursment	0 \$	22.00
181900114	Thoresen, Shawna	5/21/2019	43019 Mileage Reimbursment b/t Buildings	0 \$	5.22
181900115	Vellieux, Melissa	5/21/2019	122118 Mileage Reimbursment to Bus Garage Sept-Dec	0 \$	56.41
	Vellieux, Melissa	5/21/2019	32919 Mileage Reimbursment to Bus Garage	0 \$	46.11
181900116	Wilson, June	5/21/2019	43019 Mileage Reimbursment to Bus Garage	0 \$	15.08
201801189	Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	173.08
	Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	176.94
	Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	1,301.95
	Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	2,473.80
	Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	50.66

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Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	2,458.14
Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	430.78
Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	246.16
Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	181.62
Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	250.00
Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	3,591.59
Educator Benefit Consultants, LLC	4/12/2019	20190412AD` Payroll accrual	0 \$	46.16
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	176.94
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	353.75
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	1,466.59
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	46.16
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	698.98
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	111.55
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	181.62
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	46.16
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	1,445.93
Educator Benefit Consultants, LLC	4/12/2019	20190412AFT Payroll accrual	0 \$	46.16
201801190 ING	4/12/2019	20190412AD` Payroll accrual	0 \$	8.71
ING	4/12/2019	20190412AD` Payroll accrual	0 \$	22.87
ING	4/12/2019	20190412AFT Payroll accrual	0 \$	8.71
ING	4/12/2019	20190412AFT Payroll accrual	0 \$	22.87
ING	4/12/2019	20190412AFT Payroll accrual	0 \$	2,901.93
ING	4/12/2019	20190412AFT Payroll accrual	0 \$	6.92
201801191 Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	16,691.88
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	611.03
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	724.36
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	225.00
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	10.00
201801191 Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	184.59
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	20,756.05
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	628.41
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	592.01
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	3,903.77
Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	142.92

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	Internal Revenue Service	4/12/2019	20190412ADI Payroll accrual	0 \$	169.40
	Internal Revenue Service	4/12/2019	20190412AFF Payroll accrual	0 \$	16,691.88
	Internal Revenue Service	4/12/2019	20190412AFF Payroll accrual	0 \$	611.03
	Internal Revenue Service	4/12/2019	20190412AFF Payroll accrual	0 \$	724.36
	Internal Revenue Service	4/12/2019	20190412AFM Payroll accrual	0 \$	3,903.77
	Internal Revenue Service	4/12/2019	20190412AFM Payroll accrual	0 \$	142.92
	Internal Revenue Service	4/12/2019	20190412AFM Payroll accrual	0 \$	169.40
201801192	MINNESOTA REVENUE	4/12/2019	20190412AD' Payroll accrual	0 \$	70.00
	MINNESOTA REVENUE	4/12/2019	20190412AD' Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	4/12/2019	20190412AD' Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	4/12/2019	20190412AD' Payroll accrual	0 \$	10,608.80
	MINNESOTA REVENUE	4/12/2019	20190412AD' Payroll accrual	0 \$	340.20
	MINNESOTA REVENUE	4/12/2019	20190412AD' Payroll accrual	0 \$	345.60
	MINNESOTA REVENUE	4/12/2019	20190412AD' Payroll accrual	0 \$	141.28
201801193	Minnesota Revenue	4/12/2019	20190412AD' Payroll accrual	0 \$	168.00
201801194	MN Teachers Retirement Association	4/12/2019	20190412AD' Payroll accrual	0 \$	13,368.56
	MN Teachers Retirement Association	4/12/2019	20190412AD' Payroll accrual	0 \$	509.13
	MN Teachers Retirement Association	4/12/2019	20190412AD' Payroll accrual	0 \$	50.70
	MN Teachers Retirement Association	4/12/2019	20190412AFT Payroll accrual	0 \$	13,742.95
	MN Teachers Retirement Association	4/12/2019	20190412AFT Payroll accrual	0 \$	523.39
	MN Teachers Retirement Association	4/12/2019	20190412AFT Payroll accrual	0 \$	52.12
201801195	Public Employees Retirement Associati	4/12/2019	20190412ADI Payroll accrual	0 \$	6,152.24
	Public Employees Retirement Associati	4/12/2019	20190412ADI Payroll accrual	0 \$	180.29
	Public Employees Retirement Associati	4/12/2019	20190412ADI Payroll accrual	0 \$	706.94
	Public Employees Retirement Associati	4/12/2019	20190412AFF Payroll accrual	0 \$	7,098.72
	Public Employees Retirement Associati	4/12/2019	20190412AFF Payroll accrual	0 \$	208.04
	Public Employees Retirement Associati	4/12/2019	20190412AFF Payroll accrual	0 \$	815.72
201801196	Public Employees Retirement-DCP	4/12/2019	20190412ADI Payroll accrual	0 \$	23.95
201801196	Public Employees Retirement-DCP	4/12/2019	20190412AFF Payroll accrual	0 \$	23.95
201801236	Internal Revenue Service	4/12/2019	20190412BDI Payroll accrual	0 \$	1.06
	Internal Revenue Service	4/12/2019	20190412BDI Payroll accrual	0 \$	-
	Internal Revenue Service	4/12/2019	20190412BDI Payroll accrual	0 \$	0.25
	Internal Revenue Service	4/12/2019	20190412BFF Payroll accrual	0 \$	1.06
	Internal Revenue Service	4/12/2019	20190412BFM Payroll accrual	0 \$	0.25

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201801237 MINNESOTA REVENUE	4/12/2019	20190412BD! Payroll accrual	0 \$	-
201801238 Public Employees Retirement Associati	4/12/2019	20190412BDI Payroll accrual	0 \$	1.11
Public Employees Retirement Associati	4/12/2019	20190412BFF Payroll accrual	0 \$	1.28
201801239 LAMAR COMPANIES	4/3/2019	Stacy's C/C00 Billboard	7901900003 \$	965.00
201801240 FRONTIER	4/3/2019	Stacy's C/C00 Monthly Telephone Service	8101900007 \$	178.91
201801241 WALMART.COM	4/3/2019	Stacy's C/C00 Prom Supplies	0 \$	438.65
WALMART.COM	4/3/2019	Stacy's C/C00 Prom Supplies	0 \$	378.31
201801242 FERRELLGAS	4/3/2019	Stacy's C/C00 Credit Card Payment AP	0 \$	228.89
		Invoice.		
201801243 Innovative	4/3/2019	Stacy's C/C00 FES Supplies	1301900177 \$	543.18
201801244 Amazon Business	4/3/2019	Stacy's C/C00 PBIS Store Items	2501900006 \$	31.60
201801245 MENARDS	4/3/2019	Stacy's C/C00 Prom Supplies	0 \$	605.35
201801246 Amazon Business	4/3/2019	Stacy's C/C00 PBIS Items	2501900005 \$	543.00
201801247 Amazon Business	4/3/2019	Stacy's C/C00 PBIS Items	2501900005 \$	17.43
201801248 BUREAU OF EDUCATION RESEARCH	4/3/2019	Vicky's C/C00 Credit Card Payment AP	0 \$	429.00
		Invoice.		
BUREAU OF EDUCATION RESEARCH	4/3/2019	Vicky's C/C00 Credit Card Payment AP	0 \$	429.00
		Invoice.		
BUREAU OF EDUCATION RESEARCH	4/3/2019	Vicky's C/C00 Credit Card Payment AP	0 \$	429.00
		Invoice.		
201801249 Amazon Business	4/3/2019	Vicky's C/C00 BOOKS FOR SPANISH	3001900128 \$	125.82
201801250 Teachers Pay Teacher	4/3/2019	Vicky's C/C00 ACTIVITY DOWNLOADS	2301900002 \$	23.51
201801251 BMO	4/3/2019	Vicky's C/C00 Credit Card Payment AP	0 \$	146.50
		Invoice.		
BMO	4/3/2019	Vicky's C/C00 Credit Card Payment AP	0 \$	150.00
		Invoice.		
BMO	4/3/2019	Vicky's C/C00 Credit Card Payment AP	0 \$	225.00
		Invoice.		
201801252 Amazon Business	4/3/2019	Vicky's C/C00 OFFICE SUPPLIES	3001900121 \$	14.95
201801253 Amazon Business	4/3/2019	Vicky's C/C00 OFFICE SUPPLIES	3001900121 \$	20.14
201801254 SUPER ONE	4/3/2019	Vicky's C/C00 Laundry Detergent for H	0 \$	22.21
		Thompson's Room		
201801255 Amazon Business	4/3/2019	Vicky's C/C00 OFFICE SUPPLIES	3001900121 \$	23.97
201801256 Amazon Business	4/3/2019	Vicky's C/C00 Hockey Stickers	3001900124 \$	20.18

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201801257 Amazon Business	4/3/2019	Vicky's C/C00 OFFICE SUPPLIES	3001900121	\$	44.50
201801258 SUPER ONE	4/3/2019	Vicky's C/C00 SCIENCE SUPPLIES	2601900000	\$	22.94
201801259 Innovative	4/3/2019	Vicky's C/C00 Credit Card Payment AP Invoice.	0	\$	49.35
201801260 Amazon Business	4/3/2019	Vicky's C/C00 Educational Insights Kanoodle/Perceptual Reasoning	3001900120	\$	51.96
201801261 Chanhassen Dinner Theater	4/3/2019	Vicky's C/C00 Credit Card Payment AP Invoice.	0	\$	125.00
201801262 Amazon Business	4/3/2019	Vicky's C/C00 MINDUP BRAIN FOCUSED LEARNING AND LIVING BOOK	3001900119	\$	22.98
201801263 Amazon Business	4/3/2019	Vicky's C/C00 3 SAFCO ALPHABETTER DESK DRY ERASE	3001900118	\$	788.97
201801267 MN DEPT OF REVENUE	4/12/2019	2019 1st 2019 1st Qtr Sales Tax	0	\$	9.65
MN DEPT OF REVENUE	4/12/2019	2019 1st 2019 1st Qtr Sales Tax	0	\$	148.25
MN DEPT OF REVENUE	4/12/2019	2019 1st 2019 1st Qtr Sales Tax	0	\$	74.10
201801268 Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	173.08
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	176.94
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	1,301.95
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	2,473.80
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	50.66
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	2,458.14
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	430.78
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	246.16
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	181.62
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	250.00
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	3,591.59
Educator Benefit Consultants, LLC	4/26/2019	20190426AD` Payroll accrual	0	\$	46.16
Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0	\$	176.94
Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0	\$	353.75
Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0	\$	1,466.59
Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0	\$	46.16
Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0	\$	698.98
Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0	\$	111.55
Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0	\$	181.62

Accounts Payable Summary
May 20, 2019

	Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0 \$	1,445.93
	Educator Benefit Consultants, LLC	4/26/2019	20190426AFT Payroll accrual	0 \$	46.16
201801269	ING	4/26/2019	20190426ADI Payroll accrual	0 \$	8.71
	ING	4/26/2019	20190426ADI Payroll accrual	0 \$	22.87
	ING	4/26/2019	20190426AFF Payroll accrual	0 \$	8.71
	ING	4/26/2019	20190426AFF Payroll accrual	0 \$	22.87
	ING	4/26/2019	20190426AFF Payroll accrual	0 \$	2,901.93
	ING	4/26/2019	20190426AFF Payroll accrual	0 \$	6.92
201801270	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	16,856.34
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	609.60
201801270	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	726.84
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	225.00
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	10.00
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	220.64
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	20,904.09
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	629.46
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	596.75
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	3,942.29
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	142.60
	Internal Revenue Service	4/26/2019	20190426ADI Payroll accrual	0 \$	169.99
	Internal Revenue Service	4/26/2019	20190426AFF Payroll accrual	0 \$	16,856.34
	Internal Revenue Service	4/26/2019	20190426AFF Payroll accrual	0 \$	609.60
	Internal Revenue Service	4/26/2019	20190426AFF Payroll accrual	0 \$	726.84
	Internal Revenue Service	4/26/2019	20190426AFF Payroll accrual	0 \$	3,942.29
	Internal Revenue Service	4/26/2019	20190426AFF Payroll accrual	0 \$	142.60
	Internal Revenue Service	4/26/2019	20190426AFF Payroll accrual	0 \$	169.99
201801271	MINNESOTA REVENUE	4/26/2019	20190426ADI Payroll accrual	0 \$	70.00
	MINNESOTA REVENUE	4/26/2019	20190426ADI Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	4/26/2019	20190426ADI Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	4/26/2019	20190426ADI Payroll accrual	0 \$	10,672.22
	MINNESOTA REVENUE	4/26/2019	20190426ADI Payroll accrual	0 \$	340.64
	MINNESOTA REVENUE	4/26/2019	20190426ADI Payroll accrual	0 \$	347.16
	MINNESOTA REVENUE	4/26/2019	20190426ADI Payroll accrual	0 \$	104.67

Accounts Payable Summary
May 20, 2019

201801272	MN Teachers Retirement Association	4/26/2019	20190426AD` Payroll accrual	0 \$	13,536.55
	MN Teachers Retirement Association	4/26/2019	20190426AD` Payroll accrual	0 \$	492.33
	MN Teachers Retirement Association	4/26/2019	20190426AD` Payroll accrual	0 \$	48.75
	MN Teachers Retirement Association	4/26/2019	20190426AFT Payroll accrual	0 \$	13,915.61
	MN Teachers Retirement Association	4/26/2019	20190426AFT Payroll accrual	0 \$	506.11
	MN Teachers Retirement Association	4/26/2019	20190426AFT Payroll accrual	0 \$	50.11
201801273	Public Employees Retirement Associati	4/26/2019	20190426ADI Payroll accrual	0 \$	6,117.01
	Public Employees Retirement Associati	4/26/2019	20190426ADI Payroll accrual	0 \$	197.22
	Public Employees Retirement Associati	4/26/2019	20190426ADI Payroll accrual	0 \$	705.36
	Public Employees Retirement Associati	4/26/2019	20190426AFF Payroll accrual	0 \$	7,058.14
	Public Employees Retirement Associati	4/26/2019	20190426AFF Payroll accrual	0 \$	227.56
	Public Employees Retirement Associati	4/26/2019	20190426AFF Payroll accrual	0 \$	813.85
201801274	Public Employees Retirement-DCP	4/26/2019	20190426ADI Payroll accrual	0 \$	23.95
	Public Employees Retirement-DCP	4/26/2019	20190426AFL Payroll accrual	0 \$	23.95
201801275	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	173.08
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	176.94
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	1,301.95
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	2,457.87
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	78.83
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	2,458.14
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	430.78
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	246.16
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	181.62
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	250.00
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	3,591.59
	Educator Benefit Consultants, LLC	5/10/2019	20190510AD` Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	176.94
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	353.75
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	1,465.51
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	698.98
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	111.55
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	181.62
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	46.16

Accounts Payable Summary
May 20, 2019

	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	1,445.93
	Educator Benefit Consultants, LLC	5/10/2019	20190510AFT Payroll accrual	0 \$	46.16
201801276	ING	5/10/2019	20190510AD Payroll accrual	0 \$	8.71
	ING	5/10/2019	20190510AD Payroll accrual	0 \$	22.87
	ING	5/10/2019	20190510AFL Payroll accrual	0 \$	8.71
	ING	5/10/2019	20190510AFL Payroll accrual	0 \$	22.87
	ING	5/10/2019	20190510AFL Payroll accrual	0 \$	2,900.64
	ING	5/10/2019	20190510AFL Payroll accrual	0 \$	6.92
201801277	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	16,404.96
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	591.28
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	591.84
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	225.00
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	10.00
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	258.26
201801277	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	20,884.67
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	595.76
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	383.43
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	3,836.68
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	138.29
	Internal Revenue Service	5/10/2019	20190510ADI Payroll accrual	0 \$	138.40
	Internal Revenue Service	5/10/2019	20190510AFF Payroll accrual	0 \$	16,404.96
	Internal Revenue Service	5/10/2019	20190510AFF Payroll accrual	0 \$	591.28
	Internal Revenue Service	5/10/2019	20190510AFF Payroll accrual	0 \$	591.84
	Internal Revenue Service	5/10/2019	20190510AFM Payroll accrual	0 \$	3,836.68
	Internal Revenue Service	5/10/2019	20190510AFM Payroll accrual	0 \$	138.29
	Internal Revenue Service	5/10/2019	20190510AFM Payroll accrual	0 \$	138.40
201801278	MINNESOTA REVENUE	5/10/2019	20190510AD Payroll accrual	0 \$	70.00
	MINNESOTA REVENUE	5/10/2019	20190510AD Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	5/10/2019	20190510AD Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	5/10/2019	20190510AD Payroll accrual	0 \$	10,605.19
	MINNESOTA REVENUE	5/10/2019	20190510AD Payroll accrual	0 \$	324.20
	MINNESOTA REVENUE	5/10/2019	20190510AD Payroll accrual	0 \$	244.09
	MINNESOTA REVENUE	5/10/2019	20190510AD Payroll accrual	0 \$	70.18
201801279	MN Teachers Retirement Association	5/10/2019	20190510AD Payroll accrual	0 \$	13,879.79

Accounts Payable Summary
May 20, 2019

MN Teachers Retirement Association	5/10/2019	20190510AD` Payroll accrual	0 \$	513.95
MN Teachers Retirement Association	5/10/2019	20190510AD` Payroll accrual	0 \$	42.90
MN Teachers Retirement Association	5/10/2019	20190510AFT Payroll accrual	0 \$	14,268.46
MN Teachers Retirement Association	5/10/2019	20190510AFT Payroll accrual	0 \$	528.34
MN Teachers Retirement Association	5/10/2019	20190510AFT Payroll accrual	0 \$	44.10
201801280 Public Employees Retirement Associati	5/10/2019	20190510ADI Payroll accrual	0 \$	5,463.55
Public Employees Retirement Associati	5/10/2019	20190510ADI Payroll accrual	0 \$	163.99
Public Employees Retirement Associati	5/10/2019	20190510ADI Payroll accrual	0 \$	568.37
Public Employees Retirement Associati	5/10/2019	20190510AFF Payroll accrual	0 \$	6,304.16
Public Employees Retirement Associati	5/10/2019	20190510AFF Payroll accrual	0 \$	189.22
Public Employees Retirement Associati	5/10/2019	20190510AFF Payroll accrual	0 \$	655.85
201801281 Public Employees Retirement-DCP	5/10/2019	20190510ADI Payroll accrual	0 \$	27.30
Public Employees Retirement-DCP	5/10/2019	20190510AFT Payroll accrual	0 \$	27.30
201801282- BMO	5/3/2019	See BMO Credit Card Report	0 \$	19,907.56
201801319				
Total			\$ 926,274.19	

Accounts Payable Summary
May 20, 2019

FD

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GENERAL OPERATING FUND
ISD 361 Budget Report with Fund Balance
As of May 20, 2019

	FY 17 - 18 DRAFT ACTUAL 06/30/2018	FY18 - 19 FINAL 05/20/2019	FY19-20 Tentative 05/20/19
<u>GENERAL FUND:</u>			
<u>Revenue by Source:</u>			
Local Property Taxes	1,962,979	2,412,067	2,417,895
Other Local & County Revenue	365,507	280,700	264,350
Revenues from State Sources	10,310,142	9,706,955	9,453,093
Revenues from Federal Sources	733,527	804,863	762,555
Sales and Other Conversions of Assets	14,414	17,813	-
Total Revenue:	13,386,570	13,222,398	12,897,893
<u>Expense by Program Series:</u>			
District and School Administration	707,326	701,460	700,634
District Support Services	966,808	647,399	671,559
Elementary & Secondary Regular Instruction	6,058,783	6,210,568	6,391,552
Vocational Instruction	107,851	43,110	72,173
Special Education Instruction	1,679,937	1,812,394	1,799,630
ECFE / School Readiness	38,109	12,724	59,285
Instructional Support Services	438,793	484,220	437,073
Pupil Support Services	1,323,948	1,459,015	1,274,530
Site, Building and Equipment	1,750,066	1,976,306	1,920,721
Fiscal and Other Fixed Costs	47,756	48,000	48,000
Total Expense:	13,119,377	13,395,196	13,375,157
Revenues Over (Under) Expenditure:	267,193	(172,798)	(477,264)
<u>Donations (Fund 11):</u>			
Revenue	170,217	150,000	150,000
Expense	192,653	150,000	150,000
Revenues Over (Under) Expenditures:	(22,436)	-	-
<u>GASB 68 TRA Accounting Adjustment:</u>			
Revenue	41,777	33,450	33,450
Expense	41,777	33,450	33,450
Total Revenue Less Expense:	-	-	-
TOTAL REVENUE OVER (UNDER) EXPENSE:	244,756	(172,798)	(477,264)
TOTAL FUND BALANCE:			
Beginning Fund Balance (7/01/20XX):	3,848,098	4,092,855	3,920,057
Revenue Over (Under) Expense:	244,756	(172,798)	(477,264)
Ending Fund Balance (6/30/20XX):	4,092,855	3,920,057	3,442,793

ISD #361
Report of Fund Balances with Revenue and Expense Summary
As of May 20, 2019

Fiscal Year: 2018 - 2019 - FINAL BUDGET 05/20/19						
	Beginning Fund Balance			Revenue Over (Under) Expense		Ending Fund Balance
	7/1/2018	Revenue Budget	Expense Budget	Adjust.		6/30/2019
Unassigned Fund Balance	3,213,719	11,436,076	11,432,065	4,011		3,217,730
Assigned - Setaside funds						
Reserved Fund Balances:						
3rd Party Revenue (SPED)	140,856	125,000	207,244	(82,244)		58,612
Basic Skills:	0	540,826	540,826	-		0
Basic Skills Ext Time:	(0)	19,102	19,102			(0)
Career & Technical:	(26,212)	9,793	9,793	-		(26,212)
Gifted & Talented:	(0)	14,311	14,703	(392)		(392)
Health & Safety:	5,617	(1,000)	-	(1,000)		4,617
Learning & Development:	0	216,818	216,818	-		0
Long Term Facility Mtce:	41,302	437,304	438,851	(1,547)		39,755
Operating Capital:	429,765	264,305	282,799	(18,494)		411,271
Safe Schools:	(0)	42,845	42,845	-		(0)
Staff Development:	123,991	138,968	212,600	(73,632)		50,359
Staff Dev. PBIS Allocation	(0)	-	-	-		(0)
Total Reserved Fund Balance:	715,319	1,808,272	1,985,581	(177,309)	-	538,010
Assigned Fund Balances:						
Arena Advertising:	19,337	11,500	11,000	500		19,837
Non Spendable Fund Balance:	79,822	-	-	-		79,822
Fund Balance before Donations:	4,028,197	13,255,848	13,428,646	(172,798)	-	3,855,399
Donation Fund Balances:						
Committed Fund Balance:	8,424	10,000	10,000	-		8,424
Assigned Fund Balance:	56,241	140,000	140,000	-		56,241
	64,665	150,000	150,000	-	-	64,665
TOTAL FUND BALANCE:	4,092,862	13,405,848	13,578,646	(172,798)	-	3,920,064

ISD #361
Report of Fund Balances with Revenue and Expense Summary
As of May 20, 2019

Fiscal Year: 2019 - 2020: TENTATIVE 05/20/19						
	Beginning Fund Balance	Revenue Budget	Expense Budget	Revenue Over (Under) Expense	Adjust.	Ending Fund Balance
	7/1/2019					6/30/2020
Unassigned Fund Balance	3,217,730	11,235,181	11,753,905	(518,724)		2,699,006
Assigned - Setaside funds						
Reserved Fund Balances:						
3rd Party Revenue (SPED)	58,612	125,000	125,000	-		58,612
Basic Skills:	0	496,438	496,438	-		0
Basic Skills Ext Time:	(0)					
Career & Technical:	(26,212)	8,417	8,417	-		(26,212)
Gifted & Talented:	(392)	15,339	15,339	-		(392)
Health & Safety:	4,617	-	-	-		4,617
Learning & Development:	0	234,133	234,133	-		0
Long Term Facility Mtce:	39,755	337,495	337,415	80		39,835
Operating Capital:	411,271	277,182	278,467	(1,285)		409,986
Safe Schools:	(0)	45,337	45,337	-		(0)
Staff Development:	50,359	145,321	103,156	42,165		92,524
Staff Dev. PBIS Allocation	(0)	-	-			(0)
Total Reserved Fund Balance:	538,010	1,684,662	1,643,702	40,960	-	578,970
Assigned Fund Balances:						
Arena Advertising:	19,837	11,500	11,000	500	-	20,337
Non Spendable Fund Balance:						
	79,822	-	-	-		79,822
Fund Balance before Donations:	3,855,399	12,931,343	13,408,607	(477,264)	-	3,378,136
Donation Fund Balances:						
Committed Fund Balance:	8,424	10,000	10,000	-	-	8,424
Assigned Fund Balance:	56,241	140,000	140,000	-	-	56,241
	64,665	150,000	150,000	-	-	64,665
TOTAL FUND BALANCE:	3,920,064	13,081,343	13,558,607	(477,264)	-	3,442,801

BA-3 at 1.00 FTE

TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract, pursuant to M.S. 122A.40, as amended, with Leah Bacon, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Public School Nurse for the school year 2019 to 2020.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This Contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this Contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. **Duty Year:** The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6. of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
5. **Reference:** This Contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. **Special Provisions:** *[insert any other contractual provisions].*

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
 - \$ 44,299.00 For basic services*
 - \$ _____ For additional services as set forth in paragraph 6.
 - \$ 44,299.00 Total salary, exclusive of fringe benefits

*Approximately 40 additional hours before the start of each school year (to be vouchered and paid at hourly rate).

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed

my signature this 13 day of May, 2019.

Leah Bacon
Teacher

IN WITNESS WHEREOF, we have subscribed

our signatures this _____ day of _____, 20____.

School Board Chair

School Board Clerk

Independent School District #361

1515 11th Street, International Falls, MN 56649-2501 www.isd361.k12.mn.us

BOARD OF EDUCATION: Ted Saxton, Chairperson • Michelle Hebner, Vice-Chairperson • Terry Murray, Clerk
Mike Holden, Treasurer • Jennifer Windels, Director • Toni Korpi, Director • Roxanne Skogstad-Ditsch, Director

May 20, 2019

Joe Ruth
The Wittern Group
8040 University Blvd
Clive IA 50325

Subject: Termination of Lease Contract #21617969c

Dear Mr. Ruth,

We are requesting the termination of the Summit 500 bottle vending machine lease due to no appropriation for the equipment in the new school year 2019-2020.

The equipment will be returned to the following address: 165 North 10th St, Waukee, IA 50263

As you noted in your email we will make freight arrangements with ABF to return the equipment. I will advise via email the eta of the equipment once these arrangements have been made and the vending machine is in transit to this location.

Sincerely,

Stacy Grover
Business Manager, ISD #361
Ph: 218-283-2571 x1194
Email: sgrover@isd361.k12.mn.us

Terry Murray
Clerk

Kevin Grover, Superintendent	V-218-283-2571 x112	F-218-283-8104	kgrover@isd361.k12.mn.us
Tim Everson, FHS Principal	V-218-283-2571 x104	F-218-283-2384	teverson@isd361.k12.mn.us
Marc Glowack, Dean of Students	V-218-283-2571 x110	F-218-283-8104	mglowack@isd361.k12.mn.us
Bill Mason, Activities Director	V-218-283-2571 x138	F-218-283-2384	bmason@isd361.k12.mn.us
Melissa Tate, FES Principal	V-218-283-2571 x232	F-218-283-3133	mtate@isd361.k12.mn.us



From: ISD #361 - Int'l Falls
 1515 11th St
 International Falls, MN 56649

Facilities Agreement

Last Edited: 4/30/19 at 2:33pm

Permit # 1904-0076

Contact Person: Wayne Strachan

EVENT NAME: Arena Use
To: Fort Frances Lakers

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Fri 7/26/2019	*Bronco Arena - Arena			
9:15pm - 10:45pm	Arena Use	1.50	\$ 150.00	\$ 225.00
Sat 7/27/2019	*Bronco Arena - Arena			
10:30am - 12:00pm	Arena Use	1.50	\$ 150.00	\$ 225.00
Sat 7/27/2019	*Bronco Arena - Arena			
7:00pm - 8:30pm	Arena Use	1.50	\$ 150.00	\$ 225.00
Sun 7/28/2019	*Bronco Arena - Arena			
10:30am - 12:00pm	Arena Use	1.50	\$ 150.00	\$ 225.00

Summary	Facilities Rental:	\$ 900.00	Estimated Total Charges:	\$ 900.00
	Other Needs:	\$ 0.00		
	Extra Charges:	\$ 0.00	Balance Due:	\$ 900.00
			Total Amount Paid:	\$ 0.00
			Remaining Balance Due:	\$ 900.00

Other Conditions:

1. **RESPONSIBILITY:** All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damage to the facility by the Lessee or the Lessee's agents, assigns, or participants in any activity sponsored, controlled, or organized by the lessee, or for activities over which the Lessee has control or for which purpose the space is leased.

2. **INDEMNITY:** The Lessee agrees to indemnify, save and hold harmless International Falls Public Schools, ISD 361 and all their officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee's use and/or occupancy of the leased premises, including any and all incidences and occurrences which cause bodily injury, property damage, or death. International Falls Public Schools, ISD 361, assumes no liability for personal injury suffered by reason of the use of such school property pursuant to this agreement.

3. **INSURANCE:** Additional liability insurance naming International Falls Public Schools, ISD 361, as an additional insured may be requested. The School District may also require groups to provide Comprehensive General Liability Insurance coverage for \$1,000,000 for bodily injury and property damage.

4. **ORDERLY USE:** The Lessee agrees that the Lessee and its employees, agents, volunteers, invitees and guest will comply with all directives of the school staff and policies of the school and all laws of the state of MN. These include, but are not limited to the following:

- No weapons on campus
- No drugs or controlled substances on campus
- No alcoholic beverages will be sold or consumed on campus
- The use of tobacco substances is not allowed on campus

5. **NO TRANSFER, ASSIGNMENT OR SUBLEASE:** The Lessee may not transfer or assign this agreement or sublet any part of said premises without the express written consent of the Superintendent of Schools.
6. **VIOLATION OF AGREEMENT:** If the Lessee violates any of the covenants of this agreement, the Superintendent of International Falls Public Schools, ISD 361, or his/her designee or the school principal, may, without notice to the Lessee, terminate the agreement and retake possession of the premises.
7. **ALTERATIONS/EQUIPMENT:** No alterations are to be made to school property without the written consent of the Superintendent. Rental of facilities does not include use of school equipment or any product/supplies unless approved. At the permission and prior approval of the Superintendent, the Lessee may be allowed to rearrange furniture in the school facility. The Lessee must return any moved furniture to its proper location.
8. **CONFIRMATION OF AGREEMENT:** The agreement is not in force until signed by the Lessee, accepted and signed by the school official, and the amount designated as "Total User Fee" has been received by the school. The Lessee and the Superintendent shall retain fully executed copies of this document.
9. **CANCELLATION:** This agreement may be cancelled by the school district at their discretion. In the event of an emergency, the school district may use their discretion for cancellation of events. (ex. inclement weather). If the school is closed due to weather, emergency, etc., all events and rentals are canceled until the schools are officially reopened.
10. **REMOVAL OF PROPERTY:** The Lessee is responsible for the removal of all of their supplies and materials used in conjunction with the event immediately upon its end. Those items not removed within 24 hours after the event date shall be disposed of by the school at the expense of the Lessee. The school shall assume no responsibility for these items before, during, or after the event.
11. **SECURITY:** The Lessee agrees to reimburse the school for employment of a sufficient number (as deemed necessary by the Superintendent, at his/her sole discretion) of duly authorized law enforcement officers for the purpose of maintaining order, protecting the public and school property, and enforcing regulations and laws of the state of MN, or to provide additional, sufficient security as deemed necessary by the Superintendent. The Lessee will not be permitted to use the school property if the Lessee fails to cooperate with law enforcement. This reimbursement shall be in addition to the "total User Fees", and described within the Facility Fee Schedule.
12. **PAYMENT FOR DAMAGES:** The Lessee agrees to pay costs of repair or replacement for damages, which may have occurred during the term of this agreement in order to restore the rented space or other parts of the campus affected by the event at a condition equal to that prior to the event.
13. **ADDITIONAL REGULATIONS AND CONDITIONS OF USE:** International Falls Public Schools, ISD 361, reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interest of the school, and such regulations shall be binding upon the Lessee.
14. **FOOD AND DRINK:** No eating or drinking will be allowed except where provisions are made for such activities in advance, and the provisions must comply with regulations of the State Department of Human Resources, Division of Health Services, and the Koochiching County Health Department. No open or pit fires, nor candles, will be allowed under any circumstances. In addition, no portable cooking devices fueled by charcoal, propane gas, or powered by any other means may be used without the prior consent of the Superintendent of Schools.
15. **PUBLIC SAFETY:** The Lessee agrees that at all times he/she/they will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations. All portions of sidewalks, entries, doors, passages, halls, corridors, stairs, and all ways of access to public utilities shall be kept unobstructed by the Lessee. The Lessee is not to bring onto the premises any material, substance, equipment, or object, which is likely to constitute a hazard to the property without the prior written consent of the school Superintendent.
16. **CONTROL OF FACILITY AND RIGHT OF ENTRY:** In renting the identified facilities to the Lessee, it is understood

that International Falls Public Schools, ISD 361, does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules, and regulations. Duly authorized representatives of International Falls Public Schools, ISD 361, may enter the premises without any restriction whatsoever.

17. CARE OF FACILITY: The Lessee shall not injure or deface the premises or any equipment therein. The Lessee shall not drive any nails, hooks, tacks, or screws into any part of the building, nor make any alterations of any kind to said facility.

18. PARKING: Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed or landscaped areas.

I have read and agree to abide by the rules and regulations governing facility use at International Falls Public Schools, ISD 361. I agree to be billed for any additional hours utilized but not listed on this agreement.

Name: _____

Address: _____

Phone: _____

Signature Date

Received and accepted by:

Name _____

Signature Date

Signature
Kevin Grover
ISD #361 - Int'l Falls

Signature
Wayne Strachan
Fort Frances Lakers



“Historic Backus Community Center; the heart of International Falls, where all generations celebrate arts, culture, recreation, wellness and life-long learning”

LEASE AGREEMENT

THIS LEASE AGREEMENT (the “Lease”), is made and entered into as of this 1st day of August 2019 between **Citizens for Backus/AB, Inc.** a Minnesota nonprofit corporation, whose address is 900 5th Street, International Falls, Minnesota, 56649 (the “Landlord”) and **Independent School District 361**, whose address is 1515 - 11th Street, International Fall, MN 56649, (the “Tenant”).

ARTICLE I - GRANT and TERM

- 1.1 **LEASED SPACE.** In consideration of the rents, covenants and agreements. Herein reserved and contained on the part of Tenant to be performed, Landlord does hereby lease to Tenant approximately 638 square feet located in the Backus Community Center (the “Community Center”) owned by Landlord, located at 900 5th Street, International Falls, Minnesota (the “Leased Space”). The lease space is noted as “Room 210”, in the Northeast corner of the second floor.
- 1.2 **TERM.** The term of this Lease and Tenant’s obligation to pay rent hereunder shall commence on August 01, 2019 (the “Commencement Date”). The provisions of this Lease shall expire on July 31, 2020. Twelve (12) months after the Commencement Date (the “Term”).
- 1.3 **TERMINATION.** Either Landlord or Tenant may, by 60 days written notice to the other, terminate this lease as of the last day of the term of this Lease. If neither party so terminates this Lease, it shall automatically continue in effect, terminable by either party upon 60 days written notice, prior to the expiration of the current term. New Lease rates for rent, utilities and common areas will be provided to Tenants 90 days prior to the last day of the term of this Lease.
- 1.4 **USE OF COMMON AREAS.** Tenant shall have the non-exclusive right to use the entry ways, elevators, stairs, hallways, and restrooms of the Community Center. Use of the public areas of the Community Center shall be subject to such rules and regulations for use of such areas as may be established from time to time by the Landlord. The parking areas, entry ways, elevators, stairs, hallways and other common area spaces may be used by Tenant, its employees and invitees only during the time reasonably required to pass to and from the Leased Space. Tenants, its employees and invitees shall not loiter or wait in such common area spaces or in the restrooms.
- 1.5 **ACCESS TO COMMUNITY CENTER.** Tenant, its employees and invitees shall have access to Community Center during all business hours established by Landlord for the facility.
- 1.6 **CONDITIONS TO DELIVERY.** Delivery, the landlord will make no improvements to the space, it is delivered “As Is”
- 1.7 **TENANT IMPROVEMENTS.** All Tenant improvements shall be approved prior to commencement of such improvements and shall be completed at the Tenant’s expense.

ARTICLE II – RENT

- 2.1 RENT DURING FIRST YEAR. For the first year of the Term Tenant agrees to pay to Landlord at the address provided for in Section 10.6 hereof, rent in the amount of **\$8,444.78** payable in the first 12 equal installments of **\$703.73** on the first of each month, without deduction or set-off, commencing on the first day of the first full month after the Commencement Date (the “First Rental Payment Date”).
- 2.2 RENT DURING ADDITIONAL YEARS. Rent payable by Tenant after the first year of the Term (including any and all Option years) shall increase by an amount as mutually agreed to by the parties hereto, but not less than two percent (2%) for each additional year during the Term and not more than the most recent Consumer Price Index average for the previous year of the Term, as determined by Landlord. If the most recent Consumer Price Index average for the previous year of the Term is less than two percent (2%), as determined by Landlord, the rent for that year of the Term shall increase by two percent (2%). The exact increase in rent provided for in this Section shall be mutually agreed to by the parties hereto not later than (i) for the second year of the Term, the date which is 12 months after the First Rental Payment Date (the “Successive Rental Payment Date”), and (ii) for each additional year during the Term (including all Option years), the date which is 12 months after each Successive Rental Payment Date.
- 2.3 ADDITIONAL RENT. Any other charges to be paid by Tenant pursuant to the provisions of any other sections of this Lease shall be designated as “additional rent”. Failure of Tenant to pay “additional rent” shall give Landlord the right to declare an event of default under this Lease.
- 2.4 RENT DELINQUENCIES. Should the Tenant, for any reason whatsoever, fail to pay, when the same is due and payable, any rent payment, Tenant shall pay a late penalty of \$50. An additional charge equal to the interest expense of that portion of the debt obligation will take place for every 30 days the rental payment is late after the first of the month.

ARTICLE III - USE OF PREMISES

- 3.1 TENANT’S USE. During the Term, the Leased Space shall be used solely for the Tenant’s business purposes and for no other purpose without the prior written consent of Landlord.
- 3.2 COMPLIANCE WITH LAWS and REGULATIONS. Tenant covenants and agrees that at all times during the Term it will maintain and conduct its business insofar as the same relates to the occupancy of the Leased Space in such a manner and under such regulations as to be in strict compliance with any and all applicable governmental laws, rules, regulations and orders, as well as any and all applicable provisions of insurance of the Leased Space or of the Community Center.
- 3.3 AFFIRMATIVE COVENANTS OF TENANT. Without in any way limiting or restricting other covenants of Tenant elsewhere in this Lease, the Tenant affirmatively covenants and agrees as follows:
- a) Tenant shall neither permit, suffer nor conduct activities creating noise, odor or other nuisance in, on or about the Leased Space to annoy or disturb any person occupying adjacent premises or common areas;
 - b) Tenant shall keep the Leased Space, including all service and/or loading areas for the Leased Space, free from all litter, dirt and obstructions;
 - c) Tenant shall arrange for and accept deliveries only at such times, in the areas, and through

- entrances designated for such purpose by Landlord;
- d) Tenant shall keep the Leased Space clean and in the sanitary condition required by ordinance and regulations of any governmental unit having jurisdiction; and
 - e) Tenant shall neither permit nor suffer the Leased Space, or the walls, ceilings or floors thereof, to be endangered by overloading.

ARTICLE IV - MAINTENANCE AND REPAIRS

- 4.1 **RESPONSIBILITY FOR MAINTENANCE and REPAIRS.** The parties hereto agree that, from and after the date that possession of the Leased Space is delivered to Tenant, and until the end of the Term, Landlord will be responsible for all repairs, maintenance and replacements to the Leased Space including, but not limited to, structural repairs and replacements, the interior and exterior portions of all doors, windows, plate glass, locks, frames, hardware and showcases surrounding and incorporated into the Leased Space; the mechanical plumbing, heating, air conditioning and/or cooling, ventilating and electrical equipment and systems; partitions, and all other fixtures, appliances and facilities furnished by Landlord. Tenant shall not be responsible for repair or damage caused by the negligence of Landlord, its employees or agents but shall be responsible for any repair or damage caused by the negligence of the Tenant, its employees, guests, invitees or agents. Tenant shall be required to pay for any structural repairs, alterations, or unscheduled improvements that are required by governmental rules, orders or regulations as a result of Tenant's use and or occupancy of the Leased Space. Landlord may inspect the Leased Space to insure Tenant's compliance with the above and foregoing requirements. When there is scheduled maintenance or inspections, Landlord will provide 24 hour notice to the Tenant. In the event of emergency maintenance, landlord will provide notice by phone call to the tenant. Tenant accepts the Leased Space as being in good and sanitary order, condition and repair.
- 4.2 **SURRENDER OF PREMISES.** At the expiration or termination of this Lease, Tenant shall surrender the Leased Space in the same condition as existed on the Commencement Date, ordinary wear and tear excepted. All fixtures, structural alterations or improvements that have become attached to the Leased Space, except trade fixtures, shall become a part of the Leased Space and shall become the property of Landlord. Further, within ninety (90) days prior to the expiration of the Term, Landlord shall during reasonable business hours have the right to show the Leased Space to third parties for the purpose of again leasing the same.

ARTICLE V – UTILITY CHARGES

- 5.1 **CHARGES.** Tenant shall pay for its allocable share of charges, based on the square footage of the Leased Space in proportion to the square footage of the Community Center, of the following utilities: electricity, heat, air conditioning and common area charges (i.e. snow removal, sewer, water, gas, refuse, custodial services) (collectively, the "Utility Charges").
- 5.2 Section Deleted
- 5.3 **SUPPLY OF UTILITIES.** Landlord shall not accept responsibility for repairing any failure or defect in the supply or character of the utilities comprising the Utility Charges by reason of any change, requirement, act, neglect or omission of the public utility serving the Leased Space or for any reason not attributed to Landlord.

- 5.4 **INTERRUPTION OR DISCONTINUANCE OF LANDLORD'S SERVICE.** Tenant agrees that Landlord shall not be liable for failure to supply any service when Landlord uses reasonable diligence to supply the same, it being understood that Landlord reserves the right to temporarily discontinue such services, or any of them, at such times as may be necessary by reason of accident, unavailability of employees, failure of supply, repairs, alterations or improvements, or by reason of fire, strikes, flood, lockouts, riots, acts of God or any other happening beyond the reasonable control of the Landlord. When Landlord causes services to be rendered by independent third parties, Landlord shall have no liability for the performance thereof or liability therefore.
- 5.5 **TELEPHONE SERVICE and INTERNET ACCESS.** The Leased Space will have phone conduit and cable provided, the tenant is responsible to provide its own telephone and internet service, provided it does not result in any structural alterations to the Leased Space or other area within the Community Center, or cause any unreasonable disruption of telephone, computer, or electronic services provided to other tenants or occupants of the Community Center.
- 5.6 **INSPECTION FEES.** The Tenant shall pay prorated of the total cost to the Landlord of building system inspections including, but not limited to, fire alarm/smoke alarm system inspection, fire extinguisher inspection, elevator inspection, sprinkler system inspection, building alarm inspection, and boiler inspection.

ARTICLE VI - ALTERATIONS AND TENANT IMPROVEMENTS

- 6.1 **ALTERATIONS.** Tenant may, from time to time during the Term, make, at its own cost and expense, alterations or changes in the interior of the Leased Space in good and workmanlike manner in compliance with all applicable requirements of law, provided Tenant follows the notice procedure and obtains Landlord's prior written consent, all in accordance with this Article. Upon completion of such alterations, Tenant shall present Landlord a copy of the endorsement to Tenant's fire and extended coverage insurance policy which endorsement shall incorporate said alterations into the policy. All costs of any such work shall be paid promptly by Tenant so as to prevent the assertion of any liens for labor or materials. Tenant shall allow no work on the Leased Space that could result in attachment to the Leased Space or to the Community Center of mechanics' or materialmen's liens without first securing payment and performance bonds for such work in a form satisfactory to Landlord.
- 6.2 **NOTICE TO LANDLORD.** Prior to the initiation of any alterations, Tenant shall give Landlord written notice thereof and specify the work to be performed in reasonable detail and provide as much information as possible as to the nature, timing, and process to be undertaken with the construction project. After receipt of said notice, Landlord shall have a reasonable period of time during which it shall make a determination, in its sole discretion, as to whether the proposed work would create an undesirable structural or design change in the Leased Space. Tenant shall provide Landlord, upon request; with any further information reasonably necessary for such determination by Landlord and Tenant shall not commence work or accept materials prior to receiving written notice of Landlord's approval. Any notice that is required under this Lease shall be deemed "given" upon hand delivery or three (3) days after prepaid posting in the U.S. Mail which shall first occur. Notice shall be addressed to:

Landlord: Citizens for Backus/AB, Inc.
Attn: Executive Director
900 Fifth Street

- 6.3 LEASED IMPROVEMENTS. All fixtures, furnishing, and finishing shall be the responsibility of Tenant, at Tenant's expense, and subject to the provisions of Sections 6.1 and 6.2 hereof.
- 6.4 SIGNS. No signs, advertisements, placards, or notices shall be placed or painted on any part of the Leased Space or the Community Center without the prior written authorization of Landlord. Landlord may install or require installation of signage to direct employees and invitees of Tenant to the Leased Space. Such signage shall be installed at the expense of Tenant and, if installed by Landlord, will be charged to Tenant as Additional Rent.
- 6.5 NOISE MITIGATION. If Tenant's operations, programs, invitees, clients or patrons cause noise that is annoying, disruptive or distracting to other tenants or employees, invitees or patrons of the Community Center, Landlord shall notify Tenant of such noise. Landlord and Tenant shall meet and confer about changes in Tenant's operation, procedures, hours of operation, programs or other changes that could result in elimination of such noise. Tenant and Landlord will communicate regarding any noise disturbance, and will work to mitigate and noise conflict with any other tenant. Tenant's operations continue to create noise that is annoying, distracting or disruptive, Landlord may declare an event of default under Section 9.1 and exercise its remedies under Section 9.2 hereof.

ARTICLE VII - PUBLIC LIABILITY

- 7.1 TENANT LIABILITY INSURANCE. Tenant shall during the entire term of this Lease keep in full force and effect insurance for public liability and property damage insurance with respect to the Leased Space, and the business operated by Tenant. The limits of liability shall not be less than: \$1,000,000 general aggregate; \$1,000,000 products and completed operations aggregate; \$1,000,000 personal and advertising injury; \$1,000,000 each occurrence; \$50,000 fire damage (any one fire); and \$5,000 medical expense (any one person). The policy shall name the Landlord as an additional insured and shall contain clauses that losses shall be payable notwithstanding any act or negligence of the insured that might otherwise result in forfeiture of said insurance, and that the insurer will not cancel or change the insurance without first giving the Landlord thirty (30) days prior written notice. The insurance shall be with an insurance company approved to do business in the State of Minnesota and reasonably acceptable to the Landlord. Tenant shall deliver a copy of the Certificate of Insurance, showing Landlord as an additional insured, to Landlord prior to taking possession of the Leased Space, and a renewal certificate at least thirty (30) days prior to the expiration date of any policy term.

ARTICLE VIII - DESTRUCTION AND RESTORATION

- 8.1 DAMAGE. If a significant portion of the Leased Space shall be damaged or destroyed by any uninsured casualty, Landlord shall have the option to rebuild the same or to terminate this Lease. If the Leased Space cannot be repaired and restored within ninety (90) days from the date of the damage, then the Landlord has the right to terminate this Lease from the date of such damage or destruction by giving a notice to the Tenant.
- 8.2 PROTECTION FROM SUBROGATION. Anything in this Lease to the contrary notwithstanding, neither Landlord nor Tenant shall be liable to the other for any business

interruption or any loss or damage to property or injury to or death of persons occurring on the Leased Space or the adjoining properties, mall areas, sidewalks, streets or alleys, or in any manner growing out of or connected with Tenant use and occupation of the Leased Space, or the condition thereof or of mall areas, sidewalks, streets or alleys adjoining caused by the negligence or other fault of Landlord or Tenant or of their respective agents, employees, subtenants, licensees or assignees to the extent that such business interruption or loss or damage to property or injury to or death of a person is covered by or indemnified by proceeds received from insurance covered by the other party; and Landlord and Tenant each hereby respectively waive all rights of recovery against the other, its agents, employees, subtenants, licensees and assignees, for any such loss or damage to property or injury to or death of persons to the extent the same is covered by proceeds received from insurance provided by the other party, or for which reimbursement is otherwise received. Landlord's and Tenant's respective policies of insurance shall each contain a waiver of subrogation provision incorporating the above covenant and providing that the insurance shall not be invalidated by the insured's written waiver prior to a loss of any or all right of recovery against any party for any insured loss. It is expressly understood that Landlord shall not be liable to Tenant for any damages incurred by the latter as a result of the above and foregoing events; save and except as to any such damages caused by the willful negligence of the Landlord, its agents or employees, provided such damages are not recoverable by Tenant pursuant to the insurance policies required to be provided by Tenant under this Lease or otherwise.

ARTICLE IX – TENANT'S DEFAULT

- 9.1 **EVENTS OF DEFAULT.** The following events shall be deemed to be events of default by Tenant under this Lease:
- (a) Tenant shall fail to pay when due any installment of rent, or other charges provided herein, or any portion thereof and the same shall remain unpaid after the first of the next succeeding month; or
 - (b) Tenant shall for reasons other than those specifically permitted in this Lease, cease to conduct its normal business operations in the Leased Space or shall vacate or abandon the Leased Space. Tenant will be deemed to have vacated, closed or abandoned the Leased Space if it fails to conduct its business on the Leased Space during regular working hours for a period of more than ten (10) consecutive business days; or
 - (c) Tenant shall do or permit to be done anything that creates a lien upon the Leased Space; and does not cause said lien as to Landlord's interest in the property to be released within ten (10) days after written notice from Landlord; or
 - (d) Any representation or warranty made in writing to Landlord in this Lease or in connection with the making of this Lease by Tenant shall prove at any time to have been incorrect in any material respect when made or becomes incorrect; or
 - (e) Tenant shall have failed to comply with any other provisions of this Lease and shall not cure any failure within thirty (30) days, or such longer period of time as may be reasonably required to cure such default, after Landlord, by written notice, has informed Tenant of such noncompliance; or
- 9.2 **LANDLORD'S REMEDIES.** Upon the occurrence of any of the above listed events of default, Landlord may elect to either: (1) terminate this Lease; or (2) terminate Tenant's right to possession only without terminating this Lease, hereinafter referred to as "re-entry"; or (3) pursue any other remedy available at law or in equity. Landlord shall have all remedies provided in the Lease and under governing law. All of the remedies given to Landlord in this Lease or by law shall be cumulative, and the exercise of one right or remedy by Landlord shall not impair its right to

exercise any other right or remedy.

In the event of election under (2) above to terminate Tenant's right to possession only, Landlord may, at Landlord's option, proceed to demand possession by notice and proceeding under the Unlawful Detainer Law of Minnesota and take and hold possession thereof without such proceeding or entry into possession terminating this Lease or releasing Tenant in whole or in part from Tenant's obligation to pay the rent hereunder for the full term. Upon re-entry Landlord may remove all personal property from the Leased Space and such property may be removed and stored in a public warehouse or elsewhere at the cost of and for the account of Tenant, all without service of notice or resort to legal process and without being deemed guilty of trespass, or becoming liable for any loss or damage that may be occasioned thereby. Upon and after entry into possession without termination of this Lease, Landlord shall use reasonable efforts to relet the premises, or any part thereof for the account of Tenant, to any other person, firm or corporation, for such rent and other charges for such time and upon such terms as Landlord, in Landlord's sole discretion shall determine, but Landlord shall not be required to accept any potential tenant offered by Tenant or to observe any instruction given by Tenant about such reletting. Landlord may make repairs or redecorate the premises to the extent deemed by the Landlord necessary or commercially reasonable. Notwithstanding any action of possession or re-entry into the Leased Premises by the Landlord as permitted in this Article, or termination of this Lease as permitted under this Article, it is stipulated and agreed that Tenant shall remain liable to Landlord for damages for breach of this Lease and of Tenant's covenants hereunder in an amount equal to the total of the following:

- (a) All fixed minimum rent, Additional Rent, late charges, Utility Charges, and any and all charges payable by Tenant hereunder or under other agreements with the Landlord due for the period prior to the date of termination of this Lease or re-entry but unpaid, together with additional late charges from the due date until paid; plus
- (b) All costs and expenses incurred by Landlord in connection with re-entry and repossession of the Leased Space, the repair, renovation, remodeling, or redecoration thereof to the state required by this Lease upon termination, or as may be necessary for reletting, and any brokers' commissions, attorneys' fees, and other charges incurred in connection therewith or in connection with reletting the Leased Space, including attorneys' fees, expended in the collection of rents; plus
- (c) A sum equal to the present value of all rents that would have been payable hereunder after the date of re-entry for the balance of the Term had there not been re-entry, together with interest thereon at the rate of two percent (2%) per annum in excess of the prime rate as quoted by U.S. Bank National Association to its best customers, provided that, in the event the Leased Space is relet (which reletting shall in no event relieve or release Tenant of or from liability for damages hereunder) for all or any part of the balance of the Term hereof then, for each month during such reletting for which Landlord receives net charges derived from such reletting, Tenant shall be entitled to a credit against its liability to Landlord for such month in an amount equal to such net charges, and provided further that, in lieu of damages set forth in the foregoing provisions of this Section, Landlord may waive such foregoing provisions and elect, by written notice to Tenant within ninety (90) days after re-entry, to receive forthwith as liquidated damages for such breach, in addition to the amounts specified above, a sum equal to fifteen percent (15%) of the rents that would have been due and payable for the portion of the balance of the Term from the date of re-entry through the end of the Term.

9.3 COSTS, EXPENSES and ATTORNEYS FEES. If one party is required to seek legal counsel for collection or to commence litigation or arbitration in order to enforce the covenants and agreements of this Lease, the party prevailing in such collection, litigation or arbitration shall have the right to reimbursement from the other party of all reasonable costs, expenses and attorney's fees.

ARTICLE X - MISCELLANEOUS PROVISIONS

- 10.1 **HOLDING OVER.** If either party terminates this Lease and in the event that Tenant continues to occupy the Leased Space after the expiration of the Term without entering into a new Lease hereof said tenancy shall be construed to be a “tenancy from month to month” upon all of the other terms and conditions herein contained, except where the same are not applicable, and except that the rental during such holdover period shall be the then current “minimum rent” plus fifty percent (50%) thereof and all Additional Rent shall continue to be paid as provided herein.
- 10.2 **ENTIRE AGREEMENT.** This Lease is executed in identical counterparts, each of which, when bearing original initials of the parties on each page and at each change in the text hereof as well as original signatures at the end of the document, shall constitute an original for all purposes. All previous agreements, whether oral or written, are superseded by and merged with this Lease. Subsequent changes shall not be binding unless reduced to writing and signed by the parties hereto.
- 10.3 **INVALIDATION OF PARTICULAR PROVISIONS.** If any clause, term or provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law. It is the intention of the parties hereto that in lieu of each clause, term or provision of this Lease that is illegal, invalid or unenforceable, there be added as part of this Lease a clause, term or provision similar to such illegal, invalid or unenforceable clause, term or provision as may be possible and would be legal, valid and enforceable.
- 10.4 **PROVISIONS BINDING, ETC.** Except as herein otherwise expressly provided, the terms hereof shall be binding upon and shall inure to the benefit of the heirs, successors, assigns and legally appointed representatives, respectively, of the Landlord and the Tenant. Each term and each provision of this Lease to be performed by Tenant shall be construed to be both a covenant and a condition.
- 10.5 **GOVERNING LAW.** The laws of the State of Minnesota shall govern the interpretation, validity, performance and enforcement of this Lease.
- 10.6 **HEADINGS.** The headings, section numbers and article numbers appearing in this Lease are not intended in any manner to define, limit or describe the scope of any such section or article and are solely inserted for reference purposes.
- 10.7 **ASSIGNMENT and SUBLETTING.** Tenant will not assign this Lease and will not sublet any part of said premises without the consent in writing of the Landlord. Tenant hereby agrees that if the Tenant shall be declared bankrupt, shall have a receiver appointed of its property, shall make an assignment for benefit of its creditors, or its rights hereunder shall be taken under execution, it shall be construed as an assignment of this lease within the meaning hereof.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures the day and year first above written.

LANDLORD: CITIZENS FOR BACKUS/AB, INC.

BY: Ward Merrill
Ward Merrill
Title: Executive Director

Date: 5-9-2019

TENANT: _____

BY: _____

Date: _____

Title: _____

Revised and approved by Board of Directors: April 11, 2019

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

**BOARD POLICY 721
Uniform Grant Guidance Policy Regarding Federal Revenue Sources**

Adopted ___ By Reference ___

Revised ___ June 2016 _____

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or sub recipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or sub award.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and

conditions of the invitation for bids, is the lowest in price.

4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 3. Procurement by sealed bids (formal advertising).
 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
 5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the

following circumstances apply:

- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making sub awards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., sub awards to sub recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize

the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;

15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;

13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were

used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
- 4. These presumptions apply differently in different federal programs and also in school wide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;

3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in

compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
2 C.F.R. § 200.338 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

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

**BOARD POLICY 903
Visitors to School District Buildings and Sites**

Adopted ___ By Reference ___

Revised ___ August 2017 _____

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall ~~present recommended~~ develop visitor and post-secondary enrollment options student procedures and requirements ~~to the school board for review and approval~~. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. ~~Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.~~
- B. ~~It shall be the responsibility of~~ The superintendent shall be responsible for ~~to~~ providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, ~~post-secondary enrollment options student~~, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, ~~including post-secondary enrollment options students~~, are authorized to park vehicles on school property at times and in locations specified ~~in the approved visitor procedures and requirements which are an addendum to this policy~~ or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school property.
- C. An individual, ~~post-secondary enrollment options student~~, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
~~Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)~~
 Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References:

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

**BOARD POLICY 805
Waste Reduction and Recycling**

Adopted ___ By Reference ___

Revised ___ May 2017 _____

[Note: The obligations stated in this policy are substantial and are virtually all governed by statute. Accordingly, you will see statutory references throughout the policy. Obviously a school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed ~~municipal~~ solid waste” means garbage, refuse, ~~source-separated compostable materials~~ and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, ~~mining waste~~, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste ~~materials streams~~. (Minn. Stat. § 115A.03, Subd. 21)

- C. “Packaging” means a container and any appurtenant materials that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- ~~D. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))~~
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed **municipal** solid waste for the purpose of recycling, **or composting**, including paper, glass, plastics, metals, automobile oil, **and** batteries, **source-separated compostable materials, and sole source food waste streams that are managed through bio degradative processes**. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a (b))
- K. “Source-separated compostable materials” means mixed solid waste that:
 - 1. are separated at the source by waste generators for the purpose of preparing it for use as compost;

2. are collected separately from ~~other~~ mixed municipal solid wastes and are governed by state licensing provisions ;
3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the ~~director~~ Commissioner has determined that no other person is willing to accept the paper for recycling;
4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the ~~agency's~~ PCA's class I or class II, or equivalent, compost standards and where process ~~residues rejects~~ do not exceed 15 percent by weight of the total material delivered to the facility; and
5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32(a))

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;

3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility ~~will have containers for at least three of the following shall also collect at least three~~ recyclable materials ~~such as, but not limited to~~, the following: paper, glass, plastic and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed **municipal** solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
 2. develop and implement a plan for managing the potential liability; and
 3. submit the information in (1) and (2) above to the ~~Pollution Control Agency-PCA~~.
- If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the ~~district~~ **county** prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)
- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. the land unless approved by the ~~Pollution Control Agency PCA~~; or

3. the waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the ~~Pollution Control Agency~~ PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4.
(Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in

mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district

may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16B.122, Subd.3a)
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § ~~16B.122~~ 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:
 - 1. purchase uncoated **copy paper**, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 - 2. purchase recycled content **copy** paper with at least ~~ten~~ 30 percent postconsumer material by weight **and purchase office and printing paper with at least 10 percent postconsumer material by weight;**
 - 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 - 4. purchase recycled content **copy, office, and printing** paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 - ~~5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;~~
 - 6.5 use reusable binding materials or staples and bind documents by methods that do not use glue;
 - 7. 6 use soy-based inks;
 - 7. **purchase printer or duplication cartridges that:**
 - a. **have 10 percent post-consumer material; or**
 - b. **are purchased as remanufactured; or**
 - c. **are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges**

are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b.

8. produce reports, publications and periodicals that are readily recyclable;
9. purchase paper which has been made on a paper machine located in Minnesota; and
10. print documents on both sides of the paper where commonly accepted publishing practices allow. ; ~~and~~
- ~~10. purchase copier paper that contains at least ten percent post-consumer material by fiber content.~~

~~(Minn. Stat. § 16B.122, Subd. 2)~~ (Minn. Stat. § 16C.073, Subd. 2)

- D. ~~After July 1, 1998,~~ The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § ~~16B.122, Subd. 3b~~) 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16B.122, Subd. 3b)

VI. OTHER

~~It is~~ The policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

~~**Legal References:** Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.9651 (Toxics in Specified Products, Enforcement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)~~

~~**Cross References:** *National Solid Waste Management Ass'n v. Williams, et al.*, 966 F. Supp. 844, (D. Minn. 1997), *aff'd* 146 F.3d 595 (8th Cir.1998)~~

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

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

**BOARD POLICY 620
Credit for Learning**

Adopted ___ By Reference ___

Revised ___ August 2017 ___

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in ~~other schools, in alternative learning sites, in~~ Post-Secondary Enrollment Options and other advanced enrichment programs. ~~and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.~~ The purpose of this policy also is to recognize student achievement which 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. The purpose of this policy also is to address the 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,

post-secondary or higher education institutions, other learning environments, and online courses and programs.

~~It is the policy of the school district to develop and provide processes and procedures by which students may meet a graduation requirement for a content standard, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of standards completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions, and credit for standards achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The school district may also waive the content standards for certain students if the criteria for such waivers are met.~~

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

- I. “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 **6** 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 **6** credits 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 a 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.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

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 post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 3. When a determination is made that the content of the post-secondary 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 post-secondary 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 post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for

students transferring from another Minnesota public school as set forth in Section IV.A. above.

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. WEIGHTED GRADES

Weighted grades will be earned for the following courses:

- A. **AP Courses: Any Advanced Placement course taught on-site at Falls High School by an ISD #361 instructor shall receive a weighted grade.**
- B. **Concurrent Enrollment Courses: Any concurrent enrollment course taught on-site at Falls High School by an ISD #361 instructor shall receive a weighted grade.**
- C. **Other Courses: Chemistry, Physics, Engineering, Math Topics and any other "junior/senior" course labeled "honors".**

The weighted grading committee consisting of an administrator, teacher, student and School Board member may recommend to the School Board an adjustment in the classes qualifying for weighted grades. Adjustments will relate to the number of students in classes and available faculty.

IX. 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 ~~VIII~~ IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning 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.

~~III. TRANSFER OF CONTENT STANDARDS~~

- ~~A. The school district will transfer high school content standards achieved in earlier grades or in other schools on standards-based programs to the student's record upon admission, completion of a summer school program or the like.~~
- ~~B. When a student transfers into the school district from another Minnesota public school district, any standards completed in the sending school district, along with scores recorded by the sending district, shall be recorded as completed with a notation indicating the identity of the school district from which the records are transferred.~~

~~C. Students shall be advised of the opportunities available to complete further requirements and electives.~~

~~IV. RECOGNITION OF COMPLETED WORK~~

~~A. The school district will translate work completed by students, including those with special needs, in schools (K-12, post-secondary or other) which have not reported achievement according to the Minnesota Graduation Standards, into standards completion equalizations.~~

~~B. When a student transfers into the school district with a transcript from a school or school district other than a Minnesota public school district, the following shall be the policy and procedure for recognizing such previous achievement:~~

~~1. When the student has been scored with a performance assessment that fulfills or approximates the provisions of a full standard, the standards completed shall be treated as if they had been accomplished in a Minnesota public school;~~

~~2. When the course, topic or content of a Minnesota high school content standard has been completed, but through requirements which do not parallel or approximate the Minnesota Profile of Learning rules, the standard shall be declared achieved, no score shall be assigned, and the transcript shall indicate that the standard has been “equalized from a transcript from [name of sending institution].”~~

~~3. Effort shall be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for previous learning. This may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.~~

~~V. CREDIT BY ASSESSMENT~~

~~A. The school district will provide students, including those with special needs, with the opportunity to receive credit for standards achieved in extracurricular activities, activities outside of school, previous learning, and community and work experiences.~~

~~B. When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the principal.~~

~~C. Not more than sixty (60) days after the application is filed, the principal shall inform the student and the student’s parents what evidence must be presented to certify the completion of the standard. Evidence of completion might include letters of support and explanation from individuals or organizations who have actually witnessed the student’s demonstration of the standard, oral or written tests or interviews, actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the standard, and/or other as appropriate for the individual situation.~~

- ~~D. Upon the principal's determination of successful submission of the required evidence, the standard shall be noted on the transcript, with a score if appropriate, and a notation of where and when the standard was completed and verified.~~

~~VI. VARIATIONS OF CONTENT STANDARDS~~

~~A. Rigorous Course of Study Waiver.~~

- ~~1. Upon application of a student, with approval of the student's parent or guardian and with the recommendation of the student's teacher, the school district must declare that a student has completed a content standard if the school board determines that:
 - ~~a. the student is participating in a course of study, including an advanced placement or international baccalaureate course or a learning opportunity outside the curriculum of the school district that is equally or more rigorous than the content standard required by the school district or state Graduation Rule; and~~
 - ~~b. achieving the content standard to be waived would preclude the student from participating in the rigorous course of study or learning opportunity.~~~~
- ~~2. A student who satisfactorily completes a post-secondary 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 content standards corresponding to that specific rigorous course of study. A list of the courses or programs meeting the necessary requirements may be obtained from the Commissioner of the Department.~~
- ~~3. Notwithstanding Paragraphs VI.A.1. and VI.A.2., a student who entered ninth grade before the 2001-2002 school year and satisfactorily completes an advanced placement or international baccalaureate course, or a post-secondary enrollment options course under Minnesota Statutes Section 124D.09, satisfies the requirements of the content standards corresponding to that specific rigorous course of study.~~
- ~~4. A waiver may not have the effect of a student's graduating with no completed content standards in any of the learning areas one through nine of the Profile of Learning and a waiver should rarely be granted from more than one requirement.~~
- ~~5. Application for a waiver will be considered only if the application is submitted not more than eighteen (18) months and not less than six (6) months prior to the student's anticipated graduation date.~~
- ~~6. A waiver will be revoked if the student fails to successfully complete the alternative rigorous program.~~

~~B. Students Held Harmless Waiver.~~

~~The school board may waive any content standard for a student or group of students who entered ninth grade before the 2000-2001 school year if the school board determines that the students could not meet a content standard due to~~

~~circumstances related to implementing the profile of learning that were beyond the students' control.~~

~~C. The school district shall annually inform the Department of the numbers, type and conditions of waivers granted in a format prescribed by the Department and shall work with the Department to reduce the number of waivers needed.~~

Legal References: ~~Minn. Stat. § 120B.02 (Results Oriented Graduation Rule)
Minn. Stat. § 120B.031 (Implementing the Profile of Learning)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Rules Parts 3501.0010—3501.0180 (Rules Relating to Graduation Standards—Mathematics and Reading)
Minn. Rules Parts 3501.0200—3501.0290 (Rules Relating to Graduation Standards—Written Composition)
Minn. Rules Parts 3501.0300—3501.0469 (Rules Relating to Graduation Standards—Profile of Learning)
Minn. Rules Part 3501.0420 (Implementation Reporting)~~

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
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 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
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)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 ~~Accommodation Plans~~, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)

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

BOARD POLICY 612.1

**Development of Parental Involvement ~~Parent and Family Engagement~~
Policies for Title 1 Programs**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I LEA in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the ~~involvement of those parents~~ engagement of parents and families in its Title I programs.
- B. ~~It is the~~ The policy of the school district is to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written ~~parental involvement~~ parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written ~~parental~~ **parent** and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for ~~parental~~ **meaningful parent** and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share

the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a ~~supportive and effective learning~~ environment that ~~will~~ enables participating students to meet state student ~~performance academic achievement~~ standards;
 2. Describe the ways each parent will be responsible for supporting ~~their~~ his or her child's learning by ~~monitoring school attendance and homework completion, monitoring television watching,~~ volunteering in ~~the~~ his or her child's classroom and participating, ~~discussions about their~~ as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in their child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student ~~academic~~ achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in ~~such areas as understanding federal and state education goals, state content and student performance standards, assessments, monitoring their child's progress, working with educators to improve their child's performance, and participating in decisions regarding their child's education;~~ understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;

2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and **utility of** contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent ~~home in the language used in the homes of the participating children; and to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;~~ and
 6. Provide other reasonable supports for parental involvement **activities** as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of **such training; the instruction and services to participating children;**
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs to enable parents to participate in **school-related** meetings and training sessions;
 4. Train ~~and support~~ parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental **opportunities for involvement and** participation in school-related activities;

6. Adopt and implement model approaches to improving parental involvement; ~~such as Even Start.~~
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of ~~parental involvement~~ parent and family engagement, the school district and schools, ~~to the extent practicable,~~ will provide ~~full~~ opportunities for the informed participation of parents ~~with~~ and family members (including parents and family members who have limited English proficiency, ~~or~~ parents and family members with disabilities, and parents and family members of migratory children), including providing information and school ~~profiles reports~~ in a format and, ~~to the extent practicable,~~ in a language ~~and form~~ that is understandable by the parents.
- F. The school district and each school will ~~assist~~ inform parents and parent organizations ~~of the existence of family engagement in education programs. in learning of and about parental information and resource centers.~~

Legal References: 20 U.S.C. § 6318 (~~Parental Involvement~~ Parent and Family Engagement)

Cross References:

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

**BOARD POLICY 513
Student Promotion, Retention, and Program Design**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion.

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention.

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design.

The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. **A process to assess and evaluate students for program assignment shall be developed in coordination with**

such programs. ~~A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs.~~ Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.

~~2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:~~

- ~~a. assess a student's readiness and motivation for acceleration; and~~
- ~~b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.~~

2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:

- a. multiple objective criteria; and
- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:

- a. assess a student's readiness and motivation for acceleration; and
- b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Programs)
Minn. Stat. § 123B.143, subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (~~Basic Standards~~ Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 ~~Accommodation Plans~~, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

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

**BOARD POLICY 425
Staff Development**

Adopted ___ By Reference ___

Revised ___ May 2017 _____

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the School Board. Committee members shall serve a one-year term* based upon nominations by ~~board members~~, teachers and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The School Board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a one-year term* based upon nominations by ~~board members~~, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Site Professional

Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board ~~annually~~ ~~twice a year.*~~

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;

[Note: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum , including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and

- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;

- h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[Note: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board ~~annually~~ on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. ~~The Each~~ Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plan for consistency with the Staff Development Plan ~~annually~~ twice a year.*

- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. **On a yearly* basis** the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth **proposals** for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development

Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan. ~~on a quarterly basis.*~~

- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. The School District and site **staff** development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.

1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. staff development training models, workshops, and conferences; and
 - c. the cost of **releasing** teachers or **providing** substitute teachers for staff development purposes.

~~Within each of the foregoing categories, the School District will The report also must indicate on the report~~ whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. ~~The School District will utilize the reporting form and/or system designated by the Commissioner.~~ The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)

Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts;
Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the
First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subd. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

*This time period may be changed to accommodate individual school district needs.

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

**BOARD POLICY 405
Veteran's Preference**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, **upon stated charges**, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a)

the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
 - E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
 - F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. ~~including teaching positions, whenever possible.~~ **The school district may or may not use a 100-point hiring system for filling teaching positions.** If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
 - G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)

Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

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

**BOARD POLICY 303
Superintendent Selection**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school board and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Minn. Rules, Chapter 3512
MSBA Service Manual, Chapter 3, Superintendent ~~of Schools~~

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

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

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

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

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

District donations:

PCA Mill of International Falls	Camp Invention	\$1,750
Minnesota Youth Ski League	Nordic Ski Instructor Fee	\$145
Mr Pete Foundation	5 th Grade Class Project	\$226.60
PCA Mill of International Falls	Weight Room Wellness	\$2,500
Epic Threads	Scheela Field Scoreboard	\$250
Coca-Cola of International Falls	Scheela Field Scoreboard	\$500
Stewart’s Super One	Scheela Field Scoreboard	\$500
Sammy’s Pizza	Scheela Field Scoreboard	\$250
Chocolate Moose	Scheela Field Scoreboard	\$250
PCA Mill of International Falls		2 Pallets of X-9 Copy Paper
Prom Donations	Reference attachment “2019 Prom Donations”	

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

2019 PROM DONATIONS

<u>Donation</u>	<u>School/Business</u>
1 T-Shirt	Winona State
1 T-Shirt	St. Cloud State
Chapsticks/Pen/Bandana/Sticky Notes/Decals	U of Wisconsin – River Falls
Sweatshirt / Decal	U of Missouri
1 T-Shirt	College of St. John’s
1 T-Shirt	Southwest
1 T-Shirt	Hamline
1 T-Shirt	Moorehead
1 T-Shirt	Augsburg
1 T-Shirt/Sunglasses/Lanyards/Stickers	U of North Dakota
1 T-Shirt	Macalester
1 T-Shirt/Lanyard	Mn Mankato
1 T-Shirt	Winona
1 Sweatshirt	U of Missouri
1 T-Shirt	UMD
3 T-Shirts	Sara Lawrence College
Pens/Lanyards	SDSU
1 T-Shirt	St. Johns
Lanyard	LSU
Lanyard/Hat/T-Shirt	Hibbing Community College
Water Bottle/Hat/T-Shirt/Squishy/Umbrella/USB/Keychain	Concordia – Chicago
Lanyard/T-Shirt/Pen	Concordia – St. Paul
2 T-Shirts	Northland Community College
2 T-Shirts	U of Wisconsin – Platteville
1 T-Shirt	U of MN – Duluth
2 T-Shirts	U of Chicago
1 T-Shirt	Gustavus
1 T-Shirt	St. Scholastic
2 T-Shirts	Concordia
Cinch Sack	Rochester Community College
2 T-Shirts	NDSCS
5 T-Shirts	St. Cloud University
T-Shirt/Chapstick/Phone Accessories (3 Pockets)	MN State
T-Shirt/Cinch Sack/Water Bottle/Lanyard	Lake Superior College
Foot Stool	Ballan Furniture
\$50.00 Gift Certificate	Eleven-71
Hot Chocolate/French Vanilla Mix/\$10 Gift Card	Tim Hortons
Sweatshirt/T-Shirt/2 Caps	Sha-Sha
2 Guestbooks	Hometown Crafts
Gift Basket	Border State Bank
6 Gift Cards (Valued @ \$25)	Randy’s
\$25.00 Gift Card	The Sports Shop
Hair Products	Amp
4 Moose Mt Golf Wristbands/4 Unlimited Rides At Mall Of America/4 Tickets To Sea Life At Mall Of America (Valued @ \$292)	KGHS
Bracelet And Watch (Valued @ \$130)	Borderland Jewelry
Golf Balls	American Family Insurance
10 Gift Certificates (Valued @ \$20.00)	Hardees
3 \$10 Gift Certificates	Sammy’s Pizza

Donation

10 \$10 Gift Certificates

1 T-Shirt

3 \$25 Gift Certificates

Gift Basket

Gift Basket

\$50.00 Gift Certificate

\$50.00 Check

\$30.00 Check

\$50.00 Check

\$150 Check

2 Essentia Health Water Bottles

\$15.00 Gift Certificate

\$50.00 Check

\$50.00 Check

\$50.00 Check

\$50.00 Check

Throw/Game (Valued @ \$59.00)

\$150.00 Check

\$100.00 Check

Power Bank/Coffee Mug/Flashlight (\$70)/ \$30

\$50.00 Check

\$150.00 Check

\$150.00 Check

\$50.00 Check

\$50.00 Check

\$75.00 Check

\$100.00 Check

\$40.00 Check

\$500.00 Check

\$150.00 Check

\$500.00 Check

\$1000.00 Check

\$272.51 Cash/Check

\$100.00 Check

School/Business

Ronnings

Fond Du Lac Community College

Patty's It's A Girl Thing

Farmer's Insurance

Duty Free

Mason's On Main

Elks

Probe-Tech

Borderland Insurance Agents

Up North Builders

Essentia Health

Magpies & Magnolias Boutique

Northern Lumber

Family Chiropractic Center

Shannon's

Waschke Family Gm Center

City Drug

Wenberg Transfer

Reed Realty – Int'l Falls

Rainy River Veterinary Hospital

Northernaire Houseboats

Friend's Garbage Services

Bremer Bank

Northern Reliable Insurance Agency

Harmony Beach Resort

North Star Electric Coop

MD & W Railway

Shorewood Dental

Stewart's Super One Foods

Rainy Lake Medical Center

Rotary

VFW Post 2948

Free-Will Donations

Ranier Rec Club

PART 1 – GENERAL

1.0 DEFINITIONS:

The term “District” means International Falls Public Schools Independent School District 361 and any department or board of the School District. The term “Vendor” or “Proposer” or “photographer” means the person, firm, company, or corporation who is submitting this RFP for consideration to furnish and deliver Student School Picture Packages for all grades.

1.1 REQUEST FOR PROPOSAL INVITATION:

Independent School District 361 is requesting proposals from qualified photographers to photograph District Students at each of the District schools for the school year 2019-2020. The distribution of school population is approximately:

- Falls Elementary School: Grades preschool, K-5 with approximately 510 students
- Falls High School: Grades 6-12 with approximately 540 students
- Alternative Learning Center: Grades 6-12 with approximately 20 students
- Staff Members: Approximately 150 to 175 staff members

1.3 INSTRUCTION TO PROPOSERS:

A. Sealed RFPs will be received at:

International Falls Public Schools, ISD #361
District Business Office
1515 11th Street
International Falls, MN, 56649

Proposals will be received until 3:00 p.m. on Monday, April 1, 2019, for the furnishing and delivery of Student School Picture Packages for all grades in accordance with the specifications set forth herein and any other terms, conditions and instructions to the specifications. Any proposals received after the time stated will not be considered. The Proposer assumes the risk of any delay in the mail or in the handling of mail by employees of the School District. Whether the Proposal is sent by mail or by means of personal delivery, the Proposer assumes responsibility for having their RFP clocked in on time at the place specified. Faxed or telephone proposals will not be accepted at any time.

B. All RFP envelopes must bear the inscription, “RFP–Student School Picture Package”, and be addressed to:

Stacy Grover, Business Manager
International Falls Public Schools, ISD 361
1515 11th Street
International Falls, MN 56649

C. Submit two completed proposal forms that are furnished with this Request for Proposal, one of which MUST be an original, with the full name and address of the Vendor. Proposals must be typewritten or printed in ink, without alteration or erasures.

- D. It is the obligation of each Proposer to examine instructions, requirements and specifications before submitting a proposal. Submission of a proposal shall be proof that such examinations have been made and that each Proposer has recorded his or her own investigation and has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Proposer.
- E. The Vendor must have a minimum of three years' experience photographing students in schools.
- F. Where certain types of service and/or merchandise are specified, it is not the intent to discriminate against any approved equal, but it is intended to inform the Proposer of the function and general quality in which the District is interested. The Proposer may submit a quote upon any similar items that are equal in quality and so noted.
- G. All questions regarding this RFP should be submitted by 10:00 a.m. on March 22 to: Stacy Grover, 218-283-2571 x1194, or email sgrover@isd361.k12.mn.us.
- H. Withdrawal of Proposals: Once a proposal has been delivered to the formal custody of Independent School District 361, it may not be withdrawn until after all the proposals are opened and acknowledged, and no proposal may be withdrawn for a period of forty-five days from the opening thereof. Once Independent School District 361 has received the documents, all documents become the property of the School District. When documents are opened they become public information and any restrictions put upon the School District regarding the sharing of information or duplicating copies after opening will be grounds to reject that proposal.
- I. Collusion of Proposers: Collusion of Proposers is cause for rejection of all Proposals involved in the collusion.

1.4 CONTRACT AWARD:

The School Board of Independent School District 361 will make the contract award. The contract award will be based upon, but not necessarily limited to, the factors of: a) price, b) quality of service and products to be furnished, c) capability of scheduling and coordination of photography services in a manner that provides little disruption to scheduled school days in all buildings, d) ability of proposer to fulfill contract and specification requirements, e) prior knowledge or experience with the products proposed and/or Proposer's past performance. In evaluating the proposals, the District will consider whether or not the proposals comply with prescribed requirements and any alternates being proposed.

The School District intends to award this contract to one Vendor, however, the District reserves the right a) to award the contract in part or in whole to a single supplier, b) to reject any or all proposals or parts of proposals if it is in the best interest of the School District to do so, c) to negotiate with vendors after proposals have been submitted, d) to waive minor irregularities or discrepancies, e) cancel a contract entered into with the successful Vendor any time during the life of the contract if the District deems the Vendor's products or services fail to meet the standards established by the detailed specifications or the general provisions of this solicitation.

The contract will be awarded for one year (2019-2020 school year), with options to renew at the District's discretion for four additional school years.

PART 2 - GENERAL SPECIFICATIONS

2.0 TYPE OF EQUIPMENT:

Specify the type of equipment that will be used, such as paper and camera. Premium photographic paper must be used. The photographer must use equipment that centers the subject and adjusts for head size, skin and hair tone.

2.1 PHOTO GUARANTEE:

All photos are to be guaranteed unconditionally. The parents may reject any or all photos which they feel are of poor quality, and it shall be the Vendor’s responsibility for retakes at no additional cost. All refunds are to be handled through the Vendor, who will provide forms to be filled out by parents.

2.2 PICTURE FORMS:

The Vendor will furnish take-home notices for parent/guardian notification purposes at no cost to the District. These notices will be provided to the District by August 5, 2019 to be included in the back to school mailing. The notice should include:

- A. The school name, picture date, retake date, picture packages and prices.
- B. A statement on suggested clothing and hair arrangement.
- C. Re-order information.
- D. A Customer Service telephone number, so parents can contact the Vendor directly with any questions. This phone number should also appear on all picture packages.
- E. A payment envelope.
- F. Include information for on-line payment options for parents, if available.

2.3 PICTURE SPECIFICATIONS:

Individual pictures are to be taken on Thursday September 5th and Friday September 6th, 2019. Proposers must note in their proposal their availability for these dates; and provide an alternate dates if they are unavailable on the dates requested.

At least three package options should be available to parents. These options should include specified picture sizes and should vary in cost. One of the options should include an 8”x10” picture. All proposals must include but are not limited to the following packages and must include non-package or additional picture options (Proposer may offer additional packages):

Package 1	Package 2	Package 3	Additional Items	
2 – 8 x 10	1 – 8 x 10	1 – 8 x 10	Item	Cost
4 – 5 x 7	2 – 5 x 7	2 – 5 x 7	8x10	\$
4 – 3.5 x 5	2 – 3.5 x 5	2 – 3.5 x 5	5x7	\$
16 – wallets	16 – wallets	8 – wallets	3.5x5	\$
Cost: \$	Cost: \$	Cost: \$	Exchange Wallets	\$
			Magnets	\$
			Buttons	\$

Additional services at no cost to parents or District are to include:

- 8x10 Class picture for each student in Preschool, Kindergarten through Grade 5.
- Complimentary Staff Photo package with copyright release.
- Staff Photo Id Badge.
- Replacement Staff Photo Id Badge.
- Student Id Cards for each student grades 6th through 12th.
- Online ordering and payment via a secure website at no cost, if available.
- CD with all student pictures for District use with copyright release.
- Staff and Student photo's compatible with Skyward Student Information System.

2.4 MONEY COLLETIONS:

The Vendor will make all money collections at the time pictures are taken. At least one trained person should accompany each photographer to assist with record keeping and to check the student before his/her portrait is made to make sure that each one is properly groomed and the background is complimentary to skin and hair tones before his/her photo is taken. Minnesota state sales tax will be paid by the Vendor.

2.5 RETAKE DATE:

The photographer must return at a later date for retakes at no additional cost. Retake photos will be for students dissatisfied for any reason with the original take photos, as well as, for students absent on the original take day. Retake photos must be uniform with similar head sizes, centering, and background as original takes. An alphabetical listing of students who go through the retake process shall be furnished to the school by the photographer. The date for retakes shall be no later than 4 weeks from the original Student Picture date.

2.6 REORDERS:

Re-orders will be sent directly to the photographer by the parents. Reorders will not be handled through the school.

2.7 PARTIAL PACKAGES OR UNDELIVERED PACKAGES:

The Vendor will work directly with parents of students receiving incorrectly filled packages or those not receiving a package that was ordered and paid for. If necessary, students will have their pictures retaken on retake day.

2.8 PHOTO PACKAGE DELIVERY:

All pictures, both originals and retakes must be delivered within 3 weeks from the date the photos were taken.

2.9 SPECIAL PROGRAM OPTION:

At the option of the school, pre-kindergarten and students in other special programs, will have their pictures taken and offered the same packages and prices, consistent with the specifications in this RFP.

2.10 STAFF PACKAGES:

All teachers and other school staff shall receive complimentary package, a staff photo badge. Replacement staff id badges at no charge.

2.11 COMPANY LOGO:

Photographs should not have the company name or logo on the front. Photographer should have available and use on original take and retake day different shades of background to complement varying skin and hair tones. Background shade option(s) must include a neutral background color.

PART 3 – SCHOOL SPECIFICATIONS

3.1 TECHNICAL SPECIFICATIONS:

These specifications apply to all sites and applies to digital deliveries only:

- A. The technology department is the main contact for providing student and staff information, such as unique identifying numbers and names. This information will be provided within 14 days prior to student picture day or as arranged.

International Falls Public Schools, ISD #361

Mike Blesi, Technology Director

Ph: 218/283-2571 x1119

Email: mbleesi@isd361.k12.mn.us

- B. Initial digital photos must be received by the technology department no later than 3 weeks from date photos were taken. Retake digital photos may be taken after this date as arranged but must be delivered within 14 days after they are taken.
- C. Two copies of removable media (CD-ROM, DVD-ROM, Flash Media) or multiple downloads from a Secure FTP containing digitized images of the pictures of all the students and staff in the school for each school sent to the address listed above.
- D. The digital photos must be JPEG format, 240 pixels x 168 pixels at 96 dpi.
- E. The file names of the digital photos must be either the student or staff number as provided by the technology department.
- F. All student and/or staff photos may be used in the Skyward System along with school yearbook(s) at no additional cost to District.

3.2 FALLS ELEMENTARY SCHOOL SPECIFICATION:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon thereafter as agreed upon by the District.
- B. Picture day is to be managed efficiently, with the minimal amount of disruption to the school day.
- C. These services must be provided at no additional charge:
- 8x10 Class picture for each student in preschool, kindergarten through grade 5.
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - Two student picture books for school office use. Books are to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school and teacher for easy distribution.
 - All printed photo packages will be delivered to the main office of the school.

3.3 FALLS HIGH SCHOOL SPECIFICATION:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon as thereafter as agreed upon by the District.
- B. These services must be provided at no additional charge:
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - Two student picture books for school office use. Books are to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school and teacher for easy distribution.
 - All printed photo packages will be delivered to the main office of the school.
 - A Student ID card with the possibility of including a bar code

3.4 ALTERNATIVE LEARNING CENTER:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon as thereafter as agreed upon by the District.
- B. These services must be provided at no additional charge:
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - One student picture book for school office use. Book is to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school for easy distribution.
 - All printed photo packages will be delivered to the Falls High School main office.
 - A Student ID card with the possibility of including a bar code

PART 4 - RFP FORM:

4.0 EQUIPMENT:

List the equipment to be used as per section 2.0.

4.1 RFP PACKAGES:

2019-2020 prices per package:

Package 1: \$ _____ Package 2: \$ _____ Package 3: \$ _____

4.2 OTHER PACKAGES OFFERED:

Please list contents of any other packages and single items offered along with the prices for 2019-2020. List separately Special Effects picture package contents and prices for 2019-2020.

4.3 CONTRACT RENEWAL PRICES:

If the District chooses to renew the contract, list the maximum percentage increase in package prices over 2019-2020 prices:

2020-2021 _____% 2021-2022 _____% 2022-2023 _____%
2023-2024 _____%

4.4 SERVICES:

List any of the services in the RFP that you are not able to perform.

4.6 ADDITIONAL SERVICES:

List any additional services that you could provide and associated prices. Attach additional sheets if necessary.

4.7 DISTRICT SUPPORT:

The Vendor shall provide a dedicated Sales Representative to work closely with the District schools and Departments to assure continuity and success of the contract.

4.8 REFERENCES: (If this portion is not completed the District may request this information before any award.) List up to three (3) customers as references including the customer name, address, phone number and contact person.

Customer Name and Address	Contact Person and Phone Number
1.	
2.	
3.	

PART 5 ACCEPTANCE

I, the undersigned, hereby certify that I am a duly authorized agent of _____
to submit this RFP for consideration and acknowledge that all pages of the RFP document for Student Picture
Package for all grades have been received and agree to the terms contained therein.

Signed:	
Name: (Print or Type)	
Vendor Name:	
Address:	
Phone Number:	
Fax Number:	
Incorporated in State Of:	

The following documents must be submitted for a complete RFP package:

- _____ RFP Form (page 7 and 8) and additional sheets
- _____ References (page 8)
- _____ Signed Acceptance (page 9)

RFP Comparison Sheet: RFP-Student School Picture Package				Date of opening: 04/01/2019	Revised 4/15/19
PART 4 - RFP FORM:					
Company:	1	2	3	4	
	Cedulie's Photography	Lifetouch	Interstate	Strawbridge Studios Inc.	
4.0 Equipment Listed	Yes	Yes	Yes	Yes	
4.1 RFP Package Pricing					
Dist Pack 1:	\$ 25.00	\$24.58 (\$23 base no sales tax)	\$ 24.00	\$ 30.00	
Dist Pack 2:	\$ 22.00	\$21.38 (\$20 base no sales tax)	\$ 21.00	\$ 25.00	
Dist Pack 3:	\$ 20.00	\$17.10 (\$16 base no sales tax)	\$ 18.00	\$ 20.00	
	*Sales tax included	*3.5x5 size in package noted as 3x5 <i>*updated to reflect sales tax</i>	*3.5x5 size in package noted as 3x5	*Sales tax included	
4.2 Other Packages Offered:					
	See Other Packages Offered Summary	See Other Packages Offered Summary	See Other Packages Offered Summary	See Other Packages Offered Summary	
4.3 Contract Renewal Pricing:					
2020-2021	8% (\$2 increase)	0%	0%	0%	
2021-2022	0%	0%	10% *	0%	
2022-2023	8% (\$2 increase)	0%	5% *	0%	
2023-2024	0%	0%	5% *	0%	
			*see note in RFP response; increase subjective to offering new products and services.		
4.4 Services not able to perform:					
	On line payments	Agreed to all terms in RFP. See summary for additional services offered	Agreed to all terms in RFP. See summary for additional services offered	Agreed to all terms in RFP. See summary for additional services offered	
4.6 Additional Services:					
	None Listed	*See additional No Charge Services summary	*See additional No Charge Services summary	*See additional No Charge Services summary	
4.7 District Support:					
	Cedulie Lloyd	Luke Abbott	Sand Jokela	Kara McGinnis	
		<u>Additional Support:</u> Parent Customer Support Line School Customer Support Line (bilingual line available)	<u>Additional Support:</u> Account Manager- School Office Administrator - Parents & School	<u>Additional Support:</u> Account Rep & Lead Photographer Customer Service Line (bilingual available)	

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Company:	1	2	3	4
	Cedulie's Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
4.8 References:				
	Eight (individual) customers	Three School Districts: Proctor, Hibbing and St. Louis County Schools	Three Schools: Esko (Elementary & High School), Cloquet High School	Six Districts: Minnetonka, Henrico County, Kenton County, Cabarrus County, Bourbon County, Mifflin County
5. Acceptance:				
	Completed	Completed	Completed	Completed
Picture Dates:				
RFP Date: 9/5 & 9/6	Confirmed FHS & Alt School 9/5 & 9/6	Agreed to all terms	Agreed to all terms	Agreed to all terms
	FES 2 days plus 1 day for Classroom pics; Week of 9-9			
3 Week Delivery Required:				
	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Retake Date:				
	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Add'l Dist Items:				
8x10	\$8	\$8.55	\$8	\$9
5x7	\$8 (qty 2)	\$8.55 (qty 2)	\$8 (qty 2)	\$7 (qty 2)
3.5x5	---	\$8.55; (qty 4) (noted as 3x5)	\$8; (qty 4) (noted as 3x5)	\$7 (qty 4)
Exchange Wallets	\$8 (qty 8)	\$8.55 (qty 9)	\$8 (qty 9)	\$7
Magnets	\$7 (qty 1 - 3x5)	\$10.68 (Sheet of 6; Online Only)	\$12 (qty 4 - 2x3)	not available
Buttons	\$7 (3" Button)	\$7.48 (3" Button; Online Only)	--	not available
	<i>*See 4.2 Other packages offered</i>	<i>*See 4.2 Other packages offered</i>	<i>*See 4.2 Other packages offered</i>	<i>*See 4.2 Other packages offered</i>
		<i>*updated to reflect sales tax</i>		
No Cost Required				
Staff Photo Pkg	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Staff Photo ID	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Replacement Staff Id	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
CD w/student pic release	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Online ordering available?	No	Agreed to all terms	Agreed to all terms	Agreed to all terms
JPEG 240x168 @ 96dpi	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms

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Company:	1	2	3	4
	Cedulie's Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
FES: No charge items				
8x10 Class pic PK-5	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Self Adhesive photo strip	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
2 picture books; Del in 14 days	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Packages sorted by school	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
FHS & Alt. School: No charge items:				
Self Adhesive photo strip	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
2 picture books; Del in 14 days				
Packages sorted by school	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
Student ID cards: 6-12; bar code option	Agreed to all terms	Agreed to all terms	Agreed to all terms	Agreed to all terms
*Revised Section 4.1 on 4/15/2019 to include sales tax on packages for Lifetouch and added notation if sales tax was included in other bids.				

Package 1:		Package 2:		Package 3:	
Picture Size	Qty:	Picture Size	Qty:	Picture Size	Qty:
8 x 10	2	8 x 10	1	8 x 10	1
5 x 7	4	5 x 7	2	5 x 7	2
3.5 x 5	4	3.5 x 5	2	3.5 x 5	2
Wallets	16	Wallets	16	Wallets	8
Total:	26	Total:	21	Total:	13

REVISED 4/15/2019

*Includes sales tax in Lifetouch \$

The following represents average price per picture based on RFP proposals:

SY 2019-2020		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 25.00	\$ 24.58	\$ 24.00	\$ 30.00
	Ave Price/Pic.:	\$ 0.96	\$ 0.95	\$ 0.92	\$ 1.15
Package 2:	Price:	\$ 22.00	\$ 21.38	\$ 21.00	\$ 25.00
	Ave Price/Pic.:	\$ 1.05	\$ 1.02	\$ 1.00	\$ 1.19
Package 3:	Price:	\$ 20.00	\$ 17.10	\$ 18.00	\$ 20.00
	Ave Price/Pic.:	\$ 1.54	\$ 1.32	\$ 1.38	\$ 1.54

SY 2020-2021		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 27.00	\$ 24.58	\$ 24.00	\$ 30.00
	Ave Price/Pic.:	\$ 1.04	\$ 0.95	\$ 0.92	\$ 1.15
Package 2:	Price:	\$ 24.00	\$ 21.38	\$ 21.00	\$ 25.00
	Ave Price/Pic.:	\$ 1.14	\$ 1.02	\$ 1.00	\$ 1.19
Package 3:	Price:	\$ 22.00	\$ 17.10	\$ 18.00	\$ 20.00
	Ave Price/Pic.:	\$ 1.69	\$ 1.32	\$ 1.38	\$ 1.54

SY 2021-2022		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 27.00	\$ 24.58	\$ 26.40	\$ 30.00
	Ave Price/Pic.:	\$ 1.04	\$ 0.95	\$ 1.02	\$ 1.15
Package 2:	Price:	\$ 24.00	\$ 21.38	\$ 23.10	\$ 25.00
	Ave Price/Pic.:	\$ 1.14	\$ 1.02	\$ 1.10	\$ 1.19
Package 3:	Price:	\$ 22.00	\$ 17.10	\$ 19.80	\$ 20.00
	Ave Price/Pic.:	\$ 1.69	\$ 1.32	\$ 1.52	\$ 1.54

SY 2022-2023		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 29.00	\$ 24.58	\$ 27.72	\$ 30.00
	Ave Price/Pic.:	\$ 1.12	\$ 0.95	\$ 1.07	\$ 1.15
Package 2:	Price:	\$ 26.00	\$ 21.38	\$ 24.26	\$ 25.00
	Ave Price/Pic.:	\$ 1.24	\$ 1.02	\$ 1.16	\$ 1.19
Package 3:	Price:	\$ 24.00	\$ 17.10	\$ 20.79	\$ 20.00
	Ave Price/Pic.:	\$ 1.85	\$ 1.32	\$ 1.60	\$ 1.54

SY 2023-2024		Cedule Photography	Lifetouch	Interstate	Strawbridge Studios Inc.
Package 1:	Price:	\$ 29.00	\$ 24.58	\$ 29.11	\$ 30.00
	Ave Price/Pic.:	\$ 1.12	\$ 0.95	\$ 1.12	\$ 1.15
Package 2:	Price:	\$ 26.00	\$ 21.38	\$ 25.47	\$ 25.00
	Ave Price/Pic.:	\$ 1.24	\$ 1.02	\$ 1.21	\$ 1.19
Package 3:	Price:	\$ 24.00	\$ 17.10	\$ 21.83	\$ 20.00
	Ave Price/Pic.:	\$ 1.85	\$ 1.32	\$ 1.68	\$ 1.54

4.2 Other Packages Offered:

Packages and individual items. Packages noted are in addition to District packages requested in RFP

Cedulie's Photography	
Item	Pricing
10x13	\$ 35.00
8x10	\$ 8.00
5x7 (2)	\$ 8.00
4x5 (4)	\$ 8.00
--	--
Wallets (8)	\$ 8.00
3x5 Magnet	\$ 7.00
3" button	\$ 5.00
Digital File Student	\$ 22.00
Photo Retouching	\$ 10.00
5x7 (1) & Wallets (4)	\$ 8.00
4x5 (2) & Wallets (4)	\$ 8.00
4x5 Notepads (4)	\$ 15.00
3.5x10 Notepads (2)	\$ 12.00
Bookmarks	\$ 12.00
Black Wallet Calendar (6)	\$ 12.00
10x8 Dry Erase Print	\$ 12.00
4x10 Dry Erase Print (2)	\$ 12.00
Metal Keychain	\$ 12.00
Dog Tag	\$ 10.00
Zipper Pulls (2)	\$ 12.00
Mousepad	\$ 15.00
Bagtag Fish	\$ 12.00
Bagtag Blue Retro	\$ 12.00
Bagtag Monkey	\$ 12.00
Bagtag Candy	\$ 12.00
Student Safety Card	\$ 12.00
Fun Pak(s)	\$ 12.00
Late Payment Fee (after 2days)	\$ 10.00
Reorder Fee	\$5.00
Background: Gray Muslin	

LifeTouch	
Item	Pricing
--	--
8x10	\$ 8.55
5x7 (2)	\$ 8.55
--	--
3x5 (4)	\$ 8.55
2x3 (8)	\$ 8.55
Magnet Sheets (6) (online only)	\$ 10.69
3 " Button (online only)	\$ 7.48
Portrait CD	\$ 16.03
Premium Retouching	\$ 12.83
Basic Retouching	\$ 6.41
Variety 3x5 (4)	\$ 8.55
Ultimate Pkg: 8x10 (3), 5x7 (4), 3x5 (4), 2x3 (16), 2x3 Variety (8), Portrait CD, 8x10 Calendar	\$ 32.06
Premium Pkg: 8x10 (2), 5x7 (4), 3x5 (4), 2x3 (12), Portrait CD, 8x10 Calendar	\$ 28.86
Value Pkg: 5x7 (2), 3x5 (4), 2x3 (8)	\$ 13.89
Basic Pkg: 3x5 (4), 2x3 (8)	\$ 12.83
Entry Pkg: 3x5 (2), 2x3 (4)	\$ 9.62
<i>Additional products on mylifetouch.com</i>	
Background: several available	

Interstate	
Item	Pricing
--	--
8x10	\$ 8.00
5x7 (2)	\$ 8.00
--	--
3x5 (4)	\$ 8.00
Wallets (9)	\$ 8.00
2x3 Magnets (4)	\$ 12.00
--	--
My Digital Portrait CD	\$ 25.00
--	--
--	--
2x3 Clings (4)	\$ 8.00
Pkg 1: 8x10 (3), 5x7 (2), 3x5 (2), Wallets (9), Digital Download	\$ 34.00
Pkg 5: 5x7 (2), 3x5 (2), Wallets (9), 1x2 Exchange (6)	\$ 17.00
Pkg 6: 5x7 (1), 3x5 (2), Wallets (9)	\$ 16.00
Pkg 7: My Digital Portrait Download	\$ 20.00
Pkg 8: 3x5 (4), 9 Wallets	\$ 16.00
Pkg 9: 3x5 (2), 4 Wallets	\$ 9.00
Background: several available	

Strawbridge Studios Inc.	
Item	Pricing
--	--
8x10	\$ 9.00
5x7 (2)	\$ 7.00
--	--
3x5 (4)	\$ 7.00
2x3 (8)	\$ 7.00
--	--
--	--
Digital Download	\$ 15.00
--	--
Retouching	\$ 6.00
Graphic Border	\$ 6.00
Name & Year on prints	\$ 5.00
Pkg A: 8x10 (3), 5x7 (4), 4x6 (2), 3x5 (2), Wallets (12), Digital Download, Class Composite (1), Free Name & Yr	\$ 35.00
Pkg B: 8x10 (2), 5x7 (4), 4x6 (2), 3x5 (2), Wallets (12), Class Composite	\$ 30.00
Pkg C: 8x10 (1), 5x7 (3), 4x6 (2), 3x5 (2), Wallets (12), Class Composite	\$ 27.00
Pkg D: 5x7 (3), 3x5 (4), 2x3 (8), Class Composite	\$ 25.00
Pkg E: 5x7 (2), 4x6 (2), 3x5 (2), 2x3 (12), Class Composite	\$ 18.00
Pkg F: 3x5 (4), 2x3 (8), Class Composite	\$ 15.00
Pkg G: 3x5 (2), 2x3 (4), Class Composite	\$ 10.00
Background: several available	

4.6 Other Services:

The following is compiled from proposal forms, values quoted per proposal terms

Lifetouch	Interstate	Strawbridge Studio Inc.
Insurance Liability Certificate naming ISD as additional insured w/ limits of \$1,000,000	Insurance Liability Certificate naming ISD as additional insured w/ limits of \$1,000,000	Insurance Liability Certificate naming ISD as additional insured w/ limits of \$1,000,000
<p>Family Shutterfly Gift Purchase with online orders*</p> <p><i>*online orders with eligible package; see other terms and conditions.</i></p>	<p><u>Complimentary Product and Services for District/Schools:</u></p> <p>Automated email reminder system for</p>	<p>* Customer Support Line</p>
	<p>* picture day to families</p>	<p>*Bilingual Line Available</p>
<p><u>Partnership Incentives</u></p> <p>Lifetouch Branding, recognition & leadership resources</p>	<p>* Classroom picture for each teacher PK-5</p>	<p>* Custom Banner (3x6) for each school</p>
	<p>Operation Child ID card all students (no purchase required)</p>	<p>* One additional banner, poster or mosaic each school</p>
<p>Shutterfly Storefront Fundraiser*</p> <p><i>*8% commission back to District on qualified sales from Shutterfly</i></p>	<p>* School Pride Program</p> <p>* Upto 5 custom backgrounds for school</p>	<p>* 16X20 framed staff group picture each school</p>
	<p>Valued at \$15,000 based on RFP estimates given</p> <p><i>*estimated value includes RFP required no cost items.</i></p>	<p>* 8x10 staff group picture each faculty and staff member</p>
<p>School Branding Grant (\$500 value/yr)</p> <p>*customized banners, floor graphics, decals, posters, etc. for each school</p>	<p><u>Other Services Offered with Multi year agreement</u></p>	<p>* 15 complimentary family vouchers (for families in need)</p>
	<p>* Photo Booth complimentary 2 hrs/1000 pic max</p>	<p>* Board Group and Individual pictures w/digital download</p>
<p><u>Complimentary Product and Services for District/Schools:</u></p>	<p>* Total School Portrait (max \$350)</p>	<p>* Journey Program - see details</p>
<p>* Principal Portrait Scholarship: 3 free student package vouchers for students in need (per school)</p>	<p>* Administrative Calenders complimentary</p>	
<p>Web Based interface for secure download of pictures and student id's</p>	<p>* Annual Daily Planners complimentary</p>	
<p>* Email reminder system picture day to families</p>	<p>* Parent Volunteer Packages (up to 3)</p>	
<p>* CD of all groups for yearbook use</p>	<p>* Photo Package Certificates (TBD)</p>	
<p>* School Directory (all students / staff)</p>	<p>* District Branding Certificate (\$500)</p> <p>* banners, posters, business cards</p>	
<p>* Adminstrative Calendars</p>	<p>* Sports photography (purchase required)</p>	
<p>* High Resolution CD for yearbook</p>	<p>* Formal Dance photography (purchase required)</p>	
<p>* Classroom picture for each teacher PK-5</p>		
<p>All above items valued at \$6,389 based on RFP estimates given.</p> <p><i>*estimated value includes RFP required no cost items.</i></p>		

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4.6 Other Services:

The following is compiled from proposal forms, values quoted per proposal terms

Lifetouch	Interstate	Strawbridge Studio Inc.
<p><u>Complimentary Product & Services for Students&Families:</u></p> <ul style="list-style-type: none">* Shutterfly Photo Storage (with qualified package purchased on line)* SmileSafe Child Safety Cards (2)* SmileSafe Child Digital Download* Lifetouch Rewards Program* Parent Volunteer Packages<ul style="list-style-type: none">* 8 packages available per school;* Offered to parent volunteers on picture day* Premium Backgrounds* Student ID cards - 1 card all students <p>Valued at \$60,214 based on RFP estimates given</p> <p><u>Other Notes and offerings:</u></p> <ul style="list-style-type: none">* Two customer support lines<ul style="list-style-type: none">* <i>Bilingual customer service</i>* Employees have background checks / mutli state & registry* ADA compliant floorplan* Lifetouch yearbook program* SmileSafe photo cards / program* Secure website* Lifetouch Portal* Same day staff id printing* Wall composites* Faculty Calendars* Teen Truth Assembly Discounts* Montage Posters		

The following scenario's are designed to extend the pricing out based on total user purchases by Vendor. Assumptions of quantity purchased are for purpose of representing potential revenue generated by each Vendor based on customer participation.

Assumptions for customer participation:

- 1) RFP based on total student population estimate at 1,070 (K-12)
- 2) 90% participation in package purchases = 963. Rounded down to 950
- 3) Used same participation for all renewal years

SCHOOL YEAR 2019-2020		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 7,500	\$ 7,374	\$ 7,200	\$ 9,000
District Package 2	325	\$ 7,150	\$ 6,949	\$ 6,825	\$ 8,125
District Package 3	325	\$ 6,500	\$ 5,558	\$ 5,850	\$ 6,500
Total:	950	\$ 21,150	\$ 19,880	\$ 19,875	\$ 23,625

SCHOOL YEAR 2020-2021		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 8,100	\$ 7,374	\$ 7,200	\$ 9,000
District Package 2	325	\$ 7,800	\$ 6,949	\$ 6,825	\$ 8,125
District Package 3	325	\$ 7,150	\$ 5,558	\$ 5,850	\$ 6,500
Total:	950	\$ 23,050	\$ 19,880	\$ 19,875	\$ 23,625

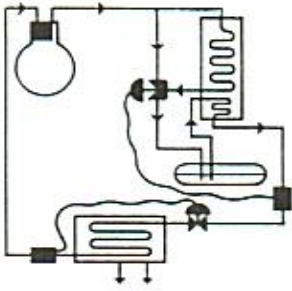
SCHOOL YEAR 2021-2022		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 8,100	\$ 7,374	\$ 7,920	\$ 9,000
District Package 2	325	\$ 7,800	\$ 6,949	\$ 7,508	\$ 8,125
District Package 3	325	\$ 7,150	\$ 5,558	\$ 6,435	\$ 6,500
Total:	950	\$ 23,050	\$ 19,880	\$ 21,863	\$ 23,625

SCHOOL YEAR 2022-2023		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 8,700	\$ 7,374	\$ 8,316	\$ 9,000
District Package 2	325	\$ 8,450	\$ 6,949	\$ 7,885	\$ 8,125
District Package 3	325	\$ 7,800	\$ 5,558	\$ 6,757	\$ 6,500
Total:	950	\$ 24,950	\$ 19,880	\$ 22,957	\$ 23,625

SCHOOL YEAR 2023-2024		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
Package	Qty	Revenue	Revenue	Revenue	Revenue
District Package 1	300	\$ 8,700	\$ 7,374	\$ 8,733	\$ 9,000
District Package 2	325	\$ 8,450	\$ 6,949	\$ 8,278	\$ 8,125
District Package 3	325	\$ 7,800	\$ 5,558	\$ 7,095	\$ 6,500
Total:	950	\$ 24,950	\$ 19,880	\$ 24,106	\$ 23,625

Summary of Revenue by Vendor		Cedulie's Photgraphy	Lifetouch	Interstate	Strawbridge Studios Inc.
		Revenue	Revenue	Revenue	Revenue
SY 2019-2020	Total:	\$ 21,150	\$ 19,880	\$ 19,875	\$ 23,625
SY 2020-2021	Total:	\$ 23,050	\$ 19,880	\$ 19,875	\$ 23,625
SY 2021-2022	Total:	\$ 23,050	\$ 19,880	\$ 21,863	\$ 23,625
SY 2022-2023	Total:	\$ 24,950	\$ 19,880	\$ 22,957	\$ 23,625
SY 2023-2024	Total:	\$ 24,950	\$ 19,880	\$ 24,106	\$ 23,625
Total:		\$ 117,150	\$ 99,400	\$ 108,675	\$ 118,125

*Revised 4/15/2019 to include sales tax for Lifetouch



COMMERCIAL REFRIGERATION SYSTEMS

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Virginia, Minnesota 55792

PROPOSAL AND ACCEPTANCE

Proposal Submitted to: ISD #361

Date: April 15, 2019 No: 2019-34

Attn: Kevin Grover

Job Name: Bronco Arena

Job Location: International Falls

We have located a used Evaporative Condenser that will replace your existing Condenser. This Evaporative Condenser will provide you with an affordable way to replace your existing Condenser, and will seamlessly transfer to Amonia refrigerant in the future. This unit was taken out of operation at the Plymouth Ice Center and has been stored in Young America, MN. It is Balti Bond coated and you can be confident that it will perform reliably for years to come. With this in mind, we are pleased to quote the following:

- 1) Supply & Place BAC Evaporative Condenser Model #VC1-205
- 1) Supply & Place Evaporative Condenser Pump Model B & G 1510-3 AD, 3 HP.
- 1) Supply & Place custom fabricated Remote Sump Tank. 4' x 4' x 4' 6", with Blue Steel Girths.

Please see the attached Engineering.

PRICE: \$29,389.00

Payment Terms: Net 30 days

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Mark Rodorigo
Authorized Signature

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Title

Date

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Wrestling
 beginning with the 20 19 - 20 20 school year. (activity/ies) (if applicable, indicate boys /girls)

List **ALL** schools included in the cooperative sponsorship. *Attach another sheet if necessary.*

	School	Enrollment (10-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Int'l Falls High School	256	1515 11th St Int'l Falls, MN	7A	7AA
High School #2:	Nashwauk Keewatin	105	Nashwauk, MN	7A	7AA
High School #3:	Greenway-Coleraine	250	Coleraine, MN	7A	7AA
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

1. Do any of the above schools belong to a conference in this activity?
 Yes -- This application must include a review and comments from the conference(s) of which the schools are members.
 No

2. Do any of the above schools currently have a cooperative agreement in this activity?
 Yes -- An application for dissolution must be submitted for the existing agreement.
 No *Agreement with Int'l Falls + Nashwauk / Greenway. Last 2 seasons.*

3. Describe the conditions which have prompted your request to co-sponsor this activity (see model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20-%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

Continuation of current co-op for wrestling

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1					1	
High School #2	4	0	2	1	3	5
High School #3		1				
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Nashwauk / Keewatin

6. Host School (school that will receive revenue share check): Nashwauk - Keewatin

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

Application for Cooperative Sponsorship

Application must be submitted to the League office not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Hockey
 beginning with the 2019 - 2020 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>International Falls High School</u>		<u>Int'l Falls</u>	<u>7A</u>	<u>7A</u>
High School #2:	<u>Rainy River High School</u>	<u>138</u>	<u>Rainy River, MN</u>	<u>7A</u>	<u>8A</u>
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

1. Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No

2. Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No Rainy River previously had agreement with Lake of the Woods High School

3. Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

Falls high school participation has dwindled & struggling to put a team together. Rainy River girls have not team w/ Low not having girls hockey

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	<u>3</u>	<u>8</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>8</u>
High School #2	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>2</u>
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): International Falls Broncos

6. Team Colors: Purple & Gold Team Mascot: Bronco

7. Host School (school that will receive revenue share check): Int'l Falls

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors
 Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director