

## REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361  
Monday, October 21, 2019 at 5:00 PM  
FHS Library, 1515 11<sup>th</sup> Street, International Falls, MN  
District Website: [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us)

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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-Jeffries, Student Rep_____ |                     |

2. Pledge of Allegiance

### Approval of Agenda

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

### Open Forum

1. Presentation of the Elk's September Students of the Month: Holly Wold and Jacob Erickson
2. Presentation of Elk's October Students of the Month: Kady Ruport and Benjamin Skifstad
3. Public Open Forum

### 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 September 16th and special School Board meeting on September 24th. 4
2. Approve current accounts payable due in amount of \$1,358,847. 7
3. Approve payroll in amount of \$401,178.42 for pay periods September 27th and October 11th.
4. Acknowledge Jamie Hell and Maria Cowman as prom advisors.
5. Acknowledge Jonathan McDonald and Brady Hjelle as volunteer Boys' Hockey coaches.
6. Approve hire of Steven Windels as Ass't Girls' Basketball Coach.
7. Accept the resignation of Brian Kelly, custodian, effective 10/25/19.
8. Approve leave request for Beth Reller, paraprofessional, from 2/3/20-2/21/20, due to not enough PTO.
9. Approve hire of Kevin Shull as regular route bus driver pending background check.

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10. Approve agreement with Josten's for school yearbook 46
11. Approve hire of Eric Walls as Head Boys' Baseball Coach for the 2020 season.
12. Approve hire of Will Awe as Assistant Boys' Baseball Coach for the 2020 season.
13. Approve hire of Sheryl Hendrickson for Head Girls' Track Coach for the 2020 season.
14. Approve hire of Alicia Hendrickson for Assistant Girls' Track Coach for the 2020 season.
15. Approve hire of Paul Hjelle as Head Boys' Track Coach for the 2020 season.
16. Approve the hire of Dan Zika for Assistant Boys' Track Coach for the 2020 season.
17. Approve the hire of Tony Casareto for Head Golf Coach for the 2020 season.
18. Approve the hire of Sarah Peterson as Assistant Golf Coach for the 2020 season.
19. Approve the hire of Shelby Nosan for Head Girls' Softball Coach for the 2020 season.
20. Approve the hire of Jeff Kerry as Assistant Girls' Softball Coach for the 2020 season.
21. First reading of School Board Policy 806 - Crisis Management Policy 64
22. First reading of School Board Policy 529 - Staff Notification of Violent Behavior by Students 80
23. First reading of School Board Policy 208 - Development, Adoption, and Impl. of Policies 86
24. First reading of School Board Policy 402 - Disability Nondiscrimination Policy 89
25. First reading of School Board Policy 410 - Family and Medical Leave Policy 91
26. First reading of School Board Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults 101
27. First reading of School Board Policy 420 - Students and Employees with Infectious Diseases 105
28. Accept resignation of Rachel Amdahl, Community Ed Director, effective November 4, 2019. 109

### **Action Items**

1. Resolution Acceptance of Gifts and Donations. Motion by \_\_, second by \_\_. Motion carried / failed. 110
2. Approve resolution School Board Supporting Form A Application to MSHSL Foundation. Motion by \_\_, second by \_\_. Motion carried / failed. 112
3. Accept proposal from Shannon's, Inc., for \$50,000 for RFP dated 9-17-19 for Boiler/Air Exchange work at Falls Elementary. Motion by \_\_, second by \_\_. Motion carried / failed. 113

### **Administrative Reports**

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent:
  3. 1. Long Range Plan - Original 118

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- 3. 2. Long Range Plan - Revised 124
- 3. 3. Tech Update
- 3. 4. Graduation Pictures
- 4. Committee Reports:
  - 4. 1. Community Ed Advisory Board
  - 4. 2. Recreation Commission

### **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 L510 and L331. Motion by \_\_\_\_, second by \_\_\_\_. Motion carried / failed

### **Reopen and Adjournment**

Motion by \_\_\_\_, second by \_\_\_\_ to adjourn meeting at \_\_\_\_ pm. Motion carried / failed.

**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Tuesday, September 24, 2019 at 11:00 a.m.**  
**Falls High Library**

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A Work Session of the Board of Trustees of Independent School District #361 was held Tuesday, September 24, 2019, beginning at 11:00 AM in the FHS Library.

Ted Saxton, Board Chair, called the meeting to order at 11:02 am. Members present were: Jennifer Windels, Ted Saxton, Terry Murray, Michelle Hebner, Roxanne Skogstad-Ditsch, Toni Korpi, and Kevin Grover. Members absent: Mike Holden.

Pledge of Allegiance.

**Approval of Agenda**

Motion by Jen Windels then second by Michelle Hebner to approve agenda as presented. Motion carried 6-0.

**Work Session Agenda**

Worked on Superintendent goals for the 2019-20 school year.

**Adjournment**

Motion by Terry Murray then second by Toni Korpi to adjourn meeting at 12:50 p.m.

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, September 16, 2019 at 5:00 p.m.**  
**Falls High School Cafeteria**

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A Regular Meeting of the Board of Trustees of Independent School District #361 was held Monday, September 16, 2019, beginning at 5:00 PM in the FHS Cafeteria.

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

Pledge of Allegiance.

**Approval of Agenda:**

Motion by Roxanne Skogstad-Ditsch then second by Toni Korpi to approve agenda as presented. Motion carried 6-0.

**Open Forum:**

1. Public Open Forum: none

**Consent Agenda**

Motion by Mike Holden then second by Terry Murray to accept Consent Agenda as presented. Motion carried 6-0.

1. Approve past meeting minutes for the regular School Board meeting on August 19th.
2. Approve current accounts payable due in amount of \$713,139.18.
3. Approve payroll in amount of \$315,058.14 for pay periods August 30th, and September 13th.
4. Second Reading of School Board Policy 613.5 - Weighted Grades
5. Approve hire of Brenda LeDuc as hourly licensed instructor in the Title I program for the 2019-2020 school year.
6. Approve hire of Emily Amerud as paraprofessional effective 8/27/2019.
7. Approve hire of Delaney Donahue as paraprofessional effective 8/27/2019.
8. Approve hire of Brooke Cipriano as paraprofessional effective 8/27/2019.
9. Certify the proposed 19 Pay 20 Levy at "Maximum".
10. Set the Truth in Taxation (TNT) meeting for Monday, December 17th at 6:00 p.m. at FHS.
11. Approve hire of Mary Johnson as head cook effective 8/28/2019.
12. Approve hire of Ruth Reller as cafe helper effective 8/28/2019.

**Action Items:**

1. Motion by Terry Murray then second by Roxanne Skogstad-Ditsch to approve the Resolution Acceptance of Gifts and Donations. Voting in favor: Mike Holden, Terry Murray, Jennifer Windels, Toni Korpi, Roxanne Skogstad-Ditsch, and Ted Saxton. Voting against: None; whereas, resolution was declared adopted.

**Administrative Reports:**

1. Melissa Tate, Elementary Principal: enroll 508. Oct. 2 – Walk to School Day. Oct. 4 – Homecoming Parade. PIE donated a playground shed.
2. Tim Everson, Secondary Principal: enroll 557 (up 6). Conferences scheduled for Oct. 7 & 9. Homecoming Pepfest is Monday, Sept. 30; dance Saturday, Oct. 5. We now have the capability to do independent study at the ALC.

3. Kevin Grover, Superintendent: Rapter Tech, visitor management discussion. Update on current preschool numbers. Presented a thank you to the ALC from a student. Tech Committee will be meeting Thursday, Sept. 26, FHS Room 207. Shared the Professional Development Summit survey. Shared information on FES boiler air exchange project. Updated board on arena weight room. Discussed and set working session to develop superintendent goals.
4. Committee Reports:
  - 4.1. Community Ed Advisory Board
  - 4.2. Recreation Commission.
  - 4.3. Tech group

**Close Session:**

1. The meeting was closed as permitted by Minnesota Statutes, section 13D.03 to discuss the Districts labor negotiation strategy related to negotiations with L510 and L331. Motion by Roxanne Skogstad-Ditsch, second by Terry Murray. Motion carried 6-0.

**Reopen and Adjournment**

Motion by Roxanne Skogstad-Ditsch then second by Terry Murray to reopen session and adjourn meeting at 6:20 pm. Motion carried 6-0.

**Approved Minutes:**

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|                |      |             |      |
|----------------|------|-------------|------|
| District Clerk | Date | Board Chair | Date |
|----------------|------|-------------|------|

Payables Summary  
October 21, 2019

| Check No | Vendor                                | Check Date | Invoice No  | Invoice Description                            | PO No | Amount         |
|----------|---------------------------------------|------------|-------------|--|-------|----------------|
| 6757     | Falls Education Foundation            | 9/13/2019  | 20190913ADf | Payroll accrual                                |       | 0 \$ 50.00     |
| 6758     | MN Child Support Payment Center - Sc  | 9/13/2019  | 20190913ADc | Payroll accrual                                |       | 0 \$ 325.05    |
| 6759     | MN Child Support Payment Center - Sti | 9/13/2019  | 20190913ADc | Payroll accrual                                |       | 0 \$ 89.15     |
| 6760     | United Way of Northeastern MN         | 9/13/2019  | 20190913ADl | Payroll accrual                                |       | 0 \$ 8.00      |
| 6761     | Nordquist, Susan                      | 9/11/2019  | 9/11/2019   | Dental Overpayment Refund                      |       | 0 \$ 177.96    |
| 6762     | MN PEIP                               | 9/11/2019  | 880279      | Medical Insurance - October                    |       | 0 \$ 9,011.16  |
|          | MN PEIP                               | 9/11/2019  | 880279      | Medical Insurance - October                    | 2019  | 0 \$ 98,937.56 |
| 6763     | DeBenedet, Jenna                      | 9/12/2019  |             | 1 Activity at Community Dinner<br>(12d)        | 2019  | 0 \$ 50.00     |
| 6764     | Horizon CPO Seminars                  | 9/12/2019  | 9/12/2019   | Pool Training Matt Hartzler                    |       | 0 \$ 285.00    |
| 6765     | MN ASSOC OF SECONDARY SCHOOL          | 9/12/2019  | 9102019     | membership dues for student<br>council and MHS |       | 0 \$ 77.50     |
|          | MN ASSOC OF SECONDARY SCHOOL          | 9/12/2019  | 9102019     | membership dues for student<br>council and MHS |       | 0 \$ 62.50     |
|          | MN ASSOC OF SECONDARY SCHOOL          | 9/17/2019  | 9102019     | membership dues for student<br>council and MHS |       | 0 \$ (77.50)   |
|          | MN ASSOC OF SECONDARY SCHOOL          | 9/17/2019  | 9102019     | membership dues for student<br>council and MHS |       | 0 \$ (62.50)   |
| 6766     | Horizon CPO Seminars                  | 9/12/2019  | 9/13/2019   | Pool refresher training Nick<br>Kaviuk         |       | 0 \$ 225.00    |
| 6767     | Further                               | 9/16/2019  | 39167288    | Medical FSA: 09/06/2019 -<br>9/12/2019         |       | 0 \$ 3,908.15  |
| 6768     | Further                               | 9/16/2019  | 1402355     | Participant Fee - September                    | 2019  | 0 \$ 258.00    |
| 6769     | MN ASSOC OF SECONDARY SCHOOL          | 9/17/2019  | 9102019     | membership dues for student<br>council and MHS |       | 0 \$ 77.50     |
|          | MN ASSOC OF SECONDARY SCHOOL          | 9/17/2019  | 9102019     | membership dues for student<br>council and MHS |       | 0 \$ 62.50     |
| 6770     | Bagley High School                    | 9/17/2019  | CC 9/17/19  | CC ENTRY FEE 9/17/19                           |       | 0 \$ 120.00    |
| 6771     | HHS CC BOOSTER CLUB                   | 9/17/2019  | CC 9/26/19  | CC ENTRY FEE 9/26/19                           |       | 0 \$ 140.00    |

Payables Summary  
October 21, 2019

|  |           |             |  |            |    |           |
|--|-----------|-------------|--|------------|----|-----------|
| 6772 ISD #696                          | 9/17/2019 | CC 10/1/19  | CC ENTRY FEE 10/1/19                               | 0          | \$ | 100.00    |
| 6773 MANICK, LINDA                     | 9/17/2019 | VB 9/17/19  | VB OFFICIAL 9/17/19                                | 0          | \$ | 90.00     |
| 6774 Nelson, James                     | 9/17/2019 |             | 2 Grandpa Magic (12d)                              | 0          | \$ | 155.00    |
| 6775 SAVELA, DAWN                      | 9/17/2019 | VB 9/17/19  | VB OFFICIAL 9/17/19                                | 0          | \$ | 199.11    |
| 6776 NCPERS Group Life Ins.            | 9/18/2019 | 1.6491E+11  | PERA Life Insurance - October                      | 0          | \$ | 144.00    |
|  |           |             |  |            |    | 2019      |
| 6777 Kuffenkam, Margaret               | 9/18/2019 | 9/18/2019   | Early Retirement Incentive -<br>Margaret Kuffenkam | 0          | \$ | 2,586.00  |
| 6778 Carpenter, Barbara                | 9/19/2019 | 9/19/2019   | Early Retirement Incentive -<br>Barbara Carpenter  | 0          | \$ | 820.80    |
| 6779 ISD #690                          | 9/19/2019 | CC 9/9/19   | WARROAD INVITE ENTRY FEE                           | 0          | \$ | 100.00    |
|  |           |             |  |            |    | 9/9/2019  |
| 6780 MSHSL MATHMATICS                  | 9/19/2019 |             | MATH LEAGU MATHEMATICS LEAGUE ANNUAL<br>MEMBERSHIP | 0          | \$ | 600.00    |
| 6781 SPOTTS, Dan                       | 9/19/2019 | G SWIM 9/19 | G SWIM OFFICIAL 9/19/19                            | 0          | \$ | 85.00     |
| 6782 WHERLEY MOTORS                    | 9/19/2019 |             | 2020 Chrysler Mini Van                             | 7602000009 | \$ | 25,829.00 |
| 6783 ANDERSON'S                        | 9/20/2019 | 7856747     | Homecoming supplies                                | 5002000032 | \$ | 563.96    |
| 6784 Annie's Frozen Yogurt             | 9/20/2019 | 23763       | Frozen Yogurt                                      | 7702000000 | \$ | 100.00    |
| 6785 ARROWHEAD LIBRARY SYSTEM          | 9/20/2019 | 7190        | Library Catalog System                             | 6202000000 | \$ | 625.00    |
| 6786 BSN SPORTS                        | 9/20/2019 | 905924488   | ATHLETIC SUPPLIES                                  | 2922000006 | \$ | 400.02    |
| BSN SPORTS                             | 9/20/2019 | 905915967   | VOLLEYBALL SUPPLIES                                | 2922000003 | \$ | 1,139.19  |
| 6787 CENGAGE LEARNING                  | 9/20/2019 | 67661690    | 7TH GRADE TEXTBOOKS FOR FALL                       | 3002000002 | \$ | 6,286.00  |
|  |           |             |  |            |    | 2019      |
| 6788 COCA-COLA BOTTLING CO             | 9/20/2019 | 22519       | FHS; Beverages for Meal<br>Service                 | 0          | \$ | 349.75    |
| COCA-COLA BOTTLING CO                  | 9/20/2019 | 22291       | FHS; Beverages for Meal<br>Service                 | 0          | \$ | 463.00    |
| COCA-COLA BOTTLING CO                  | 9/20/2019 | 22641       | FHS; Ala Carte Beverages                           | 0          | \$ | 408.50    |
| 6789 DISCOUNT SCHOOL SUPPLY            | 9/20/2019 | P387417401C | FES Preschool                                      | 1302000011 | \$ | 211.47    |
| 6790 EAI Education                     | 9/20/2019 | INV0962085  | Dry Erase Markers fine tip<br>classroom set-       | 2562000002 | \$ | 76.58     |
| 6791 Education Innovation Partners     | 9/20/2019 | 1251        | EIP Billing  | 6052000001 | \$ | 206.25    |
| 6792 Educator Benefit Consultants, LLC | 9/20/2019 | 11217       | 403b Third Party Admin Svc                         | 1102000007 | \$ | 161.88    |
| 6793 HAWKINS INC                       | 9/20/2019 | 4565384     | Pool Chemicals                                     | 8102000039 | \$ | 24.77     |

Payables Summary  
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|                                   |           |            |   |               |          |
|-----------------------------------|-----------|------------|---|---------------|----------|
| 6794 HILLYARD HUTCHINSON          | 9/20/2019 | 700392563  | Arena Scrubber Repairs                        | 0 \$          | 645.61   |
|                                   |           |            | (Remove \$67.78 Tax)                          |               |          |
| HILLYARD HUTCHINSON               | 9/20/2019 | 700392563  | Arena Scrubber Repairs                        | 0 \$          | 1,012.34 |
|                                   |           |            | (Remove \$67.78 Tax)                          |               |          |
| HILLYARD HUTCHINSON               | 9/20/2019 | 700392190  | FES; Replaced Circuit Breaker                 | 0 \$          | 96.00    |
| HILLYARD HUTCHINSON               | 9/20/2019 | 700392190  | FES; Replaced Circuit Breaker                 | 0 \$          | 34.18    |
| HILLYARD HUTCHINSON               | 9/20/2019 | 603556383  | FHS; Air Freshners                            | 0 \$          | 541.86   |
| 6795 IXL                          | 9/20/2019 | S356045    | Supplies                                      | 6052000015 \$ | 4,312.50 |
| IXL                               | 9/20/2019 | S356045    | Supplies                                      | 6052000015 \$ | 4,312.50 |
| 6796 KOERTER'S INC                | 9/20/2019 | 130685     | Lawnmower Gas                                 | 0 \$          | 67.69    |
| 6797 LAKESHORE LEARNING MATERIALS | 9/20/2019 | 1442230919 | FES Special Ed purchase for<br>Angie Schwartz | 1302000032 \$ | 987.64   |
| LAKESHORE LEARNING MATERIALS      | 9/20/2019 | 1185090819 | Luke Zika's class supplies.                   | 1302000022 \$ | 44.51    |
| 6798 Marco Technologies LLC       | 9/20/2019 | 394566822  | Comm Ed; Canon 1025N Copier                   | 5002000001 \$ | 200.00   |
| Marco Technologies LLC            | 9/20/2019 | 394566566  | FHS; B & W Copy Machine 754E                  | 3002000009 \$ | 2,239.67 |
| 6799 MIDCONTINENT COMMUNICATIONS  | 9/20/2019 | 90919      | Transpor; Internet Service                    | 7612000000 \$ | 85.00    |
| 6800 MN ENERGY RESOURCES CORP     | 9/20/2019 | 90419      | Natural Gas Services                          | 8102000013 \$ | 199.81   |
| MN ENERGY RESOURCES CORP          | 9/20/2019 | 90419      | Natural Gas Services                          | 8102000013 \$ | 36.07    |
| MN ENERGY RESOURCES CORP          | 9/20/2019 | 90419      | Natural Gas Services                          | 8102000013 \$ | 12.02    |
| 6801 MN GRADUATE SERVICES LTD     | 9/20/2019 | 4548994    | 2 Diplomas                                    | 0 \$          | 20.07    |
| MN GRADUATE SERVICES LTD          | 9/20/2019 | 4550012    | Diploma                                       | 0 \$          | 16.88    |
| 6802 MN POWER                     | 9/20/2019 | 90919      | Electricity Bill                              | 8102000012 \$ | 316.20   |
| MN POWER                          | 9/20/2019 | 90919      | Electricity Bill                              | 8102000012 \$ | 1,679.87 |
| MN POWER                          | 9/20/2019 | 90919      | Electricity Bill                              | 8102000012 \$ | 1,493.60 |
| MN POWER                          | 9/20/2019 | 90919      | Electricity Bill                              | 8102000012 \$ | 1,849.53 |
| MN POWER                          | 9/20/2019 | 90919      | Electricity Bill                              | 8102000012 \$ | 4,480.80 |
| MN POWER                          | 9/20/2019 | 90919      | Electricity Bill                              | 8102000012 \$ | 271.61   |
| 6803 PAN O GOLD BAKING CO         | 9/20/2019 | 1.001E+13  | FHS; Bread for Meal Service                   | 0 \$          | 47.87    |
| PAN O GOLD BAKING CO              | 9/20/2019 | 1.001E+13  | FES; Bread for Meal Service                   | 0 \$          | 7.00     |
| PAN O GOLD BAKING CO              | 9/20/2019 | 1.001E+13  | FHS; Bread for Meal Service                   | 0 \$          | 14.00    |
| PAN O GOLD BAKING CO              | 9/20/2019 | 1.001E+13  | FHS; Bread for Meal Service                   | 0 \$          | 49.00    |
| PAN O GOLD BAKING CO              | 9/20/2019 | 1.001E+13  | FHS; Bread for Meal Service                   | 0 \$          | 65.80    |
| PAN O GOLD BAKING CO              | 9/20/2019 | 1.001E+13  | FES; Bread for Meal Service                   | 0 \$          | 35.00    |
| PAN O GOLD BAKING CO              | 9/20/2019 | 1.001E+13  | FES; Bread for Meal Service                   | 0 \$          | 42.00    |

Payables Summary  
October 21, 2019

|                                |           |   |            |    |          |
|--------------------------------|-----------|---|------------|----|----------|
| 6804 RAINY LAKE MEDICAL CENTER | 9/20/2019 | 3409 PT/OT Therapies Services                               | 3002000014 | \$ | 5,536.26 |
| 6805 Read Naturally            | 9/20/2019 | 234547 Live License   | 6052000016 | \$ | 2,470.00 |
| 6806 SANDSTROM'S INC           | 9/20/2019 | 271772 FHS; Milk for Meal Service                           | 0          | \$ | 220.00   |
| SANDSTROM'S INC                | 9/20/2019 | 272870 FHS; Milk for Meal Service                           | 0          | \$ | 260.00   |
| SANDSTROM'S INC                | 9/20/2019 | 274104 FHS; Milk for Meal Service                           | 0          | \$ | 250.00   |
| SANDSTROM'S INC                | 9/20/2019 | 274105 FES; Milk for Meal Service                           | 0          | \$ | 580.00   |
| SANDSTROM'S INC                | 9/20/2019 | 272871 FES; Milk for Meal Service                           | 0          | \$ | 350.00   |
| 6806 SANDSTROM'S INC           | 9/20/2019 | 271774 FES; Milk for Meal Service                           | 0          | \$ | 340.00   |
| SANDSTROM'S INC                | 9/20/2019 | 275030 FHS; Milk for Meal Service                           | 0          | \$ | 260.00   |
| 6807 SCHOLASTIC                | 9/20/2019 | 19920794 UNBOUND NOVEL FROM THE<br>SCHOLASTIC TEACHER STORE | 3002000001 | \$ | 299.47   |
| 6808 SCHOOL NURSE SUPPLY INC   | 9/20/2019 | 0754527-IN FES Nurses Office Supplies                       | 1302000015 | \$ | 60.10    |
| SCHOOL NURSE SUPPLY INC        | 9/20/2019 | 0754528-IN FES School Nurse Supply                          | 1302000004 | \$ | 518.56   |
| 6809 Small Town Tech Inc.      | 9/20/2019 | 7685 Trunk Fiber work B/T HS &<br>Arena                     | 0          | \$ | 170.00   |
| Small Town Tech Inc.           | 9/20/2019 | 7691 Ceiling Project; Cams and<br>Sensor Reinstall          | 0          | \$ | 6,899.00 |
| 6810 SOFTCHOICE                | 9/20/2019 | 5197116 Supplies  | 6052000017 | \$ | 401.85   |
| SOFTCHOICE                     | 9/20/2019 | 5196408 Supplies  | 6052000017 | \$ | 750.00   |
| 6811 SUPREME SCHOOL SUPPLY     | 9/20/2019 | 105840 FES Teacher Daily Book                               | 1302000033 | \$ | 31.56    |
| 6812 TRAVELERS INSUR AGENCIES  | 9/20/2019 | 9K378920-09 Auto Policy Change                              | 0          | \$ | 105.00   |
| 6813 UPPER LAKES FOODS         | 9/20/2019 | 532968-00 FHS; Food for Meal Service                        | 0          | \$ | 961.79   |
| UPPER LAKES FOODS              | 9/20/2019 | 546260-00 FHS; Food for Meal Service                        | 0          | \$ | 403.76   |
| 6814 WOODWORKERS SUPPLY INC    | 9/20/2019 | 9119197-1 Shop Supplies                                     | 2552000001 | \$ | 49.67    |
| WOODWORKERS SUPPLY INC         | 9/20/2019 | 9413866-1-1 Shop Supplies                                   | 2552000001 | \$ | 244.03   |
| 6815 FALLS LICENSE BUREAU      | 9/19/2019 | 9/19/2019 Tax and Licence for 2020 mini<br>van.             | 0          | \$ | 1,728.89 |
| 6816 INTERMEDIATE DISTRICT 287 | 9/20/2019 | 1900952 1819 ALC Final Billing                              | 0          | \$ | 287.43   |
| 6817 ISD #2154                 | 9/20/2019 | 1819 Coord 1819 Coordinator Sal & Benef                     | 0          | \$ | 9,405.44 |
| ISD #2154                      | 9/20/2019 | 1819 Coord 1819 Coordinator Sal & Benef                     | 0          | \$ | 2,298.53 |
| 6818 ISD #318                  | 9/20/2019 | 18-19-ISD 361 18/19 Tuition Billing                         | 0          | \$ | 4,464.54 |
| 6819 ISD #706                  | 9/20/2019 | 1819 ACD 1819 ACD Coordintor                                | 0          | \$ | 9,462.11 |
| ISD #706                       | 9/20/2019 | 1819 ACD 1819 ACD Coordintor                                | 0          | \$ | 3,513.54 |
| 6820 NORTHLAND LEARNING CENTER | 9/20/2019 | 4795 FY19 Coop Coord  | 0          | \$ | (425.09) |

Payables Summary  
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|                           |           |                                    |      |           |
|---------------------------|-----------|------------------------------------|------|-----------|
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4795 FY19 Coop Coord               | 0 \$ | (70.47)   |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4795 FY19 Coop Coord               | 0 \$ | 1,784.01  |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4795 FY19 Coop Coord               | 0 \$ | (697.48)  |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4772 FY19 ECSE Teacher             | 0 \$ | 19,049.60 |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4772 FY19 ECSE Teacher             | 0 \$ | 3,976.14  |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4781 FY19 ESY Services             | 0 \$ | 404.19    |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4781 FY19 ESY Services             | 0 \$ | 62.09     |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4781 FY19 ESY Services             | 0 \$ | 417.62    |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4781 FY19 ESY Services             | 0 \$ | 64.15     |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4752 FY19 Speech/Deaf/ Vision      | 0 \$ | 13,203.27 |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4752 FY19 Speech/Deaf/ Vision      | 0 \$ | 2,524.87  |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4752 FY19 Speech/Deaf/ Vision      | 0 \$ | 982.79    |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4752 FY19 Speech/Deaf/ Vision      | 0 \$ | 245.22    |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4752 FY19 Speech/Deaf/ Vision      | 0 \$ | 975.00    |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4741 FY19 Psychologist Services    | 0 \$ | 11,413.85 |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4741 FY19 Psychologist Services    | 0 \$ | 3,823.30  |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4761 FY19 Acheivement Assessors    | 0 \$ | 7,734.46  |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4761 FY19 Acheivement Assessors    | 0 \$ | 659.79    |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4789 FY19 ALC Teacher              | 0 \$ | 30,320.24 |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4789 FY19 ALC Teacher              | 0 \$ | 10,268.11 |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4710 FY19 OT/PT                    | 0 \$ | 25.79     |
| NORTHLAND LEARNING CENTER | 9/20/2019 | 4814 FY19 Targeted Services        | 0 \$ | 18,421.76 |
| 6821 US FOODSERVICE       | 9/19/2019 | 3492497 FES; Food for Meal Service | 0 \$ | 55.98     |
| US FOODSERVICE            | 9/19/2019 | 3492496 FHS; Food for Meal Service | 0 \$ | 59.09     |
| US FOODSERVICE            | 9/19/2019 | 5961130 FHS; Serv Safe Instructor  | 0 \$ | 510.00    |
| US FOODSERVICE            | 9/19/2019 | 3152696 FHS; Food for Meal Service | 0 \$ | 1,343.14  |
| US FOODSERVICE            | 9/19/2019 | 3152701 FHS; Food for Meal Service | 0 \$ | 2,654.82  |
| US FOODSERVICE            | 9/19/2019 | 3226889 FHS; Food for Meal Service | 0 \$ | 3,783.29  |
| US FOODSERVICE            | 9/19/2019 | 5932313 FHS; Food for Meal Service | 0 \$ | (33.34)   |
| US FOODSERVICE            | 9/19/2019 | 3280122 FHS; Food for Meal Service | 0 \$ | 480.39    |
| US FOODSERVICE            | 9/19/2019 | 3353655 FHS; Food for Meal Service | 0 \$ | 87.74     |
| US FOODSERVICE            | 9/19/2019 | 3353658 FHS; Food for Meal Service | 0 \$ | 1,811.40  |
| US FOODSERVICE            | 9/19/2019 | 5983582 FHS; Food for Meal Service | 0 \$ | (24.32)   |
| US FOODSERVICE            | 9/19/2019 | 3414777 FHS; Food for Meal Service | 0 \$ | 161.78    |

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|----------------------|-----------|--|------|----------|
| US FOODSERVICE       | 9/19/2019 | 3414777 FHS; Food for Meal Service           | 0 \$ | 189.48   |
| US FOODSERVICE       | 9/19/2019 | 3414780 FHS; Supplies for Meal Service       | 0 \$ | 1,678.78 |
| US FOODSERVICE       | 9/19/2019 | 3414780 FHS; Supplies for Meal Service       | 0 \$ | 38.81    |
| US FOODSERVICE       | 9/19/2019 | 3492498 FHS; Food for Meal Service           | 0 \$ | 2,114.75 |
| US FOODSERVICE       | 9/19/2019 | 3492514 FHS; Food for Meal Service           | 0 \$ | 22.73    |
| US FOODSERVICE       | 9/19/2019 | 3226895 FES; Food for Meal Service           | 0 \$ | 4,001.59 |
| US FOODSERVICE       | 9/19/2019 | 3226888 FES; Food for Meal Service           | 0 \$ | 517.38   |
| US FOODSERVICE       | 9/19/2019 | 5983581 FES; Food for Meal Service           | 0 \$ | (24.32)  |
| US FOODSERVICE       | 9/19/2019 | 3414775 FES; Supplies for Meal Service       | 0 \$ | 164.68   |
| US FOODSERVICE       | 9/19/2019 | 3414778 FES; Food for Meal Service           | 0 \$ | 172.33   |
| US FOODSERVICE       | 9/19/2019 | 3414779 FES; Food for Meal Service           | 0 \$ | 1,386.48 |
| US FOODSERVICE       | 9/19/2019 | 3492503 FES; Pre-K Snacks                    | 0 \$ | 74.14    |
| US FOODSERVICE       | 9/19/2019 | 3492515 FES; Food for Meal Service           | 0 \$ | 620.14   |
| US FOODSERVICE       | 9/19/2019 | 3152721 FES; Food for Meal Service           | 0 \$ | 2,609.89 |
| US FOODSERVICE       | 9/19/2019 | 3353654 FES; Food for Meal Service           | 0 \$ | 1,240.11 |
| US FOODSERVICE       | 9/19/2019 | 3509550 FHS; 4 6" Pan                        | 0 \$ | 228.20   |
| US FOODSERVICE       | 9/19/2019 | 3590499 FHS; Foil                            | 0 \$ | 141.83   |
| US FOODSERVICE       | 9/19/2019 | 3218741 FES; Pre-K Snacks (Cups)             | 0 \$ | 170.49   |
| 6822 DELTA DENTAL    | 9/20/2019 | 7764370 Dental Insurance - October 2019      | 0 \$ | 1,822.02 |
| DELTA DENTAL         | 9/20/2019 | 7764370 Dental Insurance - October 2019      | 0 \$ | 4,822.16 |
| DELTA DENTAL         | 9/20/2019 | 7764370 Dental Insurance - October 2019      | 0 \$ | 88.98    |
| DELTA DENTAL         | 9/20/2019 | 7764370 Dental Insurance - October 2019      | 0 \$ | 88.98    |
| 6823 Further         | 9/23/2019 | 39174742 Medical FSA: 09/13/2019 - 9/19/2019 | 0 \$ | 6,070.58 |
| 6824 Anderson, Randy | 9/23/2019 | JV FB 9/23/19 JV FB OFFICIAL 9/23/19         | 0 \$ | 45.00    |
| 6825 HOLT, DYLAN     | 9/23/2019 | JV FB 9/23/19 JV FB OFICIAL 9/23/19          | 0 \$ | 45.00    |
| 6826 Isakson, John   | 9/23/2019 | G SWIM 9/21 G SWIM OFFICIAL 9/21/19          | 0 \$ | 80.00    |

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|      |                                      |           |              |  |               |          |
|------|--------------------------------------|-----------|--------------|--|---------------|----------|
| 6827 | ISD 317                              | 9/23/2019 | CC 9/24/19   | CC INVITE ENTRY FEE 9/24/19                      | 0 \$          | 100.00   |
| 6828 | Nelson, James                        | 9/23/2019 |              | 3 Grandpa Magic Community<br>Dinner (12d)        | 0 \$          | 35.00    |
| 6829 | Roseau High School                   | 9/23/2019 | CC 9/5/19    | CC INVITE ENTRY FEE 9/5/19                       | 0 \$          | 100.00   |
|      | Roseau High School                   | 9/23/2019 | CC ENTRY FEE | CC ENTRY FEE 9/5/19                              | 0 \$          | 100.00   |
|      | Roseau High School                   | 9/24/2019 | CC 9/5/19    | CC INVITE ENTRY FEE 9/5/19                       | 0 \$          | (100.00) |
|      | Roseau High School                   | 9/24/2019 | CC ENTRY FEE | CC ENTRY FEE 9/5/19                              | 0 \$          | (100.00) |
| 6830 | SPOTTS, Dan                          | 9/23/2019 | G SWIM 9/21  | G SWIM OFFICIAL 9/21/19                          | 0 \$          | 105.00   |
| 6831 | AFSCME Council 65                    | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 934.31   |
|      | AFSCME Council 65                    | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 132.38   |
|      | AFSCME Council 65                    | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 10.54    |
|      | AFSCME Council 65                    | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 17.67    |
|      | AFSCME Council 65                    | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 8.00     |
|      | AFSCME Council 65                    | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 0.33     |
| 6832 | AFT Local #331                       | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 312.17   |
| 6833 | Falls Education Foundation           | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 50.00    |
| 6834 | MN Child Support Payment Center - Sc | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 325.05   |
| 6835 | MN Child Support Payment Center - St | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 89.15    |
| 6836 | United Way of Northeastern MN        | 9/27/2019 | 20190927AD   | Payroll accrual                                  | 0 \$          | 8.00     |
| 6837 | Roseau High School                   | 9/24/2019 | CC 9/5/19    | CC INVITE ENTRY FEE 9/5/19                       | 0 \$          | 100.00   |
|      | Roseau High School                   | 9/24/2019 | CC ENTRY FEE | CC ENTRY FEE 9/5/19                              | 0 \$          | -        |
| 6838 | VAKE, Kathy                          | 9/24/2019 | VB 9/24/19   | VB OFFICIAL 9/24/19                              | 0 \$          | 90.00    |
| 6839 | VAKE, TRAVIS                         | 9/24/2019 | VB 9/24/19   | VB OFFICIAL 9/24/19                              | 0 \$          | 193.88   |
| 6840 | Madison National Life                | 9/24/2019 | 1362000      | Life Insurance - October 2019                    | 0 \$          | 79.00    |
|      | Madison National Life                | 9/24/2019 | 1362000      | Life Insurance - October 2019                    | 0 \$          | 1,618.00 |
| 6841 | Madison National Life                | 9/24/2019 | 1362001      | LTD Insurance - October 2019                     | 0 \$          | 146.77   |
| 6842 | Hauner, Andrew                       | 9/25/2019 |              | Football Boos JD Gator donated by FB<br>Boosters | 0 \$          | 1,800.00 |
| 6843 | BONESTELL, Tina                      | 9/26/2019 | VB 9/26/19   | VB OFFICIAL 9/26/19                              | 0 \$          | 90.00    |
| 6844 | CASTAGNERI, PAT                      | 9/26/2019 | VB 9/26/19   | VB OFFICIAL 9/26/19                              | 0 \$          | 200.74   |
| 6845 | BECKER ARENA PRODUCTS INC            | 9/27/2019 | 1020017      | In Ice Arena ad                                  | 8102000041 \$ | 572.00   |
| 6846 | CITIZENS FOR BACKUS                  | 9/27/2019 | 93019        | ALC Lease Agreement                              | 3002000015 \$ | 703.73   |
|      | CITIZENS FOR BACKUS                  | 9/27/2019 | 4131         | Paint Supplies for Music<br>Shells               | 0 \$          | 44.09    |

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|                                    |           |            |   |            |    |          |
|------------------------------------|-----------|------------|---|------------|----|----------|
| 6847 Education Innovation Partners | 9/27/2019 | 1220       | 1920 EIP Membership Dues                              | 0          | \$ | 6,974.00 |
| 6848 Inland Leasing                | 9/27/2019 | 58948334   | Cafeteria Vending Rental                              | 7702000001 | \$ | 182.13   |
| 6849 KRUEGER, KENNETH              | 9/27/2019 | 91119      | Tae Kwon Do Instructor                                | 0          | \$ | 385.00   |
| 6850 LOFFLER                       | 9/27/2019 | 3198702    | FHS; Printer Toner                                    | 0          | \$ | 279.99   |
| LOFFLER                            | 9/27/2019 | 3198701    | FHS; Printer Toner                                    | 0          | \$ | 279.99   |
| LOFFLER                            | 9/27/2019 | 3219182    | Beth's Rm; Printer Toner                              | 0          | \$ | 133.00   |
| LOFFLER                            | 9/27/2019 | 3212156    | Beth's Rm; Printer Color<br>Toner                     | 0          | \$ | 101.00   |
| LOFFLER                            | 9/27/2019 | 3212157    | Beth's Rm; Printer Color<br>Toner                     | 0          | \$ | 101.00   |
| LOFFLER                            | 9/27/2019 | 3212155    | Beth's Rm; Printer Color<br>Toner                     | 0          | \$ | 101.00   |
| LOFFLER                            | 9/27/2019 | 3210994    | Beth's Rm; Printer Color<br>Toner                     | 0          | \$ | 101.00   |
| LOFFLER                            | 9/27/2019 | 3209574    | Beth's Rm; Printer Color<br>Toner                     | 0          | \$ | 279.99   |
| 6851 MIDCONTINENT COMMUNICATIONS   | 9/27/2019 | 090919F    | Internet at Stadium                                   | 0          | \$ | 175.00   |
| 6852 MN TELECOMMUNICATIONS         | 9/27/2019 | 5723       | Monthly Broadband Services                            | 6052000013 | \$ | 1,512.50 |
| 6853 MR FAITH SOUND & LIGHT INC    | 9/27/2019 | 82919      | Mr. Faith DJ service                                  | 5002000020 | \$ | 580.17   |
| 6854 NASCO SCIENTIFIC              | 9/27/2019 | 538488     | Scientific calculator 3<br>teacher kit<br>teacher kit | 2562000004 | \$ | 599.85   |
| 6855 OFFICE DEPOT                  | 9/27/2019 | 3.7376E+11 | Folders, 10 Key Ribbon and<br>Ink                     | 1102000010 | \$ | 15.30    |
| 6856 SCHOLASTIC EQUIPMENT COMPANY  | 9/27/2019 | 13154      | White boards FES                                      | 8102000020 | \$ | 974.52   |
| 6857 SCHOLASTIC                    | 9/27/2019 | M6823084   | Scope Magazine (D<br>Schindeldecker)                  | 0          | \$ | 340.66   |
| 6857 SCHOLASTIC                    | 9/27/2019 | m6835932   | Sped Ed; Scope Magazine                               | 0          | \$ | 214.28   |
| SCHOLASTIC                         | 9/27/2019 | M6846446   | Art Magazine (L Simon)                                | 0          | \$ | 296.67   |
| 6858 SCHOOL SPECIALTY              | 9/27/2019 | 2.0812E+11 | FES Grade 2   | 1302000023 | \$ | 307.99   |
| SCHOOL SPECIALTY                   | 9/27/2019 | 2.0812E+11 | Magazine Stand for Kacey K's.<br>Room                 | 2702000005 | \$ | 321.16   |
| 6859 SUPER ONE                     | 9/27/2019 | 91019      | Food for Meal Service                                 | 0          | \$ | 105.57   |
| 6860 Themes & Variations           | 9/27/2019 | 102704     | FES Music   | 1302000034 | \$ | 149.95   |

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|                                    |           |  |               |          |
|------------------------------------|-----------|--|---------------|----------|
| 6861 Garrity, Terry                | 9/27/2019 | FOOTBALL 9/: FOOTBALL OFFICIAL 9/27/19     | 0 \$          | 194.14   |
| 6862 PASSERI, JEFF                 | 9/27/2019 | FOOTBALL 9/: FOOTBALL OFFICIAL 9/27/19     | 0 \$          | 85.00    |
| 6863 PERUNOVICH, JIM               | 9/27/2019 | FOOTBALL 9/: FOOTBALL OFFICIAL 9/27/19     | 0 \$          | 85.00    |
| 6864 VAKE, TRAVIS                  | 9/27/2019 | FOOTBALL 9/: FOOTBALL OFFICIAL 9/27/19     | 0 \$          | 85.00    |
| 6865 VLATKOVICH, JEFF              | 9/27/2019 | FOOTBALL 9/: FOOTBALL OFFICIAL 9/27/19     | 0 \$          | 85.00    |
| 6866 BECKER ARENA PRODUCTS INC     | 9/27/2019 | 1020017 In Ice Arena ad                    | 8102000041 \$ | 572.00   |
| 6867 CITIZENS FOR BACKUS           | 9/27/2019 | 93019 ALC Lease Agreement                  | 3002000015 \$ | 703.73   |
| CITIZENS FOR BACKUS                | 9/27/2019 | 4131 Paint Supplies for Music Shells       | 0 \$          | 44.09    |
| 6868 Education Innovation Partners | 9/27/2019 | 1220 1920 EIP Membership Dues              | 0 \$          | 6,974.00 |
| 6869 Inland Leasing                | 9/27/2019 | 58948334 Cafeteria Vending Rental          | 7702000001 \$ | 182.13   |
| 6870 KRUEGER, KENNETH              | 9/27/2019 | 91119 Tae Kwon Do Instructor               | 0 \$          | 385.00   |
| 6871 LOFFLER                       | 9/27/2019 | 3198701 FHS; Printer Toner                 | 0 \$          | 279.99   |
| LOFFLER                            | 9/27/2019 | 3198702 FHS; Printer Toner                 | 0 \$          | 279.99   |
| LOFFLER                            | 9/27/2019 | 3209574 Beth's Rm; Printer Color Toner     | 0 \$          | 279.99   |
| LOFFLER                            | 9/27/2019 | 3210994 Beth's Rm; Printer Color Toner     | 0 \$          | 101.00   |
| LOFFLER                            | 9/27/2019 | 3212155 Beth's Rm; Printer Color Toner     | 0 \$          | 101.00   |
| LOFFLER                            | 9/27/2019 | 3212156 Beth's Rm; Printer Color Toner     | 0 \$          | 101.00   |
| LOFFLER                            | 9/27/2019 | 3212157 Beth's Rm; Printer Color Toner     | 0 \$          | 101.00   |
| LOFFLER                            | 9/27/2019 | 3219182 Beth's Rm; Printer Toner           | 0 \$          | 133.00   |
| 6872 MIDCONTINENT COMMUNICATIONS   | 9/27/2019 | 090919F Internet at Stadium                | 0 \$          | 175.00   |
| 6873 MN TELECOMMUNICATIONS         | 9/27/2019 | 5723 Monthly Broadband Services            | 6052000013 \$ | 1,512.50 |
| 6874 MR FAITH SOUND & LIGHT INC    | 9/27/2019 | 82919 Mr. Faith DJ service                 | 5002000020 \$ | 580.17   |
| 6875 NASCO SCIENTIFIC              | 9/27/2019 | 538488 Scientific calculator 3 teacher kit | 2562000004 \$ | 599.85   |
| 6876 OFFICE DEPOT                  | 9/27/2019 | 3.7376E+11 Folders, 10 Key Ribbon and Ink  | 1102000010 \$ | 15.30    |
| 6877 SCHOLASTIC EQUIPMENT COMPANY  | 9/27/2019 | 13154 White boards FES                     | 8102000020 \$ | 974.52   |
| 6878 SCHOLASTIC                    | 9/27/2019 | M6823084 Scope Magazine (D                 | 0 \$          | 340.66   |

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|  |           | Schindeldecker) |   |            |              |
|--|-----------|-----------------|---|------------|--------------|
| SCHOLASTIC                             | 9/27/2019 | m6835932        | Sped Ed; Scope Magazine                   | 0          | \$ 214.28    |
| SCHOLASTIC                             | 9/27/2019 | M6846446        | Art Magazine (L Simon)                    | 0          | \$ 296.67    |
| 6879 SCHOOL SPECIALTY                  | 9/27/2019 | 2.0812E+11      | Magazine Stand for Kacey K's.<br>Room     | 2702000005 | \$ 321.16    |
| SCHOOL SPECIALTY                       | 9/27/2019 | 2.0812E+11      | FES Grade 2                               | 1302000023 | \$ 307.99    |
| 6880 SUPER ONE                         | 9/27/2019 | 91019           | Food for Meal Service                     | 0          | \$ 105.57    |
| 6881 Themes & Variations               | 9/27/2019 | 102704          | FES Music                                 | 1302000034 | \$ 149.95    |
| 6882 KARICH, Brian                     | 9/30/2019 | VOLLEYBALL      | ☹VOLLEYBALL OFFICIAL 9/30/19              | 0          | \$ 175.74    |
| 6883 Sandberg, DEE ANN                 | 9/30/2019 | VOLLEYBALL      | ☹VOLLEYBALL OFFICIAL                      | 0          | \$ 65.00     |
| 6884 Further                           | 9/30/2019 | 39183452        | Medical FSA: 09/23/2019 -<br>9/27/2019    | 0          | \$ 1,865.95  |
| 6885 FALLS LICENSE BUREAU              | 10/3/2019 | 1032019         | License tabs for trailer                  | 0          | \$ 14.25     |
| 6886 Runa Yoga                         | 10/3/2019 | 1022019         | yoga class in Duluth                      | 0          | \$ 200.00    |
| 6887 ARROWHEAD CONFERENCE              | 10/5/2019 | 361 1920        | 2019-2020 ARROWHEAD<br>CONFERENCE DUES    | 2922000017 | \$ 62.50     |
| 6888 CENEX COOP SERVICE INC OF BAUDETT | 10/5/2019 | 20583           | Fuel                                      | 7602000008 | \$ 18,240.29 |
| 6889 Davenport Group                   | 10/5/2019 | 103836          | Supplies                                  | 6052000020 | \$ 5,310.00  |
| Davenport Group                        | 10/5/2019 | 103796          | Dell Computing Cart                       | 6052000019 | \$ 17,465.00 |
| 6890 Employers Preferred Ins Co        | 10/5/2019 | 2231238 03      | Workman's Comp                            | 0          | \$ 291.00    |
| 6891 EVOLVE U FITNESS & WELLNESS LLC   | 10/5/2019 | 91919           | PALS Fitness Classes                      | 0          | \$ 100.00    |
| 6892 Follett School Solutions, Inc.    | 10/5/2019 | 546189F         | LIBRARY BOOKS BRENDA HJELLE               | 6202000004 | \$ 131.58    |
| 6893 FRONTIER                          | 10/5/2019 | 91619           | Monthly Telephone Service                 | 8102000019 | \$ 920.00    |
| FRONTIER                               | 10/5/2019 | 91619           | Monthly Telephone Service                 | 8102000019 | \$ 11.75     |
| FRONTIER                               | 10/5/2019 | 92519           | Telephone Maint Agreements                | 8102000019 | \$ 284.10    |
| 6894 GOPHER SPORT                      | 10/5/2019 | 9647031         | FES Playground                            | 1302000047 | \$ 513.13    |
| GOPHER SPORT                           | 10/5/2019 | 9645885         | TABLE TENNIS W/NET AND POSTS              | 2402000000 | \$ 626.01    |
| 6895 INTERQUEST DETECTION CANINES      | 10/5/2019 | 14nmSept201     | Canine Detection Services                 | 3002000021 | \$ 315.00    |
| 6896 ISD # 742                         | 10/5/2019 | SO              | FY19 Tuition                              | 0          | \$ 3,186.75  |
| ISD # 742                              | 10/5/2019 | RS              | FY19 Tuition                              | 0          | \$ 1,479.56  |
| 6897 ISD #709                          | 10/5/2019 | AR264991        | FY20 Summer Tuition                       | 0          | \$ 1,440.00  |
| 6898 KANTOR ELECTRIC INC               | 10/5/2019 | 15418           | Rm 116 Wire Mold                          | 6052000026 | \$ 980.48    |
| KANTOR ELECTRIC INC                    | 10/5/2019 | 15416           | Pool roof light and camera<br>disconnect. | 8102000045 | \$ 1,371.80  |

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|--|-----------|------------|---|------------|----|-----------|
| KANTOR ELECTRIC INC                      | 10/5/2019 | 15433      | Disconnect fan & controls<br>Arena            | 8102000050 | \$ | 141.00    |
| KANTOR ELECTRIC INC                      | 10/5/2019 | 15424      | Bronco stadium light fixture<br>fix           | 8102000049 | \$ | 105.53    |
| KANTOR ELECTRIC INC                      | 10/5/2019 | 15414      | BLue Light Installation                       | 0          | \$ | 16,609.04 |
| KANTOR ELECTRIC INC                      | 10/5/2019 | 15414      | BLue Light Installation                       | 0          | \$ | 17,286.96 |
| KANTOR ELECTRIC INC                      | 10/5/2019 | 15417      | Parking Lots Lights                           | 0          | \$ | 5,123.00  |
| KANTOR ELECTRIC INC                      | 10/5/2019 | 15417      | Parking Lots Lights                           | 0          | \$ | 8,100.00  |
| 6899 KAURALA, Paul                       | 10/5/2019 | 93019      | Arena; Zamboni Blade<br>Sharpening            | 0          | \$ | 120.00    |
| 6900 LAKESHORE LEARNING MATERIALS        | 10/5/2019 | 1703340919 | PK supplies - FES - Kristie<br>LaVigne        | 1302000042 | \$ | 54.98     |
| 6901 Marco Technologies LLC              | 10/5/2019 | 6774361    | Bus Office Copy Per Copy                      | 1102000004 | \$ | 31.90     |
| Marco Technologies LLC                   | 10/5/2019 | 91319      | Guid Office Cost per Copy                     | 7102000000 | \$ | 51.24     |
| Marco Technologies LLC                   | 10/5/2019 | 6819336    | HPM521DN Printer                              | 6052000031 | \$ | 699.00    |
| 6902 Marco Technologies LLC              | 10/5/2019 | 395024193  | FES; Color Copier and FHS;<br>Mailroom Copier | 3002000010 | \$ | 1,047.63  |
| Marco Technologies LLC                   | 10/5/2019 | 395024193  | FES; Color Copier and FHS;<br>Mailroom Copier | 3002000010 | \$ | 893.82    |
| 6903 MCGRAW HILL - School Educ Group LLC | 10/5/2019 | 1.0959E+11 | Social Studies PER Cycle<br>Books             | 3002000000 | \$ | 10,558.52 |
| 6904 MinnKota Media Blasting             | 10/5/2019 | 299        | Media Blast and repaint bus                   | 7602000010 | \$ | 2,334.75  |
| 6905 MN DEPT OF REVENUE                  | 10/5/2019 | 2019 3rd   | 2019 3rd Quarter Sales Tax                    | 0          | \$ | 129.99    |
| MN DEPT OF REVENUE                       | 10/5/2019 | 2019 3rd   | 2019 3rd Quarter Sales Tax                    | 0          | \$ | 12.40     |
| 6905 MN DEPT OF REVENUE                  | 10/5/2019 | 2019 3rd   | 2019 3rd Quarter Sales Tax                    | 0          | \$ | 63.61     |
| MN DEPT OF REVENUE                       | 10/4/2019 | 2019 3rd   | 2019 3rd Quarter Sales Tax                    | 0          | \$ | (129.99)  |
| MN DEPT OF REVENUE                       | 10/4/2019 | 2019 3rd   | 2019 3rd Quarter Sales Tax                    | 0          | \$ | (12.40)   |
| MN DEPT OF REVENUE                       | 10/4/2019 | 2019 3rd   | 2019 3rd Quarter Sales Tax                    | 0          | \$ | (63.61)   |
| 6906 MUSIC IS ELEMENTARY                 | 10/5/2019 | 5059       | FES Music Program                             | 1302000007 | \$ | 223.85    |
| 6907 PEARSON CLINICAL ASSESSMENT         | 10/5/2019 | 5019872    | Bayley 4 for G Christianson                   | 0          | \$ | 978.08    |
| PEARSON CLINICAL ASSESSMENT              | 10/5/2019 | 7190735    | Bayley 4 G Christianson                       | 0          | \$ | 99.00     |
| 6908 PITSCO INC                          | 10/5/2019 | 748183-1   | IND. TECH WOOD SHOP SUPPLIES                  | 2552000002 | \$ | 401.50    |
| 6909 Screen Surgeons                     | 10/5/2019 | 4118       | Dell Screen Replacement                       | 6052000011 | \$ | 174.00    |
| 6910 SHANNONS INC                        | 10/5/2019 | 91619      | Arena HVAC Project                            | 0          | \$ | 44,167.90 |

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|                              |           |   |            |    |          |
|------------------------------|-----------|---|------------|----|----------|
| 6911 Shred-N-Go              | 10/5/2019 | 96837 Paper shredding   | 1102000011 | \$ | 401.09   |
| 6912 TAYLOR MUSIC            | 10/5/2019 | 2128686 general supplies, repair<br>supplies for 5th - 12th grade<br>band   | 2582000000 | \$ | 374.00   |
| TAYLOR MUSIC                 | 10/5/2019 | 2129579 Folders for Senior high Band  | 2582000002 | \$ | 175.00   |
| 6913 TechCheck               | 10/5/2019 | 38119 Subscription to Cloud WI-FI   | 6052000006 | \$ | 928.12   |
| 6914 TIMBERPINS              | 10/5/2019 | 991792 AWD Pals Bowling   | 5002000016 | \$ | 193.27   |
| 6915 TWIN CITY BOILER REPAIR | 10/5/2019 | 34326 FES; Boiler Repairs   | 0          | \$ | 6,450.00 |
| 6916 WATER DEPT              | 10/5/2019 | 98269 Water Usage   | 8102000014 | \$ | 160.66   |
| WATER DEPT                   | 10/5/2019 | 98269 Water Usage   | 8102000014 | \$ | 1,777.86 |
| WATER DEPT                   | 10/5/2019 | 98269 Water Usage   | 8102000014 | \$ | 1,600.58 |
| WATER DEPT                   | 10/5/2019 | 98269 Water Usage   | 8102000014 | \$ | 50.32    |
| WATER DEPT                   | 10/5/2019 | 98269 Water Usage   | 8102000014 | \$ | 72.06    |
| 6917 ZIEMBA, BERNIE          | 10/5/2019 | 91619 RESALE LUMBER FOR WOODS<br>CLASSES                                    | 2552000004 | \$ | 750.00   |
| 6918 DeMars, Jessica         | 10/4/2019 | 10032019 Baton Class Refund   | 0          | \$ | 30.00    |
| 6919 HAFDAHL, Tom            | 10/4/2019 | FOOTBALL 10 FOOTBALL OFFICIAL 10/4/19                                       | 0          | \$ | 85.00    |
| 6920 KGHS-AM                 | 10/4/2019 | 9835 Community Dinner (Block<br>Party) 12d                                  | 0          | \$ | 240.00   |
| 6921 LaLonde, Don            | 10/4/2019 | FOOTBALL 10 FOOTBALL OFFICIAL 10/4/19                                       | 0          | \$ | 195.74   |
| 6922 Schneider, KURT         | 10/4/2019 | FOOTBALL 10 FOOTBALL OFFICIAL 10/4/19                                       | 0          | \$ | 85.00    |
| 6923 STAINIGER, GREGORY      | 10/4/2019 | FOOTBALL 10 FOOTBALL OFFICIAL 10/4/19                                       | 0          | \$ | 85.00    |
| 6924 Steinberg, Jamie        | 10/4/2019 | FOOTBALL 10 FOOTBALL OFFICIAL 10/4/19                                       | 0          | \$ | 85.00    |
| 6925 Gjertson, John          | 10/4/2019 | 10/4/2019 Early Retirement Incentive -<br>J. Gjertson                       | 0          | \$ | 284.20   |
| 6926 Further                 | 10/7/2019 | 39189289 Medical FSA: 09/28/2019 -<br>10/03/2019 Dep Care FSA:<br>10/2/2019 | 0          | \$ | 825.16   |
| 6927 ISD # 88                | 10/8/2019 | 1 Weight Room Eqp (Pd<br>w/donations)                                       | 0          | \$ | 1,044.39 |
| ISD # 88                     | 10/8/2019 | 1 Weight Room Eqp (Pd<br>w/donations)                                       | 0          | \$ | 3,403.92 |
| ISD # 88                     | 10/8/2019 | 1 Weight Room Eqp (Pd<br>w/donations)                                       | 0          | \$ | 598.05   |

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|                                      |            |             |  |               |           |
|--------------------------------------|------------|-------------|--|---------------|-----------|
| ISD # 88                             | 10/8/2019  | 1           | Weight Room Eqp (Pd w/donations)                                 | 0 \$          | 407.83    |
| ISD # 88                             | 10/8/2019  | 1           | Weight Room Eqp (Pd w/donations)                                 | 0 \$          | 845.81    |
| 6928 OSTROOT, DICK                   | 10/8/2019  | CC 10/8/19  | HIAL PIKE CC STARTER 10/8/19                                     | 0 \$          | 221.26    |
| 6929 AFT Local #331                  | 10/11/2019 | 20191011ADI | Payroll accrual  | 0 \$          | 3,319.97  |
| AFT Local #331                       | 10/11/2019 | 20191011ADI | Payroll accrual  | 0 \$          | 93.66     |
| 6930 Falls Education Foundation      | 10/11/2019 | 20191011ADf | Payroll accrual  | 0 \$          | 50.00     |
| 6931 MN Child Support Payment Center | 10/11/2019 | 20191011ADc | Payroll accrual  | 0 \$          | 325.05    |
| 6932 Range Credit Bureau, Inc.       | 10/11/2019 | 20191011ADc | Payroll accrual  | 0 \$          | 209.74    |
| 6933 United Way of Northeastern MN   | 10/11/2019 | 20191011ADI | Payroll accrual  | 0 \$          | 8.00      |
| 6934 Further                         | 10/9/2019  | 1413483     | Participant Fees - October                                       | 0 \$          | 258.00    |
|                                      |            |             |  |               | 2019      |
| 6935 UMD                             | 10/10/2019 | 10/07/209   | HONOR CHOIR FESTIVAL REG. FEES. MAKE CHECK PAYABLE TO UMD MUSIC. | 0 \$          | 60.00     |
| 6936 MN PEIP                         | 10/10/2019 | 886722      | Medical Insurance - November                                     | 0 \$          | 9,011.16  |
|                                      |            |             |  |               | 2019      |
| MN PEIP                              | 10/10/2019 | 886722      | Medical Insurance - November                                     | 0 \$          | 98,575.56 |
|                                      |            |             |  |               | 2019      |
| 6937 Annie's Frozen Yogurt           | 10/11/2019 | 23932       | Frozen Yogurt  | 7702000000 \$ | 100.00    |
| 6938 BSN SPORTS                      | 10/11/2019 | 90615933    | FOOTBALL SUPPLIES  | 2922000007 \$ | 1,641.58  |
| BSN SPORTS                           | 10/11/2019 | 906260540   | FES Games  | 1302000046 \$ | 1,268.40  |
| BSN SPORTS                           | 10/11/2019 | 906260540   | FES Games  | 1302000046 \$ | 201.21    |
| 6939 Collaborative Classroom         | 10/11/2019 | INV215878   | Being a Writer Grade 6 Sarah Staples                             | 2202000000 \$ | 810.00    |
| 6940 FLINN                           | 10/11/2019 | 2390392     | Supplies for Carol Jaksa   | 8102000040 \$ | 856.16    |
| 6941 HILLYARD HUTCHINSON             | 10/11/2019 | 603595250   | Boiler chemicals   | 8102000054 \$ | 1,452.50  |
| HILLYARD HUTCHINSON                  | 10/11/2019 | 603595250   | Boiler chemicals   | 8102000054 \$ | 1,452.50  |
| 6942 K&K MEYERS INC                  | 10/11/2019 | 22025       | FES Window Repair  | 0 \$          | 80.00     |
| K&K MEYERS INC                       | 10/11/2019 | 22025       | FES Window Repair  | 0 \$          | 55.98     |
| 6943 KOOCH COUNTY DIESEL INC         | 10/11/2019 | 1762        | Transpor; Code Check   | 0 \$          | 160.00    |
| 6944 Lake Superior College           | 10/11/2019 | 320706      | Fall 19 Student Tuition  | 0 \$          | 2,093.00  |
| 6945 LVC Companies Inc               | 10/11/2019 | 15027       | Garage; Annual Fire Extg   | 0 \$          | 288.80    |

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|      |                               |            | Service   |            |             |
|------|-------------------------------|------------|---|------------|-------------|
| 6946 | MAXWELL MEDALS & AWARDS       | 10/11/2019 | 3156706-IN CROSS COUNTRY HIAL PIKE MEDALS       | 2922000015 | \$ 194.97   |
| 6947 | MIDCONTINENT COMMUNICATIONS   | 10/11/2019 | 92719 ALC Phone & Data                          | 3002000007 | \$ 167.48   |
| 6948 | MN ENERGY RESOURCES CORP      | 10/11/2019 | 93019 Arena; Natural Gas Services               | 8102000013 | \$ 533.74   |
| 6949 | NORTH STAR PUBLISHING         | 10/11/2019 | 44615 PBIS TICKETS KARLA LINE                   | 3002000034 | \$ 193.22   |
|      | NORTH STAR PUBLISHING         | 10/11/2019 | 44409 KAPE Homecoming Posters                   | 0          | \$ 162.00   |
| 6950 | PEPPER JW & SON INC           | 10/11/2019 | 177488534 Shenandoah Z. Biles                   | 2582000003 | \$ 79.74    |
| 6951 | PERMA BOUND                   | 10/11/2019 | 1837555 LIBRARY BOOKS BRENDA HJELLE             | 6202000003 | \$ 763.46   |
| 6952 | RENAISSANCE LEARNING INC      | 10/11/2019 | 4514711 FES PK yearly access for Early Literacy | 1302000056 | \$ 1,225.00 |
| 6953 | Riverside Assessments LLC     | 10/11/2019 | 9869 Special Ed forms for Ginger Christianson   | 1302000050 | \$ 196.09   |
| 6954 | ROCHESTER TELECOM SYSTEMS INC | 10/11/2019 | 92219 Long Distance Phone Calls                 | 8102000033 | \$ 53.48    |
|      | ROCHESTER TELECOM SYSTEMS INC | 10/11/2019 | 92219 Long Distance Phone Calls                 | 8102000033 | \$ 53.48    |
| 6955 | SANDSTROM'S INC               | 10/11/2019 | 277131 FES; Milk for Meal Service               | 0          | \$ 330.00   |
|      | SANDSTROM'S INC               | 10/11/2019 | 276102 FES; Milk for Meal Service               | 0          | \$ 591.40   |
|      | SANDSTROM'S INC               | 10/11/2019 | 275140 FES; Milk for Meal Service               | 0          | \$ 440.00   |
|      | SANDSTROM'S INC               | 10/11/2019 | 276042 FHS; Milk for Meal Service               | 0          | \$ 338.40   |
|      | SANDSTROM'S INC               | 10/11/2019 | 277130 FHS; Milk for Meal Service               | 0          | \$ 420.00   |
|      | SANDSTROM'S INC               | 10/11/2019 | 278223 FHS; Milk for Meal Service               | 0          | \$ 370.00   |
| 6956 | SCHOLASTIC                    | 10/11/2019 | M6714633 FES; Classroom Magazines               | 0          | \$ 3,649.37 |
| 6957 | SCHOOL SPECIALTY              | 10/11/2019 | 2.0812E+11 Social Studies Headphones            | 2702000006 | \$ 2,331.60 |
|      | SCHOOL SPECIALTY              | 10/11/2019 | 3.081E+11 Semester One- 2019 Supplies           | 2122000002 | \$ 1,025.47 |
|      | SCHOOL SPECIALTY              | 10/11/2019 | 3.081E+11 3rd Round of Supplies                 | 2122000003 | \$ 1,032.71 |
|      | SCHOOL SPECIALTY              | 10/11/2019 | 2.0812E+11 FES Library                          | 1302000064 | \$ 64.08    |
| 6958 | Small Town Tech Inc.          | 10/11/2019 | 7798 Fiber Optic Work                           | 6052000046 | \$ 340.00   |
| 6959 | Swivl                         | 10/11/2019 | IVT11577 Miscellaneous for FES - Ms. Tate       | 1302000036 | \$ 2,086.20 |
| 6960 | TIERNEY BROTHERS INC          | 10/11/2019 | 807759 Projector Wall Mount                     | 6052000028 | \$ 899.64   |
|      | TIERNEY BROTHERS INC          | 10/11/2019 | 808927 SMART Learning Suite                     | 6052000033 | \$ 1,732.50 |
|      | TIERNEY BROTHERS INC          | 10/11/2019 | 808865 iRover for SMART Board                   | 6052000034 | \$ -        |
|      | TIERNEY BROTHERS INC          | 10/11/2019 | 808865 iRover for SMART Board                   | 6052000034 | \$ 1,415.00 |
|      | TIERNEY BROTHERS INC          | 10/11/2019 | 8088877 Projector Bulbs                         | 6052000012 | \$ 503.70   |

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|                         |            |   |            |    |          |
|-------------------------|------------|---|------------|----|----------|
| 6961 TUMBLEBOOK LIBRARY | 10/11/2019 | 96269 Subscription Renewal                                  | 6052000030 | \$ | 525.00   |
| 6962 US FOODSERVICE     | 10/11/2019 | 3759034 FES; Food for Meal Service                          | 0          | \$ | 63.27    |
| US FOODSERVICE          | 10/11/2019 | 3759032 FHS; Food for Meal Service                          | 0          | \$ | 66.60    |
| US FOODSERVICE          | 10/11/2019 | 5958500 FHS; Food for Meal Service                          | 0          | \$ | (16.13)  |
| US FOODSERVICE          | 10/11/2019 | 5997683 FHS; Food for Meal Service                          | 0          | \$ | (5.80)   |
| US FOODSERVICE          | 10/11/2019 | 3548226 FHS; Food for Meal Service                          | 0          | \$ | 1,143.26 |
| US FOODSERVICE          | 10/11/2019 | 3626875 FHS; Food for Meal Service                          | 0          | \$ | 2,196.83 |
| US FOODSERVICE          | 10/11/2019 | 5954056 FHS; Food for Meal Service                          | 0          | \$ | (28.96)  |
| US FOODSERVICE          | 10/11/2019 | 3644740 FHS; Supplies for Meal Service                      | 0          | \$ | 36.48    |
| US FOODSERVICE          | 10/11/2019 | 3687077 FHS; Food for Meal Service                          | 0          | \$ | 1,664.07 |
| US FOODSERVICE          | 10/11/2019 | 3687081 FACS; Food Lab Supplies                             | 0          | \$ | 138.90   |
| US FOODSERVICE          | 10/11/2019 | 3759018 FHS; Food for Meal Service                          | 0          | \$ | 2,001.16 |
| US FOODSERVICE          | 10/11/2019 | 3433895 FES; Food for Meal Service                          | 0          | \$ | 124.31   |
| US FOODSERVICE          | 10/11/2019 | 3509551 FES; Food for Meal Service                          | 0          | \$ | 114.96   |
| US FOODSERVICE          | 10/11/2019 | 3548243 FES; Food for Meal Service                          | 0          | \$ | 1,753.19 |
| US FOODSERVICE          | 10/11/2019 | 5960151 FES; Food for Meal Service                          | 0          | \$ | (97.20)  |
| US FOODSERVICE          | 10/11/2019 | 3626896 FES; Food for Meal Service                          | 0          | \$ | 1,379.42 |
| US FOODSERVICE          | 10/11/2019 | 3687082 Pre-K Snacks  | 0          | \$ | 254.06   |
| US FOODSERVICE          | 10/11/2019 | 3687103 FES; Food for Meal Service                          | 0          | \$ | 860.09   |
| US FOODSERVICE          | 10/11/2019 | 3687104 FES; Food for Meal Service                          | 0          | \$ | 231.16   |
| US FOODSERVICE          | 10/11/2019 | 3759029 FES; Food for Meal Service                          | 0          | \$ | 1,452.82 |
| US FOODSERVICE          | 10/11/2019 | 3822812 FES; Food for Meal Service                          | 0          | \$ | 93.17    |
| US FOODSERVICE          | 10/11/2019 | 3822812 FES; Food for Meal Service                          | 0          | \$ | 135.00   |
| US FOODSERVICE          | 10/11/2019 | 3822822 FES; Food for Meal Service                          | 0          | \$ | 1,079.43 |
| US FOODSERVICE          | 10/11/2019 | 3898221 FES; Food for Meal Service                          | 0          | \$ | 1,399.01 |
| 6962 US FOODSERVICE     | 10/11/2019 | 3898217 FES; Food for Meal Service                          | 0          | \$ | 164.60   |
| US FOODSERVICE          | 10/11/2019 | 3898203 FES; Food for Meal Service                          | 0          | \$ | 25.15    |
| US FOODSERVICE          | 10/11/2019 | 3822800 FHS; Supplies for Meal Service                      | 0          | \$ | 1,910.94 |
| US FOODSERVICE          | 10/11/2019 | 3955182 FHS; Food for Meal Service                          | 0          | \$ | 1,144.02 |
| US FOODSERVICE          | 10/11/2019 | 3898204 FHS; Food for Meal Service                          | 0          | \$ | 2,437.05 |
| 6963 Further            | 10/14/2019 | 39197124 Medical FSA: 10/05/2019 - 10/11/2019 Dep Care FSA: | 0          | \$ | 1,312.17 |

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|  |            |              |                                      |          |            |    |           |
|--|------------|--------------|--------------------------------------|----------|------------|----|-----------|
| 6964 CASTAGNERI, PAT                   | 10/14/2019 | VOLLEYBALL 1 | VOLLEYBALL OFFICIAL                  | 10/14/19 | 0          | \$ | 200.74    |
| 6965 ELLIS, JILL                       | 10/14/2019 | VOLLEYBALL 1 | VOLLEYBALL OFFICIAL                  | 10/14/19 | 0          | \$ | 90.00     |
| 6966 AGILE SPORTS TECHNOLOGIES INC     | 10/22/2019 | HDW-4422     | HUDL VOLLEYBALL PACKAGE              |          | 2922000010 | \$ | 427.99    |
| 6967 AIM ELECTRONICS INC               | 10/22/2019 | 42089        | Football Scoreboard Parts            |          | 0          | \$ | 580.00    |
| 6968 Akre-Wilder, Susan                | 10/22/2019 | 652          | FES Data Retreat                     |          | 0          | \$ | 1,000.00  |
| 6969 ARROWHEAD LIBRARY SYSTEM          | 10/22/2019 | 7203         | Library Catalog System               |          | 6202000000 | \$ | 625.00    |
| 6970 BECKER ARENA PRODUCTS INC         | 10/22/2019 | 1015382      | Arena door                           |          | 8102000043 | \$ | 2,042.52  |
| 6971 BEMIDJI WELDERS SUPPLY            | 10/22/2019 | 10019706     | METAL SHOP SUPPLIES                  |          | 2552000006 | \$ | 300.13    |
| 6972 CITIZENS FOR BACKUS               | 10/22/2019 | 100119       | ALC Lease Agreement                  |          | 3002000015 | \$ | 703.73    |
| 6973 CliftonLarsonAllen LLP            | 10/22/2019 | 2252994      | HR services; employee handbook       |          | 1102000009 | \$ | 2,500.00  |
| CliftonLarsonAllen LLP                 | 10/22/2019 | 2254993      | Audit Services                       |          | 0          | \$ | 14,050.00 |
| 6974 COMMERCIAL REFRIGERATION INC      | 10/22/2019 | 47056        | Arena Chiller Project                |          | 0          | \$ | 29,389.00 |
| 6975 EAI Education                     | 10/22/2019 | 969552       | 5 1/2 Paper 1000 Sheets Will Awe     |          | 2562000006 | \$ | 24.90     |
| 6976 Education Innovation Partners     | 10/22/2019 | 1265         | Supplies                             |          | 6052000001 | \$ | 206.25    |
| 6977 Educator Benefit Consultants, LLC | 10/22/2019 | 11594        | 403b Third Party Admin Svc           |          | 1102000007 | \$ | 161.88    |
| 6978 ELSMORE SWIM SHOP                 | 10/22/2019 | 110924       | SWIMMING SUPPLIES                    |          | 2922000011 | \$ | 2,295.00  |
| ELSMORE SWIM SHOP                      | 10/22/2019 | 110924       | SWIMMING SUPPLIES                    |          | 2922000011 | \$ | 158.97    |
| 6979 FLEETPRIDE TRUCK & TRAILER PARTS  | 10/22/2019 | 36769031     | Bus Parts                            |          | 0          | \$ | 117.12    |
| 6980 FRIENDS GARBAGE SERVICE, LLC      | 10/22/2019 | 9165864      | Garbage (Summer) Pickups             |          | 8102000034 | \$ | 2,798.06  |
| FRIENDS GARBAGE SERVICE, LLC           | 10/22/2019 | 69162824     | Garbage Pickups                      |          | 8102000034 | \$ | 1,703.52  |
| 6981 KGHS-AM                           | 10/22/2019 | 93019        | School Matters                       |          | 1020000000 | \$ | 198.00    |
| 6982 KOOCHICHING COUNTY                | 10/22/2019 | 35893        | Sept Tipping Fee                     |          | 0          | \$ | 11.00     |
| 6983 Lake Superior College             | 10/22/2019 | 320808       | FY20 Concurrent Enrollment Agreement |          | 0          | \$ | 7,500.00  |
| 6984 MN UC FUND                        | 10/22/2019 | 93019        | 3rd Quarter Unemployment             |          | 0          | \$ | 2,327.77  |
| 6985 O'DAY EQUIPMENT INC               | 10/22/2019 | 82402        | Gas Tank Cathodic Testing            |          | 0          | \$ | 684.00    |
| 6986 PEARSON CLINICAL ASSESSMENT       | 10/22/2019 | 7211986      | FES Bayley Kit for G Christianson    |          | 1302000027 | \$ | 968.63    |
| 6987 RAINY LAKE MEDICAL CENTER         | 10/22/2019 | 3421         | PT/OT Therapies Services             |          | 3002000014 | \$ | 10,616.46 |
| RAINY LAKE MEDICAL CENTER              | 10/22/2019 | 3421         | PT/OT Therapies Services             |          | 3002000014 | \$ | 5,082.82  |
| RAINY LAKE MEDICAL CENTER              | 10/22/2019 | 3421         | PT/OT Therapies Services             |          | 3002000014 | \$ | 150.00    |
| 6988 RAPTOR TECHNOLOGIES               | 10/22/2019 | 117633       | FHS & FES Badge Printer and          |          | 6052000036 | \$ | 1,932.00  |

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|           |                                   | Software   |   |            |              |
|-----------|-----------------------------------|------------|---|------------|--------------|
|           | RAPTOR TECHNOLOGIES               | 10/22/2019 | 117633 FHS & FES Badge Printer and Software | 6052000036 | \$ 2,858.00  |
| 6989      | SCHOLASTIC EQUIPMENT COMPANY      | 10/22/2019 | 13260 FHS girls locker room lockers         | 8102000031 | \$ 9,049.60  |
| 6990      | THE JOURNAL                       | 10/22/2019 | 93019 Advertising Local Newspaper           | 1102000000 | \$ 358.54    |
| 6991      | Thompson, Sara                    | 10/22/2019 | 100819 P & I Grant Marketing Consultant     | 7902000008 | \$ 1,230.00  |
| 6992      | THYSSENKRUPP ELEVATOR             | 10/22/2019 | 3004852767 Quarterly Elevator Oil & Grease  | 0          | \$ 201.38    |
| 6993      | VARSITY GROUP SIGNS & MARKETING   | 10/22/2019 | 7192 HALL OF FAME TOUCH SCREEN TV           | 2922000016 | \$ 18,800.00 |
| 6994      | MSHSBCA                           | 10/17/2019 | Eric Walls 2019 BASEBALL CLINIC             | 2922000020 | \$ 70.00     |
| 192000011 | West, Lisa                        | 10/11/2019 | 100419 Student Meals at STEM Conv.          | 0          | \$ 495.19    |
| 192000012 | Anderson, Charles                 | 10/22/2019 | 93019 Sept Mileage Reimbursment             | 0          | \$ 11.02     |
| 192000013 | Besch, Tina                       | 10/22/2019 | 93019 3rd Qtr Mileage Reimbursement         | 0          | \$ 70.53     |
| 192000014 | Boe, Angel                        | 10/22/2019 | 93019 Sept Mileage Reimbursement            | 0          | \$ 16.24     |
| 192000015 | Bragg, Brittany                   | 10/22/2019 | 93019 September Mileage Reimbursement       | 0          | \$ 33.64     |
| 192000016 | Christianson, Ginger              | 10/22/2019 | 83019 August Mileage Reimbursement          | 0          | \$ 62.41     |
|           | Christianson, Ginger              | 10/22/2019 | 93019 September Mileage Reimbursement       | 0          | \$ 114.72    |
| 192000017 | Kaviuk, Nicholas                  | 10/22/2019 | 93019 Meal Reimbursment                     | 0          | \$ 44.69     |
| 192000018 | Tessier, Wyatt                    | 10/22/2019 | 93119 September Mileage Reimbursement       | 0          | \$ 44.08     |
| 192000019 | Wilson, June                      | 10/22/2019 | 93019 Sept Mileage Reimbursement            | 0          | \$ 19.72     |
| 201900185 | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 173.08    |
|           | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 196.17    |
|           | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 1,428.61  |
|           | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 2,200.05  |
|           | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 51.16     |
|           | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 2,408.14  |
|           | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 430.78    |
| 201900185 | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 246.16    |
|           | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 105.30    |
|           | Educator Benefit Consultants, LLC | 9/13/2019  | 20190913AD Payroll accrual                  | 0          | \$ 250.00    |

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|           |                                   |           |                             |      |           |
|-----------|-----------------------------------|-----------|-----------------------------|------|-----------|
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AD1 Payroll accrual | 0 \$ | 3,410.05  |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AD1 Payroll accrual | 0 \$ | 65.39     |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 196.17    |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 298.48    |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 1,341.71  |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 46.16     |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 678.37    |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 111.55    |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 65.39     |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 46.16     |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 1,261.65  |
|           | Educator Benefit Consultants, LLC | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 65.39     |
| 201900186 | ING                               | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 2,824.41  |
|           | ING                               | 9/13/2019 | 20190913AFT Payroll accrual | 0 \$ | 6.92      |
| 201900187 | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 14,309.44 |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 561.86    |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 199.25    |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 11.63     |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 205.00    |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 10.00     |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 13.58     |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 19,075.88 |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 612.00    |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 74.63     |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | -         |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 3,346.53  |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 131.41    |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 46.61     |
|           | Internal Revenue Service          | 9/13/2019 | 20190913ADf Payroll accrual | 0 \$ | 2.72      |
|           | Internal Revenue Service          | 9/13/2019 | 20190913AFF Payroll accrual | 0 \$ | 14,309.44 |
|           | Internal Revenue Service          | 9/13/2019 | 20190913AFF Payroll accrual | 0 \$ | 561.86    |
|           | Internal Revenue Service          | 9/13/2019 | 20190913AFF Payroll accrual | 0 \$ | 199.25    |
|           | Internal Revenue Service          | 9/13/2019 | 20190913AFF Payroll accrual | 0 \$ | 11.63     |
|           | Internal Revenue Service          | 9/13/2019 | 20190913AFN Payroll accrual | 0 \$ | 3,346.53  |

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|           |                                       |           |                              |      |           |
|-----------|---------------------------------------|-----------|------------------------------|------|-----------|
| 201900187 | Internal Revenue Service              | 9/13/2019 | 20190913AFM Payroll accrual  | 0 \$ | 131.41    |
|           | Internal Revenue Service              | 9/13/2019 | 20190913AFM Payroll accrual  | 0 \$ | 46.61     |
|           | Internal Revenue Service              | 9/13/2019 | 20190913AFM Payroll accrual  | 0 \$ | 2.72      |
| 201900188 | MINNESOTA REVENUE                     | 9/13/2019 | 20190913AD\$ Payroll accrual | 0 \$ | 65.00     |
|           | MINNESOTA REVENUE                     | 9/13/2019 | 20190913AD\$ Payroll accrual | 0 \$ | 5.00      |
|           | MINNESOTA REVENUE                     | 9/13/2019 | 20190913AD\$ Payroll accrual | 0 \$ | 20.00     |
|           | MINNESOTA REVENUE                     | 9/13/2019 | 20190913AD\$ Payroll accrual | 0 \$ | 9,508.64  |
|           | MINNESOTA REVENUE                     | 9/13/2019 | 20190913AD\$ Payroll accrual | 0 \$ | 334.05    |
|           | MINNESOTA REVENUE                     | 9/13/2019 | 20190913AD\$ Payroll accrual | 0 \$ | 44.42     |
|           | MINNESOTA REVENUE                     | 9/13/2019 | 20190913AD\$ Payroll accrual | 0 \$ | -         |
|           | MINNESOTA REVENUE                     | 9/13/2019 | 20190913AD\$ Payroll accrual | 0 \$ | 12.00     |
| 201900189 | MN Teachers Retirement Association    | 9/13/2019 | 20190913AD1 Payroll accrual  | 0 \$ | 13,813.30 |
|           | MN Teachers Retirement Association    | 9/13/2019 | 20190913AD1 Payroll accrual  | 0 \$ | 528.47    |
|           | MN Teachers Retirement Association    | 9/13/2019 | 20190913AD1 Payroll accrual  | 0 \$ | 74.59     |
|           | MN Teachers Retirement Association    | 9/13/2019 | 20190913AFT Payroll accrual  | 0 \$ | 14,586.69 |
|           | MN Teachers Retirement Association    | 9/13/2019 | 20190913AFT Payroll accrual  | 0 \$ | 558.06    |
|           | MN Teachers Retirement Association    | 9/13/2019 | 20190913AFT Payroll accrual  | 0 \$ | 78.76     |
|           | MN Teachers Retirement Association    | 9/13/2019 | 20190913AFT Payroll accrual  | 0 \$ | (11.97)   |
| 201900190 | MN TEACHERS RETIREMENT ASSN           | 9/13/2019 | 20190913AD1 Payroll accrual  | 0 \$ | (11.65)   |
| 201900191 | Public Employees Retirement Associati | 9/13/2019 | 20190913ADf Payroll accrual  | 0 \$ | 3,566.49  |
|           | Public Employees Retirement Associati | 9/13/2019 | 20190913ADf Payroll accrual  | 0 \$ | 101.47    |
|           | Public Employees Retirement Associati | 9/13/2019 | 20190913ADf Payroll accrual  | 0 \$ | 144.55    |
|           | Public Employees Retirement Associati | 9/13/2019 | 20190913ADf Payroll accrual  | 0 \$ | 12.19     |
|           | Public Employees Retirement Associati | 9/13/2019 | 20190913AFF Payroll accrual  | 0 \$ | 4,115.22  |
|           | Public Employees Retirement Associati | 9/13/2019 | 20190913AFF Payroll accrual  | 0 \$ | 117.08    |
|           | Public Employees Retirement Associati | 9/13/2019 | 20190913AFF Payroll accrual  | 0 \$ | 166.78    |
|           | Public Employees Retirement Associati | 9/13/2019 | 20190913AFF Payroll accrual  | 0 \$ | 14.06     |
| 201900192 | Public Employees Retirement-DCP       | 9/13/2019 | 20190913ADi Payroll accrual  | 0 \$ | 24.00     |
|           | Public Employees Retirement-DCP       | 9/13/2019 | 20190913AFE Payroll accrual  | 0 \$ | 24.00     |
| 201900209 | Educator Benefit Consultants, LLC     | 9/27/2019 | 20190927AD1 Payroll accrual  | 0 \$ | 53.08     |
|           | Educator Benefit Consultants, LLC     | 9/27/2019 | 20190927AD1 Payroll accrual  | 0 \$ | 196.17    |
|           | Educator Benefit Consultants, LLC     | 9/27/2019 | 20190927AD1 Payroll accrual  | 0 \$ | 1,528.62  |
|           | Educator Benefit Consultants, LLC     | 9/27/2019 | 20190927AD1 Payroll accrual  | 0 \$ | 2,526.39  |
|           | Educator Benefit Consultants, LLC     | 9/27/2019 | 20190927AD1 Payroll accrual  | 0 \$ | 51.16     |

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|           |                                   |           |             |                 |      |           |
|-----------|-----------------------------------|-----------|-------------|-----------------|------|-----------|
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 2,458.14  |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 430.78    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 246.16    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 181.62    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 250.00    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 3,710.05  |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 65.39     |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 196.17    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 361.64    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 1,392.13  |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 46.16     |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 709.95    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 111.55    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 141.71    |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 46.16     |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 1,409.04  |
|           | Educator Benefit Consultants, LLC | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 65.39     |
| 201900210 | ING                               | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 10.89     |
|           | ING                               | 9/27/2019 | 20190927AD  | Payroll accrual | 0 \$ | 20.69     |
|           | ING                               | 9/27/2019 | 20190927AFC | Payroll accrual | 0 \$ | 10.89     |
|           | ING                               | 9/27/2019 | 20190927AFC | Payroll accrual | 0 \$ | 20.69     |
|           | ING                               | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 2,824.41  |
|           | ING                               | 9/27/2019 | 20190927AFT | Payroll accrual | 0 \$ | 6.92      |
| 201900211 | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 16,346.10 |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 594.24    |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 609.02    |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 11.16     |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 205.00    |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 10.00     |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 244.18    |
| 201900211 | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 20,563.96 |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 648.20    |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | 487.86    |
|           | Internal Revenue Service          | 9/27/2019 | 20190927ADf | Payroll accrual | 0 \$ | -         |

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|           |                                       |           |                             |      |           |
|-----------|---------------------------------------|-----------|-----------------------------|------|-----------|
|           | Internal Revenue Service              | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 3,822.92  |
|           | Internal Revenue Service              | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 138.97    |
|           | Internal Revenue Service              | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 142.43    |
|           | Internal Revenue Service              | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 2.61      |
|           | Internal Revenue Service              | 9/27/2019 | 20190927AFF Payroll accrual | 0 \$ | 16,346.10 |
|           | Internal Revenue Service              | 9/27/2019 | 20190927AFF Payroll accrual | 0 \$ | 594.24    |
|           | Internal Revenue Service              | 9/27/2019 | 20190927AFF Payroll accrual | 0 \$ | 609.02    |
|           | Internal Revenue Service              | 9/27/2019 | 20190927AFF Payroll accrual | 0 \$ | 11.16     |
|           | Internal Revenue Service              | 9/27/2019 | 20190927AFM Payroll accrual | 0 \$ | 3,822.92  |
|           | Internal Revenue Service              | 9/27/2019 | 20190927AFM Payroll accrual | 0 \$ | 138.97    |
|           | Internal Revenue Service              | 9/27/2019 | 20190927AFM Payroll accrual | 0 \$ | 142.43    |
|           | Internal Revenue Service              | 9/27/2019 | 20190927AFM Payroll accrual | 0 \$ | 2.61      |
| 201900212 | MINNESOTA REVENUE                     | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 65.00     |
|           | MINNESOTA REVENUE                     | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 5.00      |
|           | MINNESOTA REVENUE                     | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 20.00     |
|           | MINNESOTA REVENUE                     | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 10,474.80 |
|           | MINNESOTA REVENUE                     | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 349.04    |
|           | MINNESOTA REVENUE                     | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 292.49    |
|           | MINNESOTA REVENUE                     | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | -         |
|           | MINNESOTA REVENUE                     | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 123.60    |
| 201900213 | MN Teachers Retirement Association    | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 13,443.24 |
|           | MN Teachers Retirement Association    | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 537.46    |
|           | MN Teachers Retirement Association    | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 36.07     |
|           | MN Teachers Retirement Association    | 9/27/2019 | 20190927AFT Payroll accrual | 0 \$ | 14,196.08 |
|           | MN Teachers Retirement Association    | 9/27/2019 | 20190927AFT Payroll accrual | 0 \$ | 567.56    |
|           | MN Teachers Retirement Association    | 9/27/2019 | 20190927AFT Payroll accrual | 0 \$ | 38.10     |
| 201900214 | Public Employees Retirement Associati | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 5,844.58  |
|           | Public Employees Retirement Associati | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 143.38    |
|           | Public Employees Retirement Associati | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 598.05    |
|           | Public Employees Retirement Associati | 9/27/2019 | 20190927ADf Payroll accrual | 0 \$ | 11.70     |
|           | Public Employees Retirement Associati | 9/27/2019 | 20190927AFF Payroll accrual | 0 \$ | 6,743.73  |
|           | Public Employees Retirement Associati | 9/27/2019 | 20190927AFF Payroll accrual | 0 \$ | 165.43    |
| 201900214 | Public Employees Retirement Associati | 9/27/2019 | 20190927AFF Payroll accrual | 0 \$ | 690.06    |
|           | Public Employees Retirement Associati | 9/27/2019 | 20190927AFF Payroll accrual | 0 \$ | 13.50     |

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|           |                                       |            |   |               |          |
|-----------|---------------------------------------|------------|---|---------------|----------|
| 201900215 | Public Employees Retirement-DCP       | 9/27/2019  | 20190927ADI Payroll accrual               | 0 \$          | 24.00    |
|           | Public Employees Retirement-DCP       | 9/27/2019  | 20190927AFL Payroll accrual               | 0 \$          | 24.00    |
| 201900216 | Internal Revenue Service              | 10/3/2019  | 20191003ADf Payroll accrual               | 0 \$          | 0.61     |
|           | Internal Revenue Service              | 10/3/2019  | 20191003ADf Payroll accrual               | 0 \$          | -        |
|           | Internal Revenue Service              | 10/3/2019  | 20191003ADI Payroll accrual               | 0 \$          | 0.14     |
|           | Internal Revenue Service              | 10/3/2019  | 20191003AFF Payroll accrual               | 0 \$          | 0.61     |
|           | Internal Revenue Service              | 10/3/2019  | 20191003AFM Payroll accrual               | 0 \$          | 0.14     |
| 201900217 | MINNESOTA REVENUE                     | 10/3/2019  | 20191003ADf Payroll accrual               | 0 \$          | -        |
| 201900218 | Public Employees Retirement Associati | 10/3/2019  | 20191003ADf Payroll accrual               | 0 \$          | 0.64     |
|           | Public Employees Retirement Associati | 10/3/2019  | 20191003AFF Payroll accrual               | 0 \$          | 0.74     |
| 201900219 | MN DEPT OF REVENUE                    | 10/4/2019  | 2019 3rd 2019 3rd Quarter Sales Tax       | 0 \$          | 129.99   |
|           | MN DEPT OF REVENUE                    | 10/4/2019  | 2019 3rd 2019 3rd Quarter Sales Tax       | 0 \$          | 12.40    |
|           | MN DEPT OF REVENUE                    | 10/4/2019  | 2019 3rd 2019 3rd Quarter Sales Tax       | 0 \$          | 63.61    |
| 201900220 | SUPER ONE                             | 10/7/2019  | Beth's C/C00C Volunteer Recognition (12e) | 7902000034 \$ | 17.59    |
| 201900334 | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 53.08    |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 196.17   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 1,528.62 |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 2,526.39 |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 51.16    |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 2,458.14 |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 430.78   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 350.51   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 181.62   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 250.00   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 3,410.05 |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011ADf Payroll accrual               | 0 \$          | 65.39    |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011AFT Payroll accrual               | 0 \$          | 196.17   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011AFT Payroll accrual               | 0 \$          | 361.64   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011AFT Payroll accrual               | 0 \$          | 1,392.13 |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011AFT Payroll accrual               | 0 \$          | 46.16    |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011AFT Payroll accrual               | 0 \$          | 709.95   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011AFT Payroll accrual               | 0 \$          | 111.55   |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011AFT Payroll accrual               | 0 \$          | 52.18    |
|           | Educator Benefit Consultants, LLC     | 10/11/2019 | 20191011AFT Payroll accrual               | 0 \$          | 141.71   |

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|           |                                   |            |                             |      |           |
|-----------|-----------------------------------|------------|-----------------------------|------|-----------|
|           | Educator Benefit Consultants, LLC | 10/11/2019 | 20191011AFT Payroll accrual | 0 \$ | 46.16     |
|           | Educator Benefit Consultants, LLC | 10/11/2019 | 20191011AFT Payroll accrual | 0 \$ | 1,409.04  |
|           | Educator Benefit Consultants, LLC | 10/11/2019 | 20191011AFT Payroll accrual | 0 \$ | 65.39     |
| 201900335 | ING                               | 10/11/2019 | 20191011ADG Payroll accrual | 0 \$ | 10.89     |
|           | ING                               | 10/11/2019 | 20191011ADG Payroll accrual | 0 \$ | 20.69     |
|           | ING                               | 10/11/2019 | 20191011AFC Payroll accrual | 0 \$ | 10.89     |
|           | ING                               | 10/11/2019 | 20191011AFC Payroll accrual | 0 \$ | 20.69     |
|           | ING                               | 10/11/2019 | 20191011AFT Payroll accrual | 0 \$ | 2,824.41  |
|           | ING                               | 10/11/2019 | 20191011AFT Payroll accrual | 0 \$ | 6.92      |
| 201900336 | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 17,576.46 |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 631.74    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 643.29    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 5.12      |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 205.00    |
| 201900336 | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 10.00     |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 769.70    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 21,663.55 |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 675.91    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 547.19    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | -         |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 4,110.64  |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 147.74    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 150.45    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011ADf Payroll accrual | 0 \$ | 1.20      |
|           | Internal Revenue Service          | 10/11/2019 | 20191011AFF Payroll accrual | 0 \$ | 17,576.46 |
|           | Internal Revenue Service          | 10/11/2019 | 20191011AFF Payroll accrual | 0 \$ | 631.74    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011AFF Payroll accrual | 0 \$ | 643.29    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011AFF Payroll accrual | 0 \$ | 5.12      |
|           | Internal Revenue Service          | 10/11/2019 | 20191011AFM Payroll accrual | 0 \$ | 4,110.64  |
|           | Internal Revenue Service          | 10/11/2019 | 20191011AFM Payroll accrual | 0 \$ | 147.74    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011AFM Payroll accrual | 0 \$ | 150.45    |
|           | Internal Revenue Service          | 10/11/2019 | 20191011AFM Payroll accrual | 0 \$ | 1.20      |
| 201900337 | MINNESOTA REVENUE                 | 10/11/2019 | 20191011ADG Payroll accrual | 0 \$ | 65.00     |
|           | MINNESOTA REVENUE                 | 10/11/2019 | 20191011ADG Payroll accrual | 0 \$ | 5.00      |

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|              |                                       |            |                              |      |                        |
|--------------|---------------------------------------|------------|------------------------------|------|------------------------|
|              | MINNESOTA REVENUE                     | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 20.00                  |
|              | MINNESOTA REVENUE                     | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 10,316.38              |
|              | MINNESOTA REVENUE                     | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 334.52                 |
|              | MINNESOTA REVENUE                     | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 282.36                 |
|              | MINNESOTA REVENUE                     | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | -                      |
|              | MINNESOTA REVENUE                     | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 501.47                 |
| 201900338    | MN Teachers Retirement Association    | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 13,695.09              |
|              | MN Teachers Retirement Association    | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 534.28                 |
|              | MN Teachers Retirement Association    | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 34.12                  |
|              | MN Teachers Retirement Association    | 10/11/2019 | 20191011AFT Payroll accrual  | 0 \$ | 14,462.06              |
|              | MN Teachers Retirement Association    | 10/11/2019 | 20191011AFT Payroll accrual  | 0 \$ | 564.20                 |
|              | MN Teachers Retirement Association    | 10/11/2019 | 20191011AFT Payroll accrual  | 0 \$ | 36.04                  |
| 201900339    | Public Employees Retirement Associati | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 6,473.72               |
|              | Public Employees Retirement Associati | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 160.87                 |
|              | Public Employees Retirement Associati | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 636.36                 |
|              | Public Employees Retirement Associati | 10/11/2019 | 20191011AD\$ Payroll accrual | 0 \$ | 5.36                   |
| 201900339    | Public Employees Retirement Associati | 10/11/2019 | 20191011AFP Payroll accrual  | 0 \$ | 7,469.69               |
|              | Public Employees Retirement Associati | 10/11/2019 | 20191011AFP Payroll accrual  | 0 \$ | 185.63                 |
|              | Public Employees Retirement Associati | 10/11/2019 | 20191011AFP Payroll accrual  | 0 \$ | 734.27                 |
|              | Public Employees Retirement Associati | 10/11/2019 | 20191011AFP Payroll accrual  | 0 \$ | 6.19                   |
| 201900340    | Public Employees Retirement-DCP       | 10/11/2019 | 20191011ADI Payroll accrual  | 0 \$ | 24.00                  |
|              | Public Employees Retirement-DCP       | 10/11/2019 | 20191011AFC Payroll accrual  | 0 \$ | 24.00                  |
| 201900342-   | BMO                                   | 10/3/2019  | Credit Card Payment AP       | 0 \$ | 39,572.19              |
| 201900385    |                                       |            | (See Attached Detail)        |      |                        |
| <b>Total</b> |                                       |            |                              |      | <b>\$ 1,358,847.00</b> |

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| Card Number      | Tran Date  | Tran ID  | Used By     | Name             | Where Used                      | Purch Vendor     | Imp Date   | Post Date | Status   | App | Amount  |
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|                  | Line       | Description                                    |             |                  | PO Number                       | Invoice Number   | Invoice Dt | Amount    |          |     |   |
| XXXXXXXXXXXX8319 | 09/27/2019 | 4889   | HUMBELAU002 | Humbert Laurie A | Ets Parapro Services, 609-771-7 | PARAPRO 000      | 09/30/2019 |           | Invoiced | A   | 110.00  |
|                  | 2          | parapro tests                                  |             |                  | 1302000067                      | Missy's C/C00000 | 09/27/2019 | 110.00    |          |     |   |
| XXXXXXXXXXXX8327 | 09/25/2019 | 4892   | HEISSVIC000 | Heiss Victoria L | Hmco Books, Geneva, IL, 60134,  | HOUGHTON003      | 09/30/2019 |           | Invoiced | A   | 741.35  |
|                  | 2          | GO MATH 6 BOOK 9780544817456                   |             |                  | 2562000005                      | Tim's00001       | 10/03/2019 | 627.00    |          |     |   |
|                  | 3          | SHIPPING AND HANDLING                          |             |                  | 2562000005                      | Tim's00001       | 10/03/2019 | 66.34     |          |     |   |
|                  | 4          | SALES TAX WAS ADDED. COMPANY WILL REIMBURSEME  |             |                  |                                 | Tim's00000       | 10/03/2019 | 48.01     |          |     |   |
|                  | 09/16/2019 | 4891   | HEISSVIC000 | Heiss Victoria L | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |           | Invoiced | A   | 33.52   |
|                  | 1          | SPED FOOD SUPPLY - HEIDI THOMPSON              |             |                  |                                 | Tim's00002       | 10/03/2019 | 33.52     |          |     |   |
|                  | 09/12/2019 | 4890   | HEISSVIC000 | Heiss Victoria L | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |           | Invoiced | A   | 10.17   |
|                  | 1          | SCIENCE SUPPLIES-DON ROLANDO                   |             |                  |                                 | Tim's00002       | 10/03/2019 | 10.17     |          |     |   |
|                  | 08/28/2019 | 4893   | HEISSVIC000 | Heiss Victoria L | County Mkt. #574, International | COUNTY M000      | 09/30/2019 |           | Invoiced | A   | 199.24  |
|                  | 1          | ALL STAFF MEETING -DONUTS                      |             |                  |                                 | Tim's00003       | 10/03/2019 | 199.24    |          |     |   |
|                  |            |  |             |                  |                                 |                  |            |           |          |     | 4 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==> |
|                  |            |  |             |                  |                                 |                  |            |           |          |     | 984.28  |
| XXXXXXXXXXXX8335 | 09/17/2019 | 4896   | SteelEug000 | Steele Eugene L  | Napa Falls Suply 00229, Interna | NAPA FAL000      | 09/30/2019 |           | Invoiced | A   | 12.85   |
|                  | 2          | Transportation                                 |             |                  | 8102000027                      | Gene's C/C00000  | 09/27/2019 | 12.85     |          |     |   |
|                  | 09/13/2019 | 4897   | SteelEug000 | Steele Eugene L  | Midwest Bus Parts Inc, Big Lake | MIDWEST 000      | 09/30/2019 |           | Invoiced | A   | 560.08  |
|                  | 1          | Misc. bus parts                                |             |                  |                                 | Gene's C/C00001  | 09/27/2019 | 560.08    |          |     |   |
|                  | 09/13/2019 | 4898   | SteelEug000 | Steele Eugene L  | Midwest Bus Parts Inc, Big Lake | MIDWEST 000      | 09/30/2019 |           | Invoiced | A   | 101.40  |
|                  | 1          | Bush door parts                                |             |                  |                                 | Gene's C/C00001  | 09/27/2019 | 101.40    |          |     |   |
|                  | 09/11/2019 | 4895   | SteelEug000 | Steele Eugene L  | Oreilly Auto Parts 39, Internat | O'REILLY000      | 09/30/2019 |           | Invoiced | A   | 20.98   |
|                  | 2          | Transportation                                 |             |                  | 8102000011                      | Gene's C/C00002  | 09/27/2019 | 20.98     |          |     |   |
|                  | 09/05/2019 | 4894   | SteelEug000 | Steele Eugene L  | Napa Falls Suply 00229, Interna | NAPA FAL000      | 09/30/2019 |           | Invoiced | A   | 17.53   |
|                  | 2          | Transportation                                 |             |                  | 8102000027                      | Gene's C/C00003  | 09/27/2019 | 17.53     |          |     |   |
|                  | 09/02/2019 | 4899   | SteelEug000 | Steele Eugene L  | Rainy Lake Oil Inc, Internation | KEEP ENT000      | 09/30/2019 |           | Invoiced | A   | 18.25   |
|                  | 1          | Tire mounting and balance                      |             |                  |                                 | Gene's C/C00004  | 09/27/2019 | 18.25     |          |     |   |
|                  |            |  |             |                  |                                 |                  |            |           |          |     | 6 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==> |
|                  |            |  |             |                  |                                 |                  |            |           |          |     | 731.09  |
| XXXXXXXXXXXX7362 | 09/25/2019 | 4905   |             |                  | Hudl, 4028170060, NE, 68508, US | AGILE SP000      | 09/30/2019 |           | Invoiced | A   | 6,500.00  |
|                  | 2          | 2019-2020 HUDL: FOOTBALL, VOLLEYBALL, B/G BAS  |             |                  | 2922000014                      | Stacy's00000     | 10/03/2019 | 6,500.00  |          |     |   |
|                  | 09/24/2019 | 4904   |             |                  | Cts Frontier Onlinepay, 800-921 | FRONTIER000      | 09/30/2019 |           | Invoiced | A   | 180.88  |
|                  | 2          | Arena Phone Service                            |             |                  | 8102000019                      | Stacy's00001     | 10/03/2019 | 180.88    |          |     |   |
|                  | 09/20/2019 | 4903   |             |                  | Amzn Mktp US Mp22q0ux3, Amzn.Co | AMAZON B000      | 09/30/2019 |           | Invoiced | A   | 72.00   |
|                  | 2          | Giantex 15 Drawer Rolling Storage Cart Tools S |             |                  | 2702000008                      | Stacy's00002     | 10/03/2019 | 72.00     |          |     |   |
|                  | 09/19/2019 | 4902   |             |                  | Lamar Media Corp, 225-237-1068, | LAMAR CO000      | 09/30/2019 |           | Invoiced | A   | 1,465.00  |
|                  | 2          | Billboard Contract Services.                   |             |                  | 7902000021                      | Stacy's00003     | 10/03/2019 | 965.00    |          |     |   |
|                  | 3          | Bill Board changes                             |             |                  | 7902000021                      | Stacy's00003     | 10/03/2019 | 500.00    |          |     |   |

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|                  | Line   | Description                                    |         |                             | PO Number                       | Invoice Number  | Invoice Dt | Amount    |          |     |           |
| XXXXXXXXXXXX7362 | continued...   |  |         |                             |                                 |                 |            |           |          |     |           |
|                  | 09/10/2019   | 4901   |         |                             | Paul Bunyan Communicat, 2184441 | PAUL BUN000     | 09/30/2019 |           | Invoiced | A   | 650.00    |
|                  | 2  | 36 Month Contract for 1000Mbps, Midnight-4pm/5 |         |                             | 6052000003                      | Stacy's00004    | 10/03/2019 | 650.00    |          |     |           |
|                  | 09/05/2019   | 4900   |         |                             | Usps Po 2647200549, Intl Falls, | POSTMAST000     | 09/30/2019 |           | Invoiced | A   | 56.00     |
|                  | 1  | Return mailings from back to school mailing    |         |                             |                                 | Stacy's00005    | 10/03/2019 | 56.00     |          |     |           |
|                  | 09/02/2019   | 4909   |         |                             | Innovative Office Solu, 9528089 | INNOVATI000     | 09/30/2019 |           | Invoiced | A   | 9,401.24  |
|                  | 2  | 3-2-1 LS Table 29" High, No Casters, New Age O |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 842.16    |          |     |           |
|                  | 3  | Oodle in Apple color (APL)                     |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 528.96    |          |     |           |
|                  | 4  | Oodle in Cerulean (CER)                        |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 528.96    |          |     |           |
|                  | 5  | Oodle in Orange (ORG)                          |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 132.24    |          |     |           |
|                  | 6  | Oodle felt for hard floor surfaces             |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 26.10     |          |     |           |
|                  | 7  | Acrobat Carrel Starter Wild Cherry w/ Black Ed |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 350.90    |          |     |           |
|                  | 8  | Acrobat Carrel Adder Wild CHerry w Black edge  |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 307.98    |          |     |           |
|                  | 9  | Flavors A Shell Adjustable Chair w/ casters    |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 305.08    |          |     |           |
|                  | 10   | Interchange Wing Desk 29" H; no casters, wild  |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 1,684.32  |          |     |           |
|                  | 11   | Flavors 18" Stack Chair Black shell color; pla |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 828.24    |          |     |           |
|                  | 12   | Planner Studio Table 48x60; 40" h Misson Maple |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 797.50    |          |     |           |
|                  | 13   | Second surface kit for 48x60 planner table     |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 232.00    |          |     |           |
|                  | 14   | Flavors 28" A Fixed Height Stool Black Shell;  |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 556.80    |          |     |           |
|                  | 16   | Smith Freight                                  |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 1,800.00  |          |     |           |
|                  | 18   | Installation                                   |         |                             | 1102000008                      | Stacy's00006    | 10/03/2019 | 480.00    |          |     |           |
|                  | 08/29/2019   | 4907   |         |                             | Hudl, 4028170060, NE, 68508, US | AGILE SP000     | 09/30/2019 |           | Invoiced | A   | 1,500.00  |
|                  | 2  | 2019-2020 HUDL: FOOTBALL, VOLLEYBALL, B/G BAS  |         |                             | 2922000014                      | Stacy's00007    | 10/03/2019 | 1,500.00  |          |     |           |
|                  | 08/29/2019   | 4908   |         |                             | Amzn Mktp US Mo6sx1892, Amzn.Co | AMAZON B000     | 09/30/2019 |           | Invoiced | A   | 95.40     |
|                  | 2  | Logitech C922x Pro Stream Webcam â€" Full 1080 |         |                             | 2702000004                      | Stacy's00008    | 10/03/2019 | 95.40     |          |     |           |
|                  | 08/28/2019   | 4906   |         |                             | Amzn Mktp US Mo2855mnl, Amzn.Co | AMAZON B000     | 09/30/2019 |           | Invoiced | A   | 440.81    |
|                  | 2  | Sax True Flow Colorburst Glaze Set, Assorted C |         |                             | 2122000001                      | Stacy's00009    | 10/03/2019 | 165.31    |          |     |           |
|                  | 3  | X-ACTO Heavy Duty Wood Guillotine Trimmer, 15  |         |                             | 2122000001                      | Stacy's00009    | 10/03/2019 | 69.99     |          |     |           |
|                  | 4  | Karat FW-AFR205 18"x 500" Standard Aluminum Fo |         |                             | 2122000001                      | Stacy's00009    | 10/03/2019 | 46.50     |          |     |           |
|                  | 5  | Gorilla 8401515 Hot Glue Gun and Sticks, 75 ct |         |                             | 2122000001                      | Stacy's00009    | 10/03/2019 | 32.98     |          |     |           |
|                  | 6  | Prismacolor Premier Soft Core Colored Pencils, |         |                             | 2122000001                      | Stacy's00009    | 10/03/2019 | 73.98     |          |     |           |
|                  | 7  | 15 Ft 6 Outlet Surge Protector Power Strip: Mu |         |                             | 2122000001                      | Stacy's00009    | 10/03/2019 | 21.49     |          |     |           |
|                  | 8  | Crayola Air-Dry Clay, White, 5 Pound Resealabl |         |                             | 2122000001                      | Stacy's00009    | 10/03/2019 | 30.56     |          |     |           |
|                  | 10 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==> |  |         |                             |                                 |                 |            |           |          |     | 20,361.33 |
| XXXXXXXXXXXX7124 | 09/27/2019   | 4950   |         | BLESIMIC000 Blesi Michael E | Menards Intl Falls, Intl Falls  | MENARDS 000     | 09/30/2019 |           | Invoiced | A   | 5.99      |
|                  | 2  | Clear Plastic tote with cover                  |         |                             | 6052000038                      | Mike's C/C00000 | 09/27/2019 | 5.99      |          |     |           |

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| Card Number      | Tran Date    | Tran ID  | Used By     | Name                 | Where Used                      | Purch Vendor      | Imp Date   | Post Date | Status   | App | Amount   |
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|                  | Line         | Description                                    |             |                      | PO Number                       | Invoice Number    | Invoice Dt | Amount    |          |     |  |
| XXXXXXXXXXXX7124 | continued... |  |             |                      |                                 |                   |            |           |          |     |  |
|                  | 09/25/2019   | 4948   | BLESIMIC000 | Blesi Michael E      | Amzn Mktp US Vb8yq3vw3, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 182.14   |
|                  | 2            | Tripp Lite 10-Port USB Charging Station Hub 5V |             |                      | 6052000032                      | Mike's C/C00001   | 09/27/2019 | 182.14    |          |     |  |
|                  | 09/25/2019   | 4949   | BLESIMIC000 | Blesi Michael E      | Amzn Mktp US 6d7wplxb3, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 29.98  |
|                  | 2            | Charging Cables, LoveniMen 3FT [1M] USB Cable, |             |                      | 6052000032                      | Mike's C/C00002   | 09/27/2019 | 29.98     |          |     |  |
|                  | 09/16/2019   | 4947   | BLESIMIC000 | Blesi Michael E      | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | 3.88   |
|                  | 2            | Network jack wall plate.                       |             |                      | 6052000027                      | Mike's C/C00003   | 09/27/2019 | 3.88      |          |     |  |
|                  | 09/09/2019   | 4946   | BLESIMIC000 | Blesi Michael E      | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | 14.89  |
|                  | 2            | 7 outlet surge suppressor with 4ft cord.       |             |                      | 6052000025                      | Mike's C/C00004   | 09/27/2019 | 14.89     |          |     |  |
|                  | 09/02/2019   | 4954   | BLESIMIC000 | Blesi Michael E      | Small Town Tech Inc, Intl Falls | SMALL T0000       | 09/30/2019 |           | Invoiced | A   | 35.00  |
|                  | 2            | HDMI Cable.                                    |             |                      | 6052000042                      | Mike's C/C00005   | 09/27/2019 | 35.00     |          |     |  |
|                  | 08/30/2019   | 4952   | BLESIMIC000 | Blesi Michael E      | Soundnorth., International, MN, | SOUND N0000       | 09/30/2019 |           | Invoiced | A   | 29.47  |
|                  | 2            | Microphone cables                              |             |                      | 6052000039                      | Mike's C/C00006   | 09/27/2019 | 29.47     |          |     |  |
|                  | 08/30/2019   | 4953   | BLESIMIC000 | Blesi Michael E      | Oreilly Auto Parts 39, Internat | O'REILLY000       | 09/30/2019 |           | Invoiced | A   | 3.65   |
|                  | 2            | 3amp Bus Fuses                                 |             |                      | 6052000040                      | Mike's C/C00007   | 09/27/2019 | 3.65      |          |     |  |
|                  | 08/29/2019   | 4951   | BLESIMIC000 | Blesi Michael E      | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | 16.98  |
|                  | 2            | Various Networking, RJ-45 Connectors, Cat5e Wa |             |                      | 6052000041                      | Mike's C/C00008   | 09/27/2019 | 16.98     |          |     |  |
|                  |              |  |             |                      |                                 |                   |            |           |          |     | 9 transaction(s) for XXXXXXXXXXXXX7124. Total Amount ==> |
|                  |              |  |             |                      |                                 |                   |            |           |          |     | 321.98   |
| XXXXXXXXXXXX7132 | 09/06/2019   | 4955   | ANDERJER000 | Anderson Jeremy R    | The Dent Shop, 218-2859593, MN, | THE DENT000       | 09/30/2019 |           | Invoiced | A   | 95.48  |
|                  | 1            | Windshield molding and adhesive                |             |                      |                                 | Jeremy's C/C00000 | 09/27/2019 | 95.48     |          |     |  |
| XXXXXXXXXXXX5747 | 09/11/2019   | 4888   | GROVEKEV000 | Grover Kevin K       | Bsn Sports Llc, 8002277404, TX, | BSN SPOR000       | 09/30/2019 |           | Invoiced | A   | 298.00   |
|                  | 1            |  |             |                      |                                 | Kevin's C/C00000  | 09/27/2019 | 298.00    |          |     |  |
| XXXXXXXXXXXX7648 | 09/25/2019   | 4978   | SLATIBET000 | Slatinski BethAnne K | Super One, International, MN, 5 | SUPER ON000       | 09/30/2019 |           | Invoiced | A   | 17.59  |
|                  | 2            | Volunteer Recognition (12e)                    |             |                      | 7902000034                      | Beth's C/C00000   | 09/27/2019 | 17.59     |          |     |  |
|                  | 09/23/2019   | 4977   | SLATIBET000 | Slatinski BethAnne K | Kmart 9689, International, MN,  | KMART 000         | 09/30/2019 |           | Invoiced | A   | 43.76  |
|                  | 2            | Coalition Refreshments (12g)                   |             |                      | 7902000035                      | Beth's C/C00001   | 09/27/2019 | 43.76     |          |     |  |
|                  | 09/19/2019   | 4975   | SLATIBET000 | Slatinski BethAnne K | Super One, International, MN, 5 | SUPER ON000       | 09/30/2019 |           | Invoiced | A   | 48.67  |
|                  | 2            | Youth Group Activity (12i)                     |             |                      | 7902000026                      | Beth's C/C00002   | 09/27/2019 | 48.67     |          |     |  |
|                  | 09/19/2019   | 4976   | SLATIBET000 | Slatinski BethAnne K | Squ Sq Pick Me Flower, Internat | PICK ME 000       | 09/30/2019 |           | Invoiced | A   | 50.00  |
|                  | 2            | Volunteer Recognition (12e)                    |             |                      | 7902000036                      | Beth's C/C00003   | 09/27/2019 | 50.00     |          |     |  |
|                  | 09/18/2019   | 4973   | SLATIBET000 | Slatinski BethAnne K | Ts Sportsmens Service, Internat | SPORTMEN000       | 09/30/2019 |           | Invoiced | A   | 9.00   |
|                  | 2            | Youth Group Activity (12i)                     |             |                      | 7902000025                      | Beth's C/C00004   | 09/27/2019 | 9.00      |          |     |  |
|                  | 09/18/2019   | 4974   | SLATIBET000 | Slatinski BethAnne K | Eb Minnesota Preventi, 80141372 |                   | 09/30/2019 |           | Invoiced | A   | 200.00   |
|                  | 1            |  |             |                      |                                 | Beth's C/C00005   | 09/27/2019 | 200.00    |          |     |  |

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| Card Number      | Tran Date  | Tran ID  | Used By     | Name                 | Where Used                      | Purch Vendor    | Imp Date   | Post Date | Status   | App | Amount |
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| XXXXXXXXXXXX7648 |            | continued...                                   |             |                      |                                 |                 |            |           |          |     |        |
|                  | 09/16/2019 | 4969   | SLATIBET000 | Slatinski BethAnne K | Menards Intl Falls, Intl Falls  | MENARDS 000     | 09/30/2019 |           | Invoiced | A   | 110.44 |
|                  | 2          | Community Dinner (12d)                         |             |                      | 7902000031                      | Beth's C/C00006 | 09/27/2019 | 110.44    |          |     |        |
|                  | 09/16/2019 | 4970   | SLATIBET000 | Slatinski BethAnne K | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000     | 09/30/2019 |           | Invoiced | A   | 15.00  |
|                  | 2          | Community Dinner (12d)                         |             |                      | 7902000027                      | Beth's C/C00007 | 09/27/2019 | 15.00     |          |     |        |
|                  | 09/16/2019 | 4971   | SLATIBET000 | Slatinski BethAnne K | Menards Intl Falls, Intl Falls  | MENARDS 000     | 09/30/2019 |           | Invoiced | A   | 114.73 |
|                  | 2          | Community Dinner (12d)                         |             |                      | 7902000030                      | Beth's C/C00008 | 09/27/2019 | 114.73    |          |     |        |
|                  | 09/16/2019 | 4972   | SLATIBET000 | Slatinski BethAnne K | Super One, International, MN, 5 | SUPER ON000     | 09/30/2019 |           | Invoiced | A   | 61.05  |
|                  | 2          | Community Dinner (12d)                         |             |                      | 7902000028                      | Beth's C/C00009 | 09/27/2019 | 61.05     |          |     |        |
|                  | 09/13/2019 | 4967   | SLATIBET000 | Slatinski BethAnne K | Usps Po 2647200549, Intl Falls, | POSTMAST000     | 09/30/2019 |           | Invoiced | A   | 55.00  |
|                  | 1          |  |             |                      |                                 | Beth's C/C00010 | 09/27/2019 | 55.00     |          |     |        |
|                  | 09/13/2019 | 4968   | SLATIBET000 | Slatinski BethAnne K | Battalion Distributing, Interna | BATTALIO000     | 09/30/2019 |           | Invoiced | A   | 154.15 |
|                  | 2          | Community Dinner (12d)                         |             |                      | 7902000029                      | Beth's C/C00011 | 09/27/2019 | 154.15    |          |     |        |
|                  | 09/12/2019 | 4965   | SLATIBET000 | Slatinski BethAnne K | Amzn Mktp US 4x6011hx3, Amzn.Co | AMAZON B000     | 09/30/2019 |           | Invoiced | A   | 139.72 |
|                  | 2          | 24 Rocks for Painting - Flat & Smooth Kindness |             |                      | 7902000020                      | Beth's C/C00012 | 09/27/2019 | 87.96     |          |     |        |
|                  | 3          | Sharpie Permanent Markers Ultimate Collection, |             |                      | 7902000020                      | Beth's C/C00012 | 09/27/2019 | 35.78     |          |     |        |
|                  | 4          | Sharpie Metallic Permanent Markers, Fine Point |             |                      | 7902000020                      | Beth's C/C00012 | 09/27/2019 | 15.98     |          |     |        |
|                  | 09/12/2019 | 4966   | SLATIBET000 | Slatinski BethAnne K | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000     | 09/30/2019 |           | Invoiced | A   | 11.00  |
|                  | 2          | Coalition Directed Activities (12l)            |             |                      | 7902000024                      | Beth's C/C00013 | 09/27/2019 | 11.00     |          |     |        |
|                  | 09/11/2019 | 4964   | SLATIBET000 | Slatinski BethAnne K | Super One, International, MN, 5 | SUPER ON000     | 09/30/2019 |           | Invoiced | A   | 6.76   |
|                  | 2          | Community Dinner (12d)                         |             |                      | 7902000022                      | Beth's C/C00014 | 09/27/2019 | 6.76      |          |     |        |
|                  | 09/10/2019 | 4963   | SLATIBET000 | Slatinski BethAnne K | Eb Minnesota Preventi, 80141372 |                 | 09/30/2019 |           | Invoiced | A   | 100.00 |
|                  | 1          |  |             |                      |                                 | Beth's C/C00005 | 09/27/2019 | 100.00    |          |     |        |
|                  | 09/06/2019 | 4957   | SLATIBET000 | Slatinski BethAnne K | Kmart 9689, International, MN,  | KMART 000       | 09/30/2019 |           | Invoiced | A   | 103.01 |
|                  | 2          | Youth Group Activities (12i)                   |             |                      | 7902000018                      | Beth's C/C00015 | 09/27/2019 | 103.01    |          |     |        |
|                  | 09/06/2019 | 4958   | SLATIBET000 | Slatinski BethAnne K | Menards Intl Falls, Intl Falls  | MENARDS 000     | 09/30/2019 |           | Invoiced | A   | 122.94 |
|                  | 2          |  |             |                      |                                 | Beth's C/C00016 | 09/27/2019 | 122.94    |          |     |        |
|                  | 09/06/2019 | 4959   | SLATIBET000 | Slatinski BethAnne K | Ruttgers Bay Lake Lodg, Deerwoo |                 | 09/30/2019 |           | Invoiced | A   | 402.92 |
|                  | 1          |  |             |                      |                                 | Beth's C/C00005 | 09/27/2019 | 402.92    |          |     |        |
|                  | 09/06/2019 | 4960   | SLATIBET000 | Slatinski BethAnne K | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000     | 09/30/2019 |           | Invoiced | A   | 9.00   |
|                  | 2          | Community Dinner (12l)                         |             |                      | 7902000023                      | Beth's C/C00017 | 09/27/2019 | 9.00      |          |     |        |
|                  | 09/06/2019 | 4961   | SLATIBET000 | Slatinski BethAnne K | Ruttgers Bay Lake Lodg, Deerwoo |                 | 09/30/2019 |           | Invoiced | A   | 402.92 |
|                  | 1          |  |             |                      |                                 | Beth's C/C00005 | 09/27/2019 | 402.92    |          |     |        |
|                  | 09/06/2019 | 4962   | SLATIBET000 | Slatinski BethAnne K | Ruttgers Bay Lake Lodg, Deerwoo |                 | 09/30/2019 |           | Invoiced | A   | 402.92 |
|                  | 1          |  |             |                      |                                 | Beth's C/C00005 | 09/27/2019 | 402.92    |          |     |        |
|                  | 09/04/2019 | 4956   | SLATIBET000 | Slatinski BethAnne K | Cadca Alexandria Va, 2156200460 |                 | 09/30/2019 |           | Invoiced | A   | 200.00 |
|                  | 2          | CADCA Membership (15a)                         |             |                      | 7902000016                      | Beth's C/C00018 | 09/27/2019 | 200.00    |          |     |        |

| Card Number      | Tran Date    | Tran ID  | Used By     | Name                 | Where Used                      | Purch Vendor     | Imp Date   | Post Date                               | Status            | App | Amount   |
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|                  | Line         | Description                                    |             |                      | PO Number                       | Invoice Number   | Invoice Dt | Amount                                  |                   |     |          |
| XXXXXXXXXXXX7648 | continued... |  |             |                      |                                 |                  |            |   |                   |     |          |
|                  | 08/28/2019   | 4979   | SLATIBET000 | Slatinski BethAnne K | Menards Intl Falls, Intl Falls  | MENARDS 000      | 09/30/2019 |   | Invoiced          | A   | 123.99   |
|                  | 2            | Office Supplies                                |             |                      | 7902000012                      | Beth's C/C00019  | 09/27/2019 | 123.99                                  |                   |     |          |
|                  |              |  |             |                      |                                 |                  |            | 24 transaction(s) for XXXXXXXXXXXX7648. | Total Amount ==>> |     | 2,904.57 |
| XXXXXXXXXXXX2314 | 09/27/2019   | 4994   | OLSONKAR000 | Olson-Line Karla A   | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |   | Invoiced          | A   | 17.99    |
|                  | 1            | Foods for class                                |             |                      |                                 | Karla's C/C00000 | 10/03/2019 | 17.99                                   |                   |     |          |
|                  | 09/27/2019   | 4995   | OLSONKAR000 | Olson-Line Karla A   | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |   | Invoiced          | A   | 48.99    |
|                  | 1            | MHS Cake - Must come out of MHS Funds          |             |                      |                                 | Karla's C/C00000 | 10/03/2019 | 48.99                                   |                   |     |          |
|                  | 09/25/2019   | 4993   | OLSONKAR000 | Olson-Line Karla A   | Amzn Mktp US Xm6290713, Amzn.Co | AMAZON B000      | 09/30/2019 |   | Invoiced          | A   | 296.95   |
|                  | 1            | PBIS Supplies                                  |             |                      |                                 | Karla's00001     | 10/03/2019 | 296.95                                  |                   |     |          |
|                  | 09/24/2019   | 4992   | OLSONKAR000 | Olson-Line Karla A   | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |   | Invoiced          | A   | 73.67    |
|                  | 1            | Foods for class                                |             |                      |                                 | Karla's C/C00000 | 10/03/2019 | 73.67                                   |                   |     |          |
|                  | 09/20/2019   | 4991   | OLSONKAR000 | Olson-Line Karla A   | S & H Uniforms, White Plains, N | S & H BU000      | 09/30/2019 |   | Invoiced          | A   | 205.84   |
|                  | 1            | Uniforms for Food Service                      |             |                      |                                 | Karla's00002     | 10/03/2019 | 205.84                                  |                   |     |          |
|                  | 09/19/2019   | 4989   | OLSONKAR000 | Olson-Line Karla A   | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |   | Invoiced          | A   | 44.40    |
|                  | 1            | Foods for class                                |             |                      |                                 | Karla's C/C00000 | 10/03/2019 | 44.40                                   |                   |     |          |
|                  | 09/19/2019   | 4990   | OLSONKAR000 | Olson-Line Karla A   | Amzn Mktp US Pf26x84i3, Amzn.Co | AMAZON B000      | 09/30/2019 |   | Invoiced          | A   | 15.94    |
|                  | 1            | Food Service                                   |             |                      |                                 | Karla's00001     | 10/03/2019 | 15.94                                   |                   |     |          |
|                  | 09/18/2019   | 4987   | OLSONKAR000 | Olson-Line Karla A   | Hometown Hobby & Craft, Interna | HOMETOWN000      | 09/30/2019 |   | Invoiced          | A   | 35.56    |
|                  | 1            | Supplies for quilting class - covered under Ca |             |                      |                                 | Karla's00003     | 10/03/2019 | 35.56                                   |                   |     |          |
|                  | 09/18/2019   | 4988   | OLSONKAR000 | Olson-Line Karla A   | Studio 53, International, MN, 5 | STUDIO 5000      | 09/30/2019 |   | Invoiced          | A   | 31.96    |
|                  | 1            | Supplies for quilting class - covered by Carl  |             |                      |                                 | Karla's00004     | 10/03/2019 | 31.96                                   |                   |     |          |
|                  | 09/16/2019   | 4985   | OLSONKAR000 | Olson-Line Karla A   | Amzn Mktp US Ge2bq9i13, Amzn.Co | AMAZON B000      | 09/30/2019 |   | Invoiced          | A   | 14.31    |
|                  | 1            | PBIS Supplies                                  |             |                      |                                 | Karla's00001     | 10/03/2019 | 14.31                                   |                   |     |          |
|                  | 09/16/2019   | 4986   | OLSONKAR000 | Olson-Line Karla A   | Amzn Mktp US 142487553, Amzn.Co | AMAZON B000      | 09/30/2019 |   | Invoiced          | A   | 17.94    |
|                  | 6            | Nike Set of 5 Lanyard Keychain Holder          |             |                      |                                 | 2502000000       | 10/03/2019 | 17.94                                   |                   |     |          |
|                  | 09/13/2019   | 4984   | OLSONKAR000 | Olson-Line Karla A   | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |   | Invoiced          | A   | 30.23    |
|                  | 1            | Food for class                                 |             |                      |                                 | Karla's C/C00000 | 10/03/2019 | 30.23                                   |                   |     |          |
|                  | 09/11/2019   | 4981   | OLSONKAR000 | Olson-Line Karla A   | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |   | Invoiced          | A   | 201.12   |
|                  | 1            | Supplies for class                             |             |                      |                                 | Karla's C/C00000 | 10/03/2019 | 201.12                                  |                   |     |          |
|                  | 09/11/2019   | 4982   | OLSONKAR000 | Olson-Line Karla A   | Amzn Mktp US Yn7287ck3, Amzn.Co | AMAZON B000      | 09/30/2019 |   | Invoiced          | A   | 27.18    |
|                  | 1            | Food Service                                   |             |                      |                                 | Karla's00001     | 10/03/2019 | 27.18                                   |                   |     |          |
|                  | 09/11/2019   | 4983   | OLSONKAR000 | Olson-Line Karla A   | Amazon.Com Mo76u62d0 A, Amzn.Co | AMAZON B000      | 09/30/2019 |   | Invoiced          | A   | 174.40   |
|                  | 2            | Cuisinart DFP-14BCWNY 14-Cup Food Processor, B |             |                      |                                 | 7702000003       | 10/03/2019 | 159.99                                  |                   |     |          |
|                  | 3            | Shipping - Cost of shipping, not including shi |             |                      |                                 | 7702000003       | 10/03/2019 | 14.41                                   |                   |     |          |
|                  | 09/09/2019   | 4980   | OLSONKAR000 | Olson-Line Karla A   | Amzn Mktp US Mo64g6hh0, Amzn.Co | AMAZON B000      | 09/30/2019 |   | Invoiced          | A   | 42.04    |
|                  | 5            | Smilco 100PCS Hair Nets Invisible Elastic Edge |             |                      |                                 | 7702000002       | 10/03/2019 | 8.99                                    |                   |     |          |

| Card Number      | Tran Date    | Tran ID  | Used By  | Name | Where Used                      | Purch Vendor      | Imp Date   | Post Date | Status   | App | Amount   |
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|                  |              | Line   | Description                                    |      | PO Number                       | Invoice Number    | Invoice Dt | Amount    |          |     |          |
| XXXXXXXXXXXX2314 | continued... |  |  |      |                                 |                   |            |           |          |     |          |
|                  |              | 6  | Professional White Bib Aprons for Restaurant - |      | 7702000002                      | Karla's00007      | 10/03/2019 | 8.98      |          |     |          |
|                  |              | 7  | TableCraft Products FC1649 Curved Fruit Basket |      | 7702000002                      | Karla's00007      | 10/03/2019 | 24.07     |          |     |          |
|                  | 09/02/2019   | 4997   | OLSONKAR000 Olson-Line Karla A                 |      | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | 7.88     |
|                  |              | 1  | Food Service                                   |      |                                 | Karla's00008      | 10/03/2019 | 7.88      |          |     |          |
|                  | 08/30/2019   | 4996   | OLSONKAR000 Olson-Line Karla A                 |      | Hometown Hobby & Craft, Interna | HOMETOWN000       | 09/30/2019 |           | Invoiced | A   | 20.25    |
|                  |              | 1  | PBIS supplies                                  |      |                                 | Karla's00003      | 10/03/2019 | 20.25     |          |     |          |
|                  |              | 18 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==> |  |      |                                 |                   |            |           |          |     | 1,306.65 |
| XXXXXXXXXXXX2330 | 09/05/2019   | 4998   | OLSONDAV000 Olson David W                      |      | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | 222.84   |
|                  |              | 5  | DAVE OLSON BLANKET PO                          |      | 2552000000                      | Dave's C/C00000   | 09/27/2019 | 222.84    |          |     |          |
| XXXXXXXXXXXX2348 | 09/27/2019   | 5021   | AMDAHRAC000 Amdahl Rachel J                    |      | Dollar General 15619, Internati | DOLLAR G000       | 09/30/2019 |           | Invoiced | A   | 19.59    |
|                  |              | 1  |  |      |                                 | Rachel's C/C00000 | 09/27/2019 | 19.59     |          |     |          |
|                  | 09/27/2019   | 5022   | AMDAHRAC000 Amdahl Rachel J                    |      | Kmart 9689, International, MN,  | KMART 000         | 09/30/2019 |           | Invoiced | A   | 26.37    |
|                  |              | 2  | TAGS supplies                                  |      | 5002000049                      | Rachel's C/C00001 | 09/27/2019 | 26.37     |          |     |          |
|                  | 09/26/2019   | 5020   | AMDAHRAC000 Amdahl Rachel J                    |      | Amazon.Com Sw5md9rp3 A, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 715.31   |
|                  |              | 52   | Green Eggs and Ham                             |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 13.80     |          |     |          |
|                  |              | 53   | Just a Little Critter Collection (Little Critt |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 4.18      |          |     |          |
|                  |              | 54   | Square (Shape Trilogy)                         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 27.51     |          |     |          |
|                  |              | 55   | The Duckling Gets a Cookie!?! (Pigeon series)  |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 16.98     |          |     |          |
|                  |              | 56   | Giraffes Can't Dance                           |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 6.16      |          |     |          |
|                  |              | 57   | The Great Fuzz Frenzy                          |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 15.98     |          |     |          |
|                  |              | 59   | Little Blue Truck board book                   |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 15.98     |          |     |          |
|                  |              | 60   | Lilly's Purple Plastic Purse                   |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 13.06     |          |     |          |
|                  |              | 61   | Corduroy                                       |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 10.00     |          |     |          |
|                  |              | 63   | Llama Llama Red Pajama                         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 14.58     |          |     |          |
|                  |              | 64   | Ten Apples Up On Top!                          |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 11.98     |          |     |          |
|                  |              | 65   | The Nuts: Keep Rolling!                        |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 9.98      |          |     |          |
|                  |              | 66   | Chrysanthemum                                  |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 13.58     |          |     |          |
|                  |              | 67   | The Nuts: Sing and Dance in Your Polka-Dot Pan |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 10.99     |          |     |          |
|                  |              | 68   | The Typewriter                                 |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 13.95     |          |     |          |
|                  |              | 69   | Papa, Please Get the Moon for Me: Miniature Ed |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 20.97     |          |     |          |
|                  |              | 70   | Circle   |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 24.00     |          |     |          |
|                  |              | 72   | Pete the Cat: I Love My White Shoes            |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 21.40     |          |     |          |
|                  |              | 73   | Hello, Red Fox                                 |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 25.62     |          |     |          |
|                  |              | 74   | The Spiffiest Giant in Town                    |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 9.90      |          |     |          |
|                  |              | 75   | The Cat in the Hat                             |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 11.98     |          |     |          |

| Card Number      | Tran Date    | Tran ID  | Used By | Name | Where Used                      | Purch Vendor      | Imp Date   | Post Date | Status   | App | Amount |
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|                  | Line         | Description                                    |         |      | PO Number                       | Invoice Number    | Invoice Dt | Amount    |          |     |        |
| XXXXXXXXXXXX2348 | continued... |  |         |      |                                 |                   |            |           |          |     |        |
|                  | 78           | The Day Dirk Yeller Came to Town               |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 33.98     |          |     |        |
|                  | 80           | It's Not Easy Being a Bunny (Beginner Books(R) |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 18.52     |          |     |        |
|                  | 82           | Blueberries for Sal                            |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 15.98     |          |     |        |
|                  | 83           | Duck! Rabbit!                                  |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 21.48     |          |     |        |
|                  | 84           | Knuffle Bunny: A Cautionary Tale               |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 19.54     |          |     |        |
|                  | 86           | The Snowy Day                                  |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 21.15     |          |     |        |
|                  | 87           | A Hat for Minerva Louise                       |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 11.36     |          |     |        |
|                  | 88           | Caps for Sale: A Tale of a Peddler Some Monkey |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 11.18     |          |     |        |
|                  | 89           | Froggy Goes to School                          |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 15.98     |          |     |        |
|                  | 90           | We're Going on a Bear Hunt                     |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 16.88     |          |     |        |
|                  | 91           | My Lucky Day                                   |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 11.98     |          |     |        |
|                  | 93           | Pete the Cat and His Four Groovy Buttons       |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 20.78     |          |     |        |
|                  | 94           | Green  |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 26.54     |          |     |        |
|                  | 95           | Blue   |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 19.96     |          |     |        |
|                  | 97           | Bunny Cakes (Max and Ruby)                     |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 25.58     |          |     |        |
|                  | 98           | Go, Dog Go (I Can Read It All By Myself, Begin |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 12.72     |          |     |        |
|                  | 99           | Five Little Monkeys Sitting in a Tree (A Five  |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 13.76     |          |     |        |
|                  | 100          | Harold and the Purple Crayon (Purple Crayon Bo |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 14.32     |          |     |        |
|                  | 101          | Shipping - Cost of shipping, not including shi |         |      | 5002000031                      | Rachel's C/C00002 | 09/27/2019 | 71.04     |          |     |        |
|                  | 09/25/2019   | 5017 AMDAHRAC000 Amdahl Rachel J               |         |      | Kmart 9689, International, MN,  | KMART 000         | 09/30/2019 |           | Invoiced | A   | 35.19  |
|                  | 2            | TAGS supplies                                  |         |      | 5002000049                      | Rachel's C/C00003 | 09/27/2019 | 35.19     |          |     |        |
|                  | 09/25/2019   | 5018 AMDAHRAC000 Amdahl Rachel J               |         |      | Hometown Hobby & Craft, Interna | HOMETOWN000       | 09/30/2019 |           | Invoiced | A   | 51.97  |
|                  | 2            | TAGS supplies                                  |         |      | 5002000056                      | Rachel's C/C00004 | 09/27/2019 | 51.97     |          |     |        |
|                  | 09/25/2019   | 5019 AMDAHRAC000 Amdahl Rachel J               |         |      | Amazon.Com 410cr56i3 A, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 16.75  |
|                  | 2            | Creative Co-op DA5819 Round Boxwood Wreath, 6" |         |      | 5002000048                      | Rachel's C/C00005 | 09/27/2019 | 10.76     |          |     |        |
|                  | 3            | Shipping - Cost of shipping, not including shi |         |      | 5002000048                      | Rachel's C/C00005 | 09/27/2019 | 5.99      |          |     |        |
|                  | 09/23/2019   | 5016 AMDAHRAC000 Amdahl Rachel J               |         |      | Amazon.Com Iqlna40k3 A, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 33.30  |
|                  | 2            | The Typewriter                                 |         |      | 5002000031                      | Rachel's C/C00006 | 09/27/2019 | 13.95     |          |     |        |
|                  | 3            | Fat Cat: A Danish Folktale                     |         |      | 5002000031                      | Rachel's C/C00006 | 09/27/2019 | 8.10      |          |     |        |
|                  | 4            | Shipping - Cost of shipping, not including shi |         |      | 5002000031                      | Rachel's C/C00006 | 09/27/2019 | 2.71      |          |     |        |
|                  | 5            | Hello, Red Fox                                 |         |      | 5002000031                      | Rachel's C/C00006 | 09/27/2019 | 8.54      |          |     |        |
|                  | 09/20/2019   | 5014 AMDAHRAC000 Amdahl Rachel J               |         |      | Battalion Distributing, Interna | BATTALIO000       | 09/30/2019 |           | Invoiced | A   | 82.50  |
|                  | 2            | candy for stuco concessions                    |         |      | 5002000039                      | Rachel's C/C00007 | 09/27/2019 | 82.50     |          |     |        |
|                  | 09/20/2019   | 5015 AMDAHRAC000 Amdahl Rachel J               |         |      | Usps Po 2647200549, Intl Falls, | POSTMAST000       | 09/30/2019 |           | Invoiced | A   | 94.10  |
|                  | 2            | postage for screening envelopes                |         |      | 5002000047                      | Rachel's C/C00008 | 09/27/2019 | 94.10     |          |     |        |
|                  | 09/19/2019   | 5012 AMDAHRAC000 Amdahl Rachel J               |         |      | Battalion Distributing, Interna | BATTALIO000       | 09/30/2019 |           | Invoiced | A   | 48.00  |
|                  | 2            | candy  |         |      | 5002000044                      | Rachel's C/C00009 | 09/27/2019 | 48.00     |          |     |        |

| Card Number      | Tran Date  | Tran ID  | Used By     | Name            | Where Used                      | Purch Vendor      | Imp Date   | Post Date | Status   | App | Amount |
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|                  | Line       | Description                                    |             |                 | PO Number                       | Invoice Number    | Invoice Dt | Amount    |          |     |        |
| XXXXXXXXXXXX2348 |            | continued...                                   |             |                 |                                 |                   |            |           |          |     |        |
|                  | 09/19/2019 | 5013   | AMDAHRAC000 | Amdahl Rachel J | U Of M-Umd Athletics, Duluth, M |                   | 09/30/2019 |           | Invoiced | A   | 255.00 |
|                  | 2          | tickets to an event                            |             |                 | 5002000046                      | Rachel's C/C00010 | 09/27/2019 | 255.00    |          |     |        |
|                  | 09/12/2019 | 5008   | AMDAHRAC000 | Amdahl Rachel J | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | -10.98 |
|                  | 2          | Supplies for Adult Classes                     |             |                 | 5002000004                      | Rachel's C/C00011 | 09/27/2019 | -10.98    |          |     |        |
|                  | 09/12/2019 | 5009   | AMDAHRAC000 | Amdahl Rachel J | Hometown Hobby & Craft, Interna | HOMETOWN000       | 09/30/2019 |           | Invoiced | A   | 6.99   |
|                  | 2          | Supplies for Age to Age events                 |             |                 | 5002000024                      | Rachel's C/C00012 | 09/27/2019 | 6.99      |          |     |        |
|                  | 09/12/2019 | 5010   | AMDAHRAC000 | Amdahl Rachel J | Super One, International, MN, 5 | SUPER ON000       | 09/30/2019 |           | Invoiced | A   | 6.66   |
|                  | 2          | Supplies for Age to Age events                 |             |                 | 5002000023                      | Rachel's C/C00013 | 09/27/2019 | 6.66      |          |     |        |
|                  | 09/12/2019 | 5011   | AMDAHRAC000 | Amdahl Rachel J | Amazon.Com 6x8xn8af3, Amzn.Com/ | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 132.36 |
|                  | 4          | Creative Co-op DA5819 Round Boxwood Wreath, 6" |             |                 | 5002000041                      | Rachel's C/C00014 | 09/27/2019 | 132.36    |          |     |        |
|                  | 09/11/2019 | 5006   | AMDAHRAC000 | Amdahl Rachel J | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000       | 09/30/2019 |           | Invoiced | A   | 22.00  |
|                  | 3          | Age to age supplies                            |             |                 | 5002000055                      | Rachel's C/C00015 | 09/27/2019 | 22.00     |          |     |        |
|                  | 09/11/2019 | 5007   | AMDAHRAC000 | Amdahl Rachel J | Sq Sq Top Ten Video, Int'l Fall |                   | 09/30/2019 |           | Invoiced | A   | 145.59 |
|                  | 2          | Homecoming tickets                             |             |                 | 5002000033                      | Rachel's C/C00016 | 09/27/2019 | 145.59    |          |     |        |
|                  | 09/10/2019 | 5004   | AMDAHRAC000 | Amdahl Rachel J | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | 111.65 |
|                  | 2          | Supplies for Adult Classes                     |             |                 | 5002000004                      | Rachel's C/C00017 | 09/27/2019 | 111.65    |          |     |        |
|                  | 09/10/2019 | 5005   | AMDAHRAC000 | Amdahl Rachel J | Amzn Mktp US Pc74m4y23, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 100.05 |
|                  | 2          | Evron International CY094 Fall Primitive Pumpk |             |                 | 5002000042                      | Rachel's C/C00018 | 09/27/2019 | 79.00     |          |     |        |
|                  | 3          | Shipping - Cost of shipping, not including shi |             |                 | 5002000042                      | Rachel's C/C00018 | 09/27/2019 | 21.05     |          |     |        |
|                  | 09/09/2019 | 5003   | AMDAHRAC000 | Amdahl Rachel J | Amzn Mktp US Mo4dl2bf0, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 71.96  |
|                  | 2          | Fun with Mouse and Friends (6 Book Set)        |             |                 | 5002000031                      | Rachel's C/C00019 | 09/27/2019 | 63.98     |          |     |        |
|                  | 3          | Shipping - Cost of shipping, not including shi |             |                 | 5002000031                      | Rachel's C/C00019 | 09/27/2019 | 7.98      |          |     |        |
|                  | 09/04/2019 | 5002   | AMDAHRAC000 | Amdahl Rachel J | Dollar Tree, Intl Falls, MN, 56 | DOLLAR T000       | 09/30/2019 |           | Invoiced | A   | 23.00  |
|                  | 2          | Stuco supplies                                 |             |                 | 5002000037                      | Rachel's C/C00020 | 09/27/2019 | 23.00     |          |     |        |
|                  | 09/03/2019 | 5000   | AMDAHRAC000 | Amdahl Rachel J | Amzn Mktp US Mo95i01t0, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 67.76  |
|                  | 2          | The Napping House by Audrey Wood (1991-05-15)  |             |                 | 5002000031                      | Rachel's C/C00021 | 09/27/2019 | 51.80     |          |     |        |
|                  | 3          | Shipping - Cost of shipping, not including shi |             |                 | 5002000031                      | Rachel's C/C00021 | 09/27/2019 | 15.96     |          |     |        |
|                  | 09/03/2019 | 5001   | AMDAHRAC000 | Amdahl Rachel J | Amzn Mktp US M01le5st2, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 29.61  |
|                  | 2          | Triangle                                       |             |                 | 5002000031                      | Rachel's C/C00022 | 09/27/2019 | 17.64     |          |     |        |
|                  | 3          | Shipping - Cost of shipping, not including shi |             |                 | 5002000031                      | Rachel's C/C00022 | 09/27/2019 | 11.97     |          |     |        |
|                  | 09/02/2019 | 4999   | AMDAHRAC000 | Amdahl Rachel J | Amzn Mktp US Mo3op81g0, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 20.72  |
|                  | 2          | Read To Tiger                                  |             |                 | 5002000031                      | Rachel's C/C00023 | 09/27/2019 | 15.90     |          |     |        |
|                  | 3          | Shipping - Cost of shipping, not including shi |             |                 | 5002000031                      | Rachel's C/C00023 | 09/27/2019 | 4.82      |          |     |        |
|                  | 09/02/2019 | 5023   | AMDAHRAC000 | Amdahl Rachel J | Awl Pearson Education, Prsoncs. | PEARSON 011       | 09/30/2019 |           | Invoiced | A   | 143.00 |
|                  | 3          | screening materials                            |             |                 | 5002000029                      | Rachel's C/C00024 | 09/27/2019 | 143.00    |          |     |        |

25 transaction(s) for XXXXXXXXXXXX2348. Total Amount ====> 2,248.45

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| Card Number      | Tran Date  | Tran ID  | Used By     | Name             | Where Used                      | Purch Vendor      | Imp Date   | Post Date | Status   | App | Amount |
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|                  | Line       | Description                                    |             |                  | PO Number                       | Invoice Number    | Invoice Dt | Amount    |          |     |        |
| XXXXXXXXXXXX3600 | 09/27/2019 | 4859   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US Jq7ub3ag3, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 16.38  |
|                  | 2          | Fancy Land Birthday Crowns for Kids Classroom  |             |                  | 1302000058                      | Laurie's C/C00000 | 09/27/2019 | 10.39     |          |     |        |
|                  | 3          | Shipping - Cost of shipping, not including shi |             |                  | 1302000058                      | Laurie's C/C00000 | 09/27/2019 | 5.99      |          |     |        |
|                  | 09/27/2019 | 4860   | HUMBELAU002 | Humbert Laurie A | U Of O Pbis Apps, 541-3462460,  | UNIVERSI010       | 09/30/2019 |           | Invoiced | A   | 350.00 |
|                  | 2          | SWIS Annual License for FES #143640 - 9-1-2019 |             |                  | 1302000040                      | Laurie's C/C00001 | 09/27/2019 | 350.00    |          |     |        |
|                  | 09/27/2019 | 4861   | HUMBELAU002 | Humbert Laurie A | Amazon.Com 7x0zk9623, Amzn.Com/ | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 376.25 |
|                  | 2          | Kids Deserve It!: Pushing Boundaries and Chall |             |                  | 1302000060                      | Laurie's C/C00002 | 09/27/2019 | 376.25    |          |     |        |
|                  | 09/25/2019 | 4858   | HUMBELAU002 | Humbert Laurie A | Usps Po 2647200549, Intl Falls, | POSTMAST000       | 09/30/2019 |           | Invoiced | A   | 28.89  |
|                  | 2          | Return a package                               |             |                  | 1302000065                      | Laurie's C/C00003 | 09/27/2019 | 28.89     |          |     |        |
|                  | 09/24/2019 | 4857   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US X24xc7h83, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 34.41  |
|                  | 2          |  |             |                  |                                 | Laurie's C/C00004 | 09/27/2019 | 34.41     |          |     |        |
|                  | 09/19/2019 | 4855   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US Ub7fx6t43, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 34.99  |
|                  | 2          | Cloud 001 Fluorescent Light Filters 2'x4' - Hi |             |                  | 1302000031                      | Laurie's C/C00005 | 09/27/2019 | 34.99     |          |     |        |
|                  | 09/19/2019 | 4856   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US Hh44x6ig3, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 21.56  |
|                  | 2          |  |             |                  |                                 | Laurie's C/C00004 | 09/27/2019 | 21.56     |          |     |        |
|                  | 09/18/2019 | 4853   | HUMBELAU002 | Humbert Laurie A | Innovative Office Solu, 952-237 | INNOVATI000       | 09/30/2019 |           | Invoiced | A   | 430.24 |
|                  | 2          | CLIP,STIKKICLPS,20/PK,WHT                      |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 38.16     |          |     |        |
|                  | 3          | BATTERY,COPPRTP,AAA,24/BX                      |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 18.02     |          |     |        |
|                  | 4          | CARDHOLDER,INDEX,3X5,GY                        |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 4.04      |          |     |        |
|                  | 5          | GUIDE,CARD 3X5 A-Z,AST                         |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 9.20      |          |     |        |
|                  | 6          | SHARPENER,ELEC,PRO,BRG                         |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 162.60    |          |     |        |
|                  | 7          | SHARPENER,PCL,CHM/BK                           |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 38.32     |          |     |        |
|                  | 8          | PADFOLIO,LETTER,AST                            |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 34.80     |          |     |        |
|                  | 9          | ENVELOPE,CLSP,9X12,28#,BN                      |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 15.08     |          |     |        |
|                  | 10         | MARKER,DRY ER,CHSL,PP                          |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 32.26     |          |     |        |
|                  | 11         | MARKER,DRY,ERASE,CHSL,BE                       |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 13.08     |          |     |        |
|                  | 12         | MARKER,EXPO 2,CHISEL,RD                        |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 51.60     |          |     |        |
|                  | 13         | MARKER,DRY,ERASE,CHSL,GN                       |             |                  | 1302000041                      | Laurie's C/C00006 | 09/27/2019 | 13.08     |          |     |        |
|                  | 09/18/2019 | 4854   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US C980r76j3, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 24.97  |
|                  | 1          |  |             |                  |                                 | Laurie's C/C00004 | 09/27/2019 | 24.97     |          |     |        |
|                  | 09/17/2019 | 4852   | HUMBELAU002 | Humbert Laurie A | Usps Po 2647200549, Intl Falls, | POSTMAST000       | 09/30/2019 |           | Invoiced | A   | 9.25   |
|                  | 2          | Mailing at FES                                 |             |                  | 1302000051                      | Laurie's C/C00007 | 09/27/2019 | 9.25      |          |     |        |
|                  | 09/10/2019 | 4849   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US Mo50b2610, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 52.59  |
|                  | 1          |  |             |                  |                                 | Laurie's C/C00004 | 09/27/2019 | 52.59     |          |     |        |
|                  | 09/10/2019 | 4850   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US Mo6n90d30, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 18.99  |
|                  | 1          |  |             |                  |                                 | Laurie's C/C00004 | 09/27/2019 | 18.99     |          |     |        |
|                  | 09/10/2019 | 4851   | HUMBELAU002 | Humbert Laurie A | National Geo Kids, 800-647-5463 | NATIONAL018       | 09/30/2019 |           | Invoiced | A   | 40.00  |
|                  | 2          | FES Library Subscription for NG for Kids       |             |                  | 1302000024                      | Laurie's C/C00008 | 09/27/2019 | 40.00     |          |     |        |

| Card Number      | Tran Date  | Tran ID  | Used By     | Name             | Where Used                      | Purch Vendor      | Imp Date   | Post Date | Status   | App | Amount   |
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|                  | Line   | Description                                    |             |                  | PO Number                       | Invoice Number    | Invoice Dt | Amount    |          |     |          |
| XXXXXXXXXXXX3600 | continued...   |  |             |                  |                                 |                   |            |           |          |     |          |
|                  | 09/09/2019   | 4845   | HUMBELAU002 | Humbert Laurie A | Super One, International, MN, 5 | SUPER ON000       | 09/30/2019 |           | Invoiced | A   | 19.95    |
|                  | 2  | Cookies for ECFE Open House                    |             |                  | 1302000043                      | Laurie's C/C00009 | 09/27/2019 | 19.95     |          |     |          |
|                  | 09/09/2019   | 4846   | HUMBELAU002 | Humbert Laurie A | Amazon.Com Mo7qw6hl0, Amzn.Com/ | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 23.98    |
|                  | 2  | LA Baby Waterproof Contour Changing Pad, 32" - |             |                  | 1302000035                      | Laurie's C/C00010 | 09/27/2019 | 17.99     |          |     |          |
|                  | 3  | Shipping - Cost of shipping, not including shi |             |                  | 1302000035                      | Laurie's C/C00010 | 09/27/2019 | 5.99      |          |     |          |
|                  | 09/09/2019   | 4847   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US Ei62m4ib3, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 48.48    |
|                  | 1  | Laurie's C/C00004                              |             |                  |                                 |                   | 09/27/2019 | 48.48     |          |     |          |
|                  | 09/09/2019   | 4848   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US V33t82k73, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 38.49    |
|                  | 1  | Laurie's C/C00004                              |             |                  |                                 |                   | 09/27/2019 | 38.49     |          |     |          |
|                  | 09/06/2019   | 4844   | HUMBELAU002 | Humbert Laurie A | Amzn Mktp US Mo6dc85d0, Amzn.Co | AMAZON B000       | 09/30/2019 |           | Invoiced | A   | 34.99    |
|                  | 2  | Cloud 001 Fluorescent Light Filters 2'x4' - Hi |             |                  | 1302000049                      | Laurie's C/C00011 | 09/27/2019 | 34.99     |          |     |          |
|                  | 08/29/2019   | 4862   | HUMBELAU002 | Humbert Laurie A | Innovative Office Solu, 9528089 | INNOVATI000       | 09/30/2019 |           | Invoiced | A   | 299.03   |
|                  | 2  | WHISTLE,BALL,METAL,SV                          |             |                  | 1302000021                      | Laurie's C/C00012 | 09/27/2019 | 37.58     |          |     |          |
|                  | 3  | BADGE,NECK LNYRD,24/BX,BK                      |             |                  | 1302000021                      | Laurie's C/C00012 | 09/27/2019 | 25.49     |          |     |          |
|                  | 4  | LANYARDS,HOOK 24,BK                            |             |                  | 1302000021                      | Laurie's C/C00012 | 09/27/2019 | 8.62      |          |     |          |
|                  | 5  | BOARD,PSTR,22X28,100CTAST                      |             |                  | 1302000021                      | Laurie's C/C00012 | 09/27/2019 | 43.06     |          |     |          |
|                  | 6  | BOARD,TAG,24X36,100PK,WE                       |             |                  | 1302000021                      | Laurie's C/C00012 | 09/27/2019 | 33.14     |          |     |          |
|                  | 7  | BOARD,TAG,18X24,100PK,WE                       |             |                  | 1302000021                      | Laurie's C/C00012 | 09/27/2019 | 76.52     |          |     |          |
|                  | 8  | CARTRIDGE,DUAL LAMNTE,RFL                      |             |                  | 1302000021                      | Laurie's C/C00012 | 09/27/2019 | 74.62     |          |     |          |
|                  | 19 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==> |  |             |                  |                                 |                   |            |           |          |     | 1,903.44 |
| XXXXXXXXXXXX2606 | 09/25/2019   | 4921   | HOLT THO000 | Holt Thomas T    | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | 35.46    |
|                  | 2  | FHS blanket                                    |             |                  | 8102000009                      | Tom's C/C00000    | 09/27/2019 | 35.46     |          |     |          |
|                  | 09/25/2019   | 4922   | HOLT THO000 | Holt Thomas T    | Menards Intl Falls, Intl Falls  | MENARDS 000       | 09/30/2019 |           | Invoiced | A   | 18.16    |
|                  | 2  | FHS blanket                                    |             |                  | 8102000009                      | Tom's C/C00001    | 09/27/2019 | 18.16     |          |     |          |
|                  | 09/20/2019   | 4920   | HOLT THO000 | Holt Thomas T    | State Supply, 6517745985, MN, 5 | STATE SU000       | 09/30/2019 |           | Invoiced | A   | 501.42   |
|                  | 2  | yearly Misc. supplies needed to get boilers up |             |                  | 8102000053                      | Tom's C/C00002    | 09/27/2019 | 501.42    |          |     |          |
|                  | 09/19/2019   | 4919   | HOLT THO000 | Holt Thomas T    | Dalco Enterprises, 6512516657,  | DALCO 000         | 09/30/2019 |           | Invoiced | A   | 443.04   |
|                  | 2  | GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER  |             |                  | 8102000046                      | Tom's C/C00003    | 09/27/2019 | 443.04    |          |     |          |
|                  | 09/18/2019   | 4918   | HOLT THO000 | Holt Thomas T    | Dalco Enterprises, 6512516657,  | DALCO 000         | 09/30/2019 |           | Invoiced | A   | 623.35   |
|                  | 2  | JP 4277285 OXIVIR TB RTU 12X1QTDISINFECTANT CL |             |                  | 8102000046                      | Tom's C/C00005    | 09/27/2019 | 46.73     |          |     |          |
|                  | 3  | VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA |             |                  | 8102000046                      | Tom's C/C00005    | 09/27/2019 | 128.80    |          |     |          |
|                  | 4  | SP 106205 DMQ CLEANER 5GADISINFECTANT CLEANER  |             |                  | 8102000046                      | Tom's C/C00005    | 09/27/2019 | 41.48     |          |     |          |
|                  | 5  | DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN  |             |                  | 8102000046                      | Tom's C/C00005    | 09/27/2019 | 231.48    |          |     |          |
|                  | 7  | GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE  |             |                  | 8102000046                      | Tom's C/C00005    | 09/27/2019 | 83.35     |          |     |          |
|                  | 8  | shipping                                       |             |                  |                                 | Tom's C/C00004    | 09/27/2019 | 91.51     |          |     |          |

| Card Number      | Tran Date  | Tran ID   | Used By     | Name                 | Where Used                      | Purch Vendor     | Imp Date   | Post Date | Status   | App | Amount   |
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|                  | Line   | Description   |             |                      | PO Number                       | Invoice Number   | Invoice Dt | Amount    |          |     |          |
| XXXXXXXXXXXX2606 | continued...   |   |             |                      |                                 |                  |            |           |          |     |          |
|                  | 09/17/2019   | 4917  | HOLT        | THO000 Holt Thomas T | Dalco Enterprises, 6512516657,  | DALCO 000        | 09/30/2019 |           | Invoiced | A   | 228.27   |
|                  | 2  | HS AWUS231 AIRWORKS 6X10CAURINAL SCREEN CITRUS shipping |             |                      | 8102000047                      | Tom's C/C00006   | 09/27/2019 | 206.62    |          |     |          |
|                  | 3  |   |             |                      |                                 | Tom's C/C00004   | 09/27/2019 | 21.65     |          |     |          |
|                  | 09/16/2019   | 4915  | HOLT        | THO000 Holt Thomas T | Menards Intl Falls, Intl Falls  | MENARDS 000      | 09/30/2019 |           | Invoiced | A   | 33.93    |
|                  | 2  | FHS blanket   |             |                      | 8102000009                      | Tom's C/C00007   | 09/27/2019 | 33.93     |          |     |          |
|                  | 09/16/2019   | 4916  | HOLT        | THO000 Holt Thomas T | Amzn Mktp US 1580s9uw3, Amzn.Co | AMAZON B000      | 09/30/2019 |           | Invoiced | A   | 15.81    |
|                  | 1  | Auto tire sensor (Vicki ordered for Gene) refe          |             |                      |                                 | Tom's C/C00008   | 09/27/2019 | 15.81     |          |     |          |
|                  | 09/13/2019   | 4914  | HOLT        | THO000 Holt Thomas T | Keyme 888-380-0394, 8883800394, |                  | 09/30/2019 |           | Invoiced | A   | 6.38     |
|                  | 1  | Keys made for outside locks                             |             |                      |                                 | Tom's C/C00009   | 09/27/2019 | 6.38      |          |     |          |
|                  | 09/09/2019   | 4912  | HOLT        | THO000 Holt Thomas T | Oreilly Auto Parts 39, Internat | O'REILLY000      | 09/30/2019 |           | Invoiced | A   | 23.98    |
|                  | 2  | FHS   |             |                      | 8102000011                      | Tom's C/C00010   | 09/27/2019 | 23.98     |          |     |          |
|                  | 09/09/2019   | 4913  | HOLT        | THO000 Holt Thomas T | Cenex Randy S 09899071, Interna |                  | 09/30/2019 |           | Invoiced | A   | 12.75    |
|                  | 1  | Truck wash reimburse                                    |             |                      |                                 | Tom's C/C00009   | 09/27/2019 | 12.75     |          |     |          |
|                  | 08/29/2019   | 4923  | HOLT        | THO000 Holt Thomas T | Menards Intl Falls, Intl Falls  | MENARDS 000      | 09/30/2019 |           | Invoiced | A   | 17.08    |
|                  | 2  | FHS blanket   |             |                      | 8102000009                      | Tom's C/C00011   | 09/27/2019 | 17.08     |          |     |          |
|                  | 12 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==> |   |             |                      |                                 |                  |            |           |          |     | 1,959.63 |
| XXXXXXXXXXXX5690 | 09/25/2019   | 4872  | HEISSVIC000 | Heiss Victoria L     | National Geographic So, 937-853 | NATIONAL006      | 09/30/2019 |           | Invoiced | A   | 146.30   |
|                  | 2  | NATIONAL GEOGRAPHIC EXPLORER/MAGAZINE & E-SUBS          |             |                      |                                 | Vicki's C/C00000 | 09/27/2019 | 146.30    |          |     |          |
|                  | 09/25/2019   | 4873  | HEISSVIC000 | Heiss Victoria L     | Quizlet.Com, 8778877815, CA, 94 | QUIZLET 000      | 09/30/2019 |           | Invoiced | A   | 34.99    |
|                  | 1  | 1 YR DIGITAL SUBSCRIPTION                               |             |                      | 2702000009                      | Vicki's C/C00001 | 09/27/2019 | 34.99     |          |     |          |
|                  | 09/23/2019   | 4871  | HEISSVIC000 | Heiss Victoria L     | Amzn Mktp US Pn0r14193, Amzn.Co | AMAZON B000      | 09/30/2019 |           | Invoiced | A   | 149.99   |
|                  | 2  | Big and Tall Office Chair 400lbs Cheap Desk Ch          |             |                      | 3002000036                      | Vicki's C/C00002 | 09/27/2019 | 149.99    |          |     |          |
|                  | 09/19/2019   | 4870  | HEISSVIC000 | Heiss Victoria L     | Super One, International, MN, 5 | SUPER ON000      | 09/30/2019 |           | Invoiced | A   | 38.15    |
|                  | 1  | SPED FOOD SUPPLY - HEIDI THOMPSON                       |             |                      |                                 | Vicki's C/C00003 | 09/27/2019 | 38.15     |          |     |          |
|                  | 09/18/2019   | 4869  | HEISSVIC000 | Heiss Victoria L     | Innovative Office Solu, 952-237 | INNOVATI000      | 09/30/2019 |           | Invoiced | A   | 141.74   |
|                  | 3  | CALENDAR,DSKPD,ACAD,22X17                               |             |                      | 3002000031                      | Vicki's C/C00004 | 09/27/2019 | 80.20     |          |     |          |
|                  | 4  | PROTECTOR,SHEET,CLR                                     |             |                      | 3002000031                      | Vicki's C/C00004 | 09/27/2019 | 15.40     |          |     |          |
|                  | 5  | FOLDER,HANG,LTR,25/BX,AST                               |             |                      | 3002000031                      | Vicki's C/C00004 | 09/27/2019 | 46.14     |          |     |          |
|                  | 09/11/2019   | 4867  | HEISSVIC000 | Heiss Victoria L     | Innovative Office Solu, 952-237 | INNOVATI000      | 09/30/2019 |           | Invoiced | A   | 975.48   |
|                  | 2  | BACKREST,PROF,SRES,ADJ,BK                               |             |                      | 3002000023                      | Vicki's C/C00005 | 09/27/2019 | 49.39     |          |     |          |
|                  | 3  | TONER,HP 26A LJ CART,BK                                 |             |                      | 3002000023                      | Vicki's C/C00005 | 09/27/2019 | 552.20    |          |     |          |
|                  | 4  | CLIPBOARD,8.5"X11",3/PK                                 |             |                      | 3002000023                      | Vicki's C/C00005 | 09/27/2019 | 17.55     |          |     |          |
|                  | 5  | TAPE,MENDG,PERM,3/4X1296                                |             |                      | 3002000023                      | Vicki's C/C00005 | 09/27/2019 | 7.65      |          |     |          |
|                  | 6  | WIPES,DSNFT,80/CNTR,6/CT                                |             |                      | 3002000023                      | Vicki's C/C00005 | 09/27/2019 | 79.35     |          |     |          |
|                  | 7  | CALENDAR,DESK,12 MO,22X17                               |             |                      | 3002000023                      | Vicki's C/C00005 | 09/27/2019 | 51.90     |          |     |          |
|                  | 8  | TISSUE,KLNK FLAT,6/5/100                                |             |                      | 3002000023                      | Vicki's C/C00005 | 09/27/2019 | 179.76    |          |     |          |

| Card Number      | Tran Date    | Tran ID  | Used By | Name | Where Used                      | Purch Vendor     | Imp Date    | Post Date  | Status   | App | Amount   |
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|                  | Line         | Description                                    |         |      | PO Number                       | Invoice Number   | Invoice Dt  | Amount     |          |     |          |
| XXXXXXXXXXXX5690 | continued... |  |         |      |                                 |                  |             |            |          |     |          |
|                  | 9            | TAPE,CORRECTION,18/PK,WH                       |         |      | 3002000023                      | Vicki's C/C00005 | 09/27/2019  | 28.99      |          |     |          |
|                  | 10           | FLUID,CORR,COVER-IT,WH                         |         |      | 3002000023                      | Vicki's C/C00005 | 09/27/2019  | 8.69       |          |     |          |
| 09/09/2019       | 4868         | HEISSVIC000 Heiss Victoria L                   |         |      | Chegg Order, 8558681054, CA, 95 |                  |             | 09/30/2019 | Invoiced | A   | 1,548.24 |
|                  | 1            | COLLEGE BOOKS FOR JOHN SANDBERG COLL. CLASSES  |         |      |                                 | Vicki's C/C00006 | 09/27/2019  | 1,548.24   |          |     |          |
| 09/06/2019       | 4866         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US G19s907c3,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 74.37    |
|                  | 2            | Revel for Art History, Volume 1 -- Access Card |         |      | 2122000000                      | Vicki's C/C00007 | 09/27/2019  | 74.37      |          |     |          |
| 09/05/2019       | 4864         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US Mo8ve3mq0,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 27.75    |
|                  | 2            | Readings for Sociology (Eighth Edition)        |         |      | 3002000022                      | Vicki's C/C00008 | 09/27/2019  | 27.75      |          |     |          |
| 09/05/2019       | 4865         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US 424pj0fj3,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 280.66   |
|                  | 2            | SEVEN WALL ARTS - 100% Hand Painted Oil Painti |         |      | 6202000002                      | Vicki's C/C00009 | 09/27/2019  | 63.99      |          |     |          |
|                  | 3            | Amazon Brand - Solimo Facial Tissues, 160 Tiss |         |      | 6202000002                      | Vicki's C/C00009 | 09/27/2019  | 26.49      |          |     |          |
|                  | 4            | V-inspire Artim® 24x36 Inch 100% Hand-Painted  |         |      | 6202000002                      | Vicki's C/C00009 | 09/27/2019  | 69.99      |          |     |          |
|                  | 5            | FLY SPRAY 1 Panel Framed 100% Hand Painted Oil |         |      | 6202000002                      | Vicki's C/C00009 | 09/27/2019  | 69.73      |          |     |          |
|                  | 6            | Sony ZX Series Wired On-Ear Headphones, White  |         |      | 6202000002                      | Vicki's C/C00009 | 09/27/2019  | 40.47      |          |     |          |
|                  | 7            | AmazonBasics Wood-cased Bulk Pencils - #2 HB P |         |      | 6202000002                      | Vicki's C/C00009 | 09/27/2019  | 9.99       |          |     |          |
| 09/02/2019       | 4863         | HEISSVIC000 Heiss Victoria L                   |         |      | Scholastic Education, 573-632-1 |                  | SCHOLAST001 | 09/30/2019 | Invoiced | A   | 299.47   |
|                  | 2            | DAWN SCHINDELDECKER READING                    |         |      |                                 | Vicki's C/C00010 | 09/27/2019  | 299.47     |          |     |          |
| 09/02/2019       | 4883         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US Mo9sm3ev0,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 72.52    |
|                  | 2            | Launchpad for Psychology, Six Month Access     |         |      | 3002000022                      | Vicki's C/C00011 | 09/27/2019  | 68.53      |          |     |          |
|                  | 3            | Shipping - Cost of shipping, not including shi |         |      | 3002000022                      | Vicki's C/C00011 | 09/27/2019  | 3.99       |          |     |          |
| 08/30/2019       | 4882         | HEISSVIC000 Heiss Victoria L                   |         |      | Supreme School Sply We,         | 608-323          | SUPREME 000 | 09/30/2019 | Invoiced | A   | 517.28   |
|                  | 2            | 6 SUBJECT PLAN BOOK                            |         |      | 3002000024                      | Vicki's C/C00012 | 09/27/2019  | 222.00     |          |     |          |
|                  | 3            | CLASS RECORD BOOK                              |         |      | 3002000024                      | Vicki's C/C00012 | 09/27/2019  | 111.00     |          |     |          |
|                  | 4            | TEACHERS DAILY REFERENCE PLANNER               |         |      | 3002000024                      | Vicki's C/C00012 | 09/27/2019  | 138.00     |          |     |          |
|                  | 5            | SHIPPING AND HANDLING                          |         |      | 3002000024                      | Vicki's C/C00012 | 09/27/2019  | 46.28      |          |     |          |
| 08/29/2019       | 4878         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US Mo3993j00,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 33.00    |
|                  | 2            | T.R.U. FIL-795 Filament Strapping Tape: 2 in.  |         |      | 6202000002                      | Vicki's C/C00013 | 09/27/2019  | 33.00      |          |     |          |
| 08/29/2019       | 4879         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US Mo8iw9jh0,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 39.99    |
|                  | 2            | wall26 - Canvas Wall Art - Colorful Hot Balloo |         |      | 6202000002                      | Vicki's C/C00014 | 09/27/2019  | 39.99      |          |     |          |
| 08/29/2019       | 4880         | HEISSVIC000 Heiss Victoria L                   |         |      | Amazon.Com Mo5wb98a2,           | Amzn.Com/        | AMAZON B000 | 09/30/2019 | Invoiced | A   | 53.01    |
|                  | 2            | Numbers: The Complete Series                   |         |      | 2562000003                      | Vicki's C/C00015 | 09/27/2019  | 53.01      |          |     |          |
| 08/29/2019       | 4881         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US Mo5fd28o2,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 33.40    |
|                  | 2            | 3M Scotch(R) Book Tape 845, 1-1/2 Inches x 15  |         |      | 6202000002                      | Vicki's C/C00016 | 09/27/2019  | 33.40      |          |     |          |
| 08/28/2019       | 4874         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US Mo0ri4nt0,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 252.35   |
|                  | 2            | True Image Compatible Toner Cartridge Replacem |         |      | 3002000020                      | Vicki's C/C00017 | 09/27/2019  | 252.35     |          |     |          |
| 08/28/2019       | 4875         | HEISSVIC000 Heiss Victoria L                   |         |      | Amzn Mktp US Mo0rs2hx2,         | Amzn.Co          | AMAZON B000 | 09/30/2019 | Invoiced | A   | 26.99    |
|                  | 2            | Sony MDRZX110AP ZX Series Extra Bass Smartphon |         |      | 6202000002                      | Vicki's C/C00018 | 09/27/2019  | 26.99      |          |     |          |

| Card Number      | Tran Date    | Tran ID  | Used By     | Name             | Where Used   | Purch Vendor         | Imp Date   | Post Date | Status   | App | Amount   |
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|                  | Line         | Description                                    |             |                  | PO Number  | Invoice Number       | Invoice Dt | Amount    |          |     |          |
| XXXXXXXXXXXX5690 | continued... |  |             |                  |  |                      |            |           |          |     |          |
|                  | 08/28/2019   | 4876   | HEISSVIC000 | Heiss Victoria L | Amzn Mktp US Mo4k58hl2, Amzn.Co                          | AMAZON B000          | 09/30/2019 |           | Invoiced | A   | 63.99    |
|                  | 2            | SEVEN WALL ARTS - 100% Hand Painted Oil Painti |             |                  | 6202000002   | Vicki's C/C00019     | 09/27/2019 | 63.99     |          |     |          |
|                  | 08/28/2019   | 4877   | HEISSVIC000 | Heiss Victoria L | Amzn Mktp US Mo6523b02, Amzn.Co                          | AMAZON B000          | 09/30/2019 |           | Invoiced | A   | 89.99    |
|                  | 2            | Music Colorful Painting Abstract Wall Decor Ar |             |                  | 6202000002   | Vicki's C/C00020     | 09/27/2019 | 89.99     |          |     |          |
|                  |              |  |             |                  | 21 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==> |                      |            |           |          |     | 4,899.66 |
| XXXXXXXXXXXX6650 | 09/16/2019   | 5024   | JORGELOR000 | Jorgenson Lori R | Crown Awards Inc, 8002271557, N                          | CROWN AW000          | 09/30/2019 |           | Invoiced | A   | 228.71   |
|                  | 1            |  |             |                  |  | Lori's C/C00000      | 09/27/2019 | 228.71    |          |     |          |
|                  | 09/16/2019   | 5025   | JORGELOR000 | Jorgenson Lori R | Crown Awards Inc, 8002271557, N                          | CROWN AW000          | 09/30/2019 |           | Invoiced | A   | -14.74   |
|                  | 1            |  |             |                  |  | Lori's C/C00000      | 09/27/2019 | -14.74    |          |     |          |
|                  |              |  |             |                  | 2 transaction(s) for XXXXXXXXXXXX6650. Total Amount ==>  |                      |            |           |          |     | 213.97   |
| XXXXXXXXXXXX8814 | 09/17/2019   | 4886   | HEISSVIC000 | Heiss Victoria L | Ehl Service Fee, 651-2013544, M                          |                      | 09/30/2019 |           | Invoiced | A   | 2.61     |
|                  | 1            | EHL SERVICE CHARGE                             |             |                  |  | FHS Travel C/C00000  | 09/27/2019 | 2.61      |          |     |          |
|                  | 09/17/2019   | 4887   | HEISSVIC000 | Heiss Victoria L | Health E Learning And, 651-2013                          |                      | 09/30/2019 |           | Invoiced | A   | 105.00   |
|                  | 2            | MN DEPT. OF HEALTH CONF. CHARGE                |             |                  |  | FHS Travel C/C00000  | 09/27/2019 | 105.00    |          |     |          |
|                  | 09/13/2019   | 4885   | HEISSVIC000 | Heiss Victoria L | Kfc C750107, Detroit Lakes, MN,                          |                      | 09/30/2019 |           | Invoiced | A   | 5.42     |
|                  | 1            | MEAL CHARGE BRITTANY BRAGG                     |             |                  |  | FHS Travel C/C00000  | 09/27/2019 | 5.42      |          |     |          |
|                  | 09/10/2019   | 4884   | HEISSVIC000 | Heiss Victoria L | Hotel 8118795007772, Hotelsone,                          |                      | 09/30/2019 |           | Invoiced | A   | 110.42   |
|                  | 1            | LODGING/CONF. FOR BRITTANY BRAGG               |             |                  |  | FHS Travel C/C00000  | 09/27/2019 | 110.42    |          |     |          |
|                  |              |  |             |                  | 4 transaction(s) for XXXXXXXXXXXX8814. Total Amount ==>  |                      |            |           |          |     | 223.45   |
| XXXXXXXXXXXX8848 | 09/16/2019   | 4911   | HOLT THO000 | Holt Thomas T    | Simonson Marke10200111, Bemidji                          |                      | 09/30/2019 |           | Invoiced | A   | 20.00    |
|                  | 1            | Fuel for van Trip Brittany Bragg               |             |                  |  | Fuel C/C00000        | 09/27/2019 | 20.00     |          |     |          |
|                  | 09/12/2019   | 4910   | HOLT THO000 | Holt Thomas T    | Murphy6752atwalmart, Bemidji, M                          |                      | 09/30/2019 |           | Invoiced | A   | 17.98    |
|                  | 1            | Fuel ,Van, Brittany Bragg                      |             |                  |  | Fuel C/C00000        | 09/27/2019 | 17.98     |          |     |          |
|                  |              |  |             |                  | 2 transaction(s) for XXXXXXXXXXXX8848. Total Amount ==>  |                      |            |           |          |     | 37.98    |
| XXXXXXXXXXXX8863 | 09/27/2019   | 4937   | HOLT THO000 | Holt Thomas T    | Menards Intl Falls, Intl Falls                           | MENARDS 000          | 09/30/2019 |           | Invoiced | A   | 5.87     |
|                  | 2            | FHS blanket                                    |             |                  | 8102000009   | Custodian's C/C00000 | 09/27/2019 | 5.87      |          |     |          |
|                  | 09/27/2019   | 4938   | HOLT THO000 | Holt Thomas T    | Menards Intl Falls, Intl Falls                           | MENARDS 000          | 09/30/2019 |           | Invoiced | A   | 5.58     |
|                  | 2            | FHS blanket                                    |             |                  | 8102000009   | Custodian's C/C00001 | 09/27/2019 | 5.58      |          |     |          |
|                  | 09/26/2019   | 4936   | HOLT THO000 | Holt Thomas T    | Menards Intl Falls, Intl Falls                           | MENARDS 000          | 09/30/2019 |           | Invoiced | A   | 15.78    |
|                  | 2            | FHS blanket                                    |             |                  | 8102000009   | Custodian's C/C00002 | 09/27/2019 | 15.78     |          |     |          |
|                  | 09/23/2019   | 4934   | HOLT THO000 | Holt Thomas T    | Menards Intl Falls, Intl Falls                           | MENARDS 000          | 09/30/2019 |           | Invoiced | A   | 56.63    |
|                  | 2            | FHS blanket                                    |             |                  | 8102000009   | Custodian's C/C00003 | 09/27/2019 | 56.63     |          |     |          |

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| Card Number  | Tran Date    | Tran ID       | Used By | Name   | Where Used    | Purch Vendor                   | Imp Date    | Post Date  | Status   | App | Amount |
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| XXXXXXXXXXXX8863   | continued... |               |         |        |               |                                |             |            |          |     |        |
|  | 09/23/2019   | 4935          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 71.97  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00004           | 09/27/2019  | 71.97      |          |     |        |
|  | 09/19/2019   | 4933          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 41.76  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00005           | 09/27/2019  | 41.76      |          |     |        |
|  | 09/18/2019   | 4930          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 18.96  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00006           | 09/27/2019  | 18.96      |          |     |        |
|  | 09/18/2019   | 4931          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 1.19   |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00007           | 09/27/2019  | 1.19       |          |     |        |
|  | 09/18/2019   | 4932          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 0.28   |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00008           | 09/27/2019  | 0.28       |          |     |        |
|  | 09/16/2019   | 4927          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 11.11  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00009           | 09/27/2019  | 11.11      |          |     |        |
|  | 09/16/2019   | 4928          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 32.33  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00010           | 09/27/2019  | 32.33      |          |     |        |
|  | 09/16/2019   | 4929          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 24.61  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00011           | 09/27/2019  | 24.61      |          |     |        |
|  | 09/13/2019   | 4926          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 47.19  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00012           | 09/27/2019  | 47.19      |          |     |        |
|  | 09/12/2019   | 4925          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 98.22  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00013           | 09/27/2019  | 98.22      |          |     |        |
|  | 09/09/2019   | 4924          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 19.75  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00014           | 09/27/2019  | 19.75      |          |     |        |
|  | 09/02/2019   | 4945          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 17.52  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00015           | 09/27/2019  | 17.52      |          |     |        |
|  | 08/30/2019   | 4942          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 17.98  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00016           | 09/27/2019  | 17.98      |          |     |        |
|  | 08/30/2019   | 4943          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 8.97   |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00017           | 09/27/2019  | 8.97       |          |     |        |
|  | 08/30/2019   | 4944          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 84.29  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00018           | 09/27/2019  | 84.29      |          |     |        |
|  | 08/29/2019   | 4939          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 43.13  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00019           | 09/27/2019  | 43.13      |          |     |        |
|  | 08/29/2019   | 4940          | HOLT    | THO000 | Holt Thomas T | Menards Intl Falls, Intl Falls | MENARDS 000 | 09/30/2019 | Invoiced | A   | 77.78  |
|  | 2            | FHS blanket   |         |        | 8102000009    | Custodian's C/C00020           | 09/27/2019  | 77.78      |          |     |        |
|  | 08/29/2019   | 4941          | HOLT    | THO000 | Holt Thomas T | Lido Designs, 877-8104116, CT, |             | 09/30/2019 | Invoiced | A   | 43.54  |
|  | 1            | Stadium parts |         |        |               | Custodian's C/C00021           | 09/27/2019  | 43.54      |          |     |        |
| 22 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==> |              |               |         |        |               |                                |             |            |          |     | 744.44 |

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| Card Number      | Tran Date  | Tran ID | Used By                    | Name               | Where Used                      | Purch Vendor   | Imp Date   | Post Date | Status   | App | Amount |
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|                  |            | Line    | Description                |                    | PO Number                       | Invoice Number | Invoice Dt |           |          |     | Amount |
| XXXXXXXXXXXX9077 | 09/23/2019 | 5026    | HOPKIMIC000                | Hopkins Michelle L | Super One, International, MN, 5 | SUPER ON000    | 09/30/2019 |           | Invoiced | A   | 4.95   |
|                  |            | 1       | FHS; Food for Meal Service |                    | FHS Cafe's C/C00000             | 09/27/2019     |            |           |          |     | 4.95   |

183 transaction(s). Total Amount ==>

39,572.19

\*\*\*\*\* End of report \*\*\*\*\*







## ADOBE GENERAL TERMS ▾

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Last updated June 5, 2018. Replaces all prior versions.

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You must be 13 or older to register for an individual Adobe ID. Schools that participate in the primary and secondary education named user offering may issue a child under 13 an enterprise-level Adobe ID, but only after obtaining express parental consent.

1. Your Agreement with Adobe.

**1.1 Choice of Law and Contracting Entity. If you reside in North America (inclusive of United States, Canada, and Mexico), your relationship is with Adobe Inc., a United States company, and the Terms are governed by the law of California, U.S.A. If you reside outside of North America, your relationship is with Adobe Systems Software Ireland Limited, and the Terms are governed by the law of Ireland.** For customers in Australia, Adobe Systems Software Ireland Limited is acting as an authorized agent of Adobe Systems Pty Ltd. a entering into this contract in its capacity as agent for Adobe Systems Pty Ltd. You may have additional rights under the law. We do not seek those rights where it is prohibited to do so by law.

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|                 |                         |                 |  |
|-----------------|-------------------------|-----------------|--|
| Adobe Developer | Adobe Stock             | Demo Assets     | K-12 (Primary and Secondary) Education |
| Adobe Fonts     | Adobe Stock Contributor | Document Cloud  | Software                               |
| Adobe Sign      | Behance                 | Fuse            | Teams and Enterprise                   |
| Adobe Spark     | Business Catalyst       | InDesign Server |  |

## 2. Privacy.

**2.1 Privacy.** For information about how we collect, use, share or otherwise process information about you, please see our Privacy Policy at <http://www.adobe.com/go/privacy>.

**2.2 Desktop Application Usage Information.** You have the option to share information with us about how you use our desktop applications. Where permitted by law, this option is turned on by default, and the information is associated with your Adobe account. This information allows us to provide you with a more personalized experience and helps us to improve product quality and features. You can change your preference any time on your Adobe Account Management page. To learn more about desktop application usage data, go to [http://www.adobe.com/go/app\\_usage\\_FAQ](http://www.adobe.com/go/app_usage_FAQ).

**2.3 Our Access to Your Content.** Where permitted by law, we will only access, view, or listen to your Content (defined in section 4.1 below) limited ways. For example, in order to perform the Services, we may need to access, view, or listen to your Content to (a) respond to support requests; (b) detect, prevent, or otherwise address fraud, security, unlawful, or technical issues; and (c) enforce the Terms. Our automated systems may analyze your Content using techniques such as machine learning. This analysis may occur when the Content is sent, received, or stored. From

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**3.1 License.** Subject to your compliance with the Terms and the law, you may access and use the Services and Software.

**3.2 Adobe Intellectual Property.** We (and our licensors) remain the sole owner of all right, title, and interest in the Services or Software. Except as stated in the Terms, we do not grant you any rights to patents, copyrights, trademarks, trade secrets, or any other rights in respect to the items in the Services or Software. We reserve all rights not granted under the Terms.

**3.3 Storage.** When the Services provide storage, we recommend that you also back up your Content elsewhere regularly. We may create reasonable technical limits on file size, storage space, processing capacity, and other technical limits. We may suspend the Services until you are within the storage space limit associated with your account. At the end of your license term, we will use commercially reasonable efforts to allow you to transition your Content out of the Services. The transition must be completed within 30 days from the date of the termination or expiration of your license term. At the end of this 30-day transition period, we reserve the right to delete your Content.

**3.4 User-Generated Content.** We may host user-generated content from our users. If you access our Services, you may come across user-generated content that you find offensive or upsetting. Your sole remedy is to stop viewing the content. If available, you may also click on the "Report" button to report the offensive user-generated content to us.

**3.5 Sample Files.** "Sample Files" means Adobe-provided files such as content images, clip art, stock images, or sounds for use in tutorials, demonstrations, and for other trial purposes, which may be identified as sample files. Sample Files cannot be used for any other purpose than for which they were provided. You cannot distribute Sample Files on a stand-alone basis (i.e., in circumstances in which the Sample Files constitute the primary value of the product being distributed), and you cannot claim any rights in the Sample Files.

**3.6 Content Files.** "Content Files" means Adobe assets provided as part of the Services and Software. Unless documentation or specific licenses state otherwise, we grant you a personal, non-exclusive, non-sublicensable, and non-transferable license to use the Content Files to create your own use (i.e., the derivative application or product authored by you) into which the Content Files, or derivations thereof, are embedded for your use ("End Use"). You may modify the Content Files prior to embedding them in the End Use. You may reproduce and distribute Content Files only in

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- (a) **NFR Version.** We may designate the Services or Software as "trial," "evaluation," "not for resale," or other similar designation ("**NFR Version**"). You may install and use the NFR Version only for the period and purposes stated when we provide the NFR Version. You must not use any materials you produce with the NFR Version for any commercial purposes.
- (b) **Prerelease Version.** We may designate the Services or Software, or a feature of the Services or Software, as a prerelease or beta version ("**Prerelease Version**"). A Prerelease Version does not represent the final product and may contain bugs that may cause system or other failure and data loss. We may choose not to commercially release the Prerelease Version. You must promptly cease using the Prerelease Version and destroy all copies of Prerelease Version if we request you to do so, or if we release a commercial version of the Prerelease Version. Any separate agreement we enter into with you governing the Prerelease Version will supersede these provisions.
- (c) **Education Version.** If we designate the Services or Software as for use by educational users ("**Educational Version**"), then you may only use the Educational Version if you meet the eligibility requirements stated at <http://www.adobe.com/go/primary-secondary-institution-eligibility>-guidelines. You may install and use the Educational Version only in the country where you are qualified as an educational user. If you reside in the European Economic Area, then the word "country" in the prior sentence means the European Economic Area.

## 4. Your Content.

4.1 **Content.** "**Content**" means any material, such as audio files, video files, electronic documents, or images, that you upload and import into the Services or Software in connection with your use of the Services.

4.2 **Ownership. You retain all rights and ownership of your Content. We do not claim any ownership rights to your Content.**

4.3 **Licenses to Your Content in Order to Operate the Services and Software.** We require certain licenses from you to your Content in order to operate and enable the Services and Software. When you upload Content to the Services and Software, you grant us a nonexclusive, worldwide, royalty-free, sublicensable, and transferable license to use, reproduce, publicly display, distribute, modify (so as to better showcase your Content, for

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(a) **Sharing** Some Services and Software may provide features that allow you to Share your Content with other users or to make it public. **"Share"** means to email, post, transmit, upload, or otherwise make available (whether to us or other users) through your use of the Services and Software. Other users may use, copy, modify, or re-share your Content in many ways. Please carefully consider what you choose to Share or make public as you are responsible for the Content that you Share.

(b) **Level of Access.** We do not monitor or control what others do with your Content. You are responsible for determining the limitations that are placed on your Content and for applying the appropriate level of access to your Content. If you do not choose the access level to apply to your Content, the system may default to its most permissive setting. It is your responsibility to let other users know how your Content may be shared and to adjust the setting related to accessing or sharing your Content.

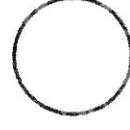
(c) **Comments.** The Services and Software may allow you to comment on Content. Comments are not anonymous, and may be viewed by other users. Your comments may be deleted by you, other users, or us.

**4.5 Termination of License.** You may revoke this license to your Content and terminate our rights at any time by removing your Content from the Service. Some copies of your Content may be retained as part of our routine backups, however.

**4.6 Feedback.** You have no obligation to provide us with ideas, suggestions, or proposals ("**Feedback**"). If you submit Feedback to us however, then you grant us a non-exclusive, worldwide, royalty-free, sublicensable, and transferable license to make, use, sell, have made, offer to sell, import, reproduce, publicly display, distribute, modify, and publicly perform the Feedback.

**4.7 Selling Your Content.** We may allow you to license your Content to other users through our Services after agreeing to separate terms.

5. Account Information.



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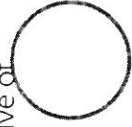
**restrictions, including, but not limited to, the right to charge for overages.**

## 6. User Conduct.

**6.1 Responsible Use.** The Adobe communities often consist of users who expect a certain degree of courtesy and professionalism. You must use the Services and Software responsibly.

**6.2 Misuse.** You must not misuse the Services or Software. For example, you must not:

- (a) copy, modify, host, stream, sublicense, or resell the Services or Software;
- (b) enable or allow others to use the Services or Software using your account information;
- (c) use the Software to construct any kind of database;
- (d) access or attempt to access the Services or Software by any means other than the interface we provide or authorize;
- (e) circumvent any access or use restrictions put into place to prevent certain uses of the Services or Software;
- (f) share Content, or engage in behavior that violates anyone's intellectual property rights ("**Intellectual Property Rights**" means copyright, moral rights, trademark, trade dress, patent, trade secret, unfair competition, right of privacy, right of publicity, and any other proprietary rights);
- (g) upload or share any Content that is unlawful, harmful, threatening, abusive, tortious, defamatory, libelous, vulgar, lewd, profane, invasive of another's privacy, or hateful;
- (h) impersonate any person or entity, or falsely state or otherwise misrepresent your affiliation with a person or entity;



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to harm or limit the functionality of the Services or Software;

- (k) disrupt, interfere with, or inhibit any other user from using the Services or Software (such as stalking, intimidating, or harassing others, inciting others to commit violence, or harming minors in any way);
- (l) engage in chain letters, junk mails, pyramid schemes, phishing, spamming, or other unsolicited messages;
- (m) place an advertisement of any products or services in the Services except with our prior written approval;
- (n) use any data mining or similar data gathering and extraction methods in connection with the Services; or
- (o) violate applicable law (including, but not limited to, where applicable, COPPA).

#### 7. Fees and Payment.

**7.1 Taxes and Third-Party Fees.** You must pay any applicable taxes and third-party fees (including, for example, telephone toll charges, mobile carrier fees, ISP charges, data plan charges, credit card fees, foreign exchange fees, and foreign transaction fees). We are not responsible for these fees. Contact your financial institution with questions about fees. We may take steps to collect the fees you owe us. You are responsible for all related collection costs and expenses. If you are located in a different country from the applicable Adobe entity that you are transacting with (i.e., Adobe Inc. for North American customers and Adobe Systems Software Ireland Limited for customers in all other countries), your payments will be made to a foreign entity.

**7.2 Credit Card Information.** If you do not notify us of updates to your payment method, to avoid interruption of your service, we may participate in programs supported by your card provider to try to update your payment information. You authorize us to continue billing your account with the updated information that we obtain.



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**8.2 Indemnification.** You will indemnify us and our subsidiaries, affiliates, officers, agents, employees, partners, and licensors from any claim, demand, loss, or damage, including reasonable attorneys' fees, arising out of or related to your Content, your use of the Services or Software, or your violation of the Terms.

### 9. Disclaimers of Warranties.

**9.1 Unless stated in the Additional Terms, the Services and Software are provided "AS-IS." To the maximum extent permitted by law, we disclaim all warranties, express or implied, including the implied warranties of non-infringement, merchantability, and fitness for a particular purpose. We make no commitments about the content within the Services. We further disclaim any warranty that (a) the Services or Software will meet your requirements or will be constantly available, uninterrupted, timely, secure, or error-free; (b) the results obtained from the use of the Services or Software will be effective, accurate, or reliable; (c) the quality of the Services or Software will meet your expectations; or (d) any errors or defects in the Services or Software will be corrected.**

**9.2 We specifically disclaim all liability for any actions resulting from your use of any Services or Software. You may use and access the Services or Software at your own discretion and risk, and you are solely responsible for any damage to your computer system or loss of data that results from the use of and access to any Service or Software.**

**9.3 If you post your Content on our servers to publicly Share through the Services, we are not responsible for: (a) any loss, corruption, or damage to your Content; (b) the deletion of Content by anyone other than Adobe; or (c) the inclusion of your Content by third parties on other websites or other media.**

### 10. Limitation of Liability.

**10.1 Unless stated in the Additional Terms, we are not liable to you or anyone else for any loss of use, data, goodwill, or profits, whatsoever, and any special, incidental, indirect, or punitive damages whatsoever, regardless of cause (even if we have**



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personal injury.

**10.2 Our total liability in any matter arising out of or related to the Terms is limited to US \$100 or the aggregate amount that you paid for access to the Service and Software during the three-month period preceding the event giving rise to the liability, whichever is larger. This limitation will apply regardless of the form or source of claim or loss, whether the claim or loss was foreseeable, and whether a party has been advised of the possibility of the claim or loss.**

**10.3 The limitations and exclusions in this section 10 apply to the maximum extent permitted by law.**

11. Termination.

**11.1 Termination by You.** You may stop using the Services and Software at any time. Termination of your account does not relieve you of any obligation to pay any outstanding fees.

**11.2 Termination by Us.** If we terminate the Terms, or your use of the Service(s) for reasons other than for cause, we will make reasonable efforts to notify you at least 30 days prior to termination via the email address you provide to us with instructions on how to retrieve your Content. Unless stated in any Additional Terms, we may, at any time, terminate your right to use and access the Services or Software if:

- (a) you breach any provision of the Terms (or act in a manner that clearly shows you do not intend to, or are unable to, comply with the Terms);
- (b) you fail to make the timely payment of fees for the Services or Software, if any
- (c) you materially breach any provision of the Terms, and (i) the breach cannot be corrected; or (ii) we notify you of the breach and you fail to correct it within 14 days of the notice;

(d) you physically, verbally, or through other means abuse, threaten, bully, or harass us or our personnel (in such circumstances, we may alternatively suspend or restrict your access to the Services or Software);



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(g) we elect to discontinue the Services or Software, in whole or in part (such as if it becomes impractical for us to continue offering Services in your region due to change of law); or

(h) there has been an extended period of inactivity in your free account.

**11.3 Termination by Group Administrator.** Group administrators for a Service such as “Creative Cloud for teams” may terminate a user’s access to a Service at any time. If your group administrator terminates your access, then you may no longer be able to access Content that you or other users of the group have shared on a shared workspace within that Service.

**11.4 Survival.** Upon the expiration or termination of the Terms, some or all of the Services and Software may cease to operate without prior notice. Any perpetual licenses you have will continue in full force and effect, however. Your indemnification obligations, our warranty disclaimers or limitations of liabilities, and dispute resolution provisions stated in the Terms will survive.

12. Investigations.

**12.1 Screening.** We do not review all content uploaded to the Services or Software, but we may use available technologies, vendors, or processes to screen for certain types of illegal content (for example, child pornography) or other abusive content or behavior (for example, patterns of activity that indicate spam or phishing, or keywords that indicate adult content has been posted outside of the adult wall).

**12.2 Disclosure.** We may access or disclose information about you or your use of the Services or Software: (a) when it is required by law (such as when we receive a valid subpoena or search warrant); (b) to respond to your requests for customer service support; or (c) when we, in our discretion, think it is necessary to protect the rights, property, or personal safety of us, our users, or the public.

13. Trade Control Laws.



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Nothing in the Terms is intended to exclude, restrict, or modify any consumer rights under the Competition and Consumer Act 2010 (Cth) (**CCA**) or any other legislation which may not be excluded, restricted, or modified by agreement. If the CCA or any other legislation implies a condition, warranty, or term into the Terms or provides statutory guarantees in connection with the Terms, in respect of goods or services supplied (if any), our liability for breach of such a condition, warranty, other term or guarantee is limited (at our election), to the extent it is able to do so: (a) in the case of supply of goods, us doing any one or more of the following: (i) replacing the goods or supplying equivalent goods; (ii) repairing the goods; (iii) paying the cost of replacing the goods or of acquiring equivalent goods; and (iv) paying the cost of having the goods repaired; or (b) in the case of supply of services, our doing either or both of the following: (i) supplying the services again; and (ii) paying the cost of having the services supplied again.

## 15. Dispute Resolution.

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**15.1 Process.** If you have any concern or dispute, you agree to first try to resolve the dispute informally by contacting us. If a dispute is not resolved within 30 days of submission, any resulting legal actions must be resolved through final and binding arbitration, except that you may assert claims in small claims court if your claims qualify.

**15.2 Rules.** If you reside in the Americas, JAMS will administer the arbitration in Santa Clara County, California pursuant to its Comprehensive Arbitration Rules and Procedures. If you reside in Australia, New Zealand, Japan, mainland China, Hong Kong S.A.R., Macau S.A.R., Taiwan, South Korea, India, Sri Lanka, Bangladesh, Nepal, or a member state of the Association of Southeast Asian Nations (ASEAN), then the Singapore International Arbitration Centre (SIAC) will administer the arbitration in Singapore under its Rules of Arbitration, which rules are deemed to be incorporated by reference in this section. Otherwise, the London Court of International Arbitration (LCIA) will administer the arbitration in London under the LCIA Arbitration Rules. There will be one arbitrator that you and Adobe mutually select. The arbitration will be conducted in the English language, but any witness whose native language is not English may give testimony in the witness' native language, with simultaneous translation into English (at the expense of the party presenting the witness). Judgment upon the award rendered may be entered and will be enforced by any court of competent jurisdiction having jurisdiction over you and us.



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violation of the Terms, you agree that we are entitled to apply for injunctive remedies (or an equivalent type of urgent legal relief) in any jurisdiction.

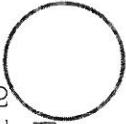
### 16. Audit Rights.

If you are a business, company, or organization, then we may, no more than once every 12 months, upon seven 7 days' prior notice to you, appoint our personnel or an independent third-party auditor who is obliged to maintain confidentiality to inspect (including manual inspection, electronic methods, or both) your records, systems, and facilities to verify that your installation and use of any and all Services or Software is in conformity with its valid licenses from us. Additionally, you will provide us with all records and information requested by us within 30 days of our request in order for us to verify that the installation and use of any and all Services and Software is in conformity with your valid licenses. If the verification discloses a shortfall in licenses for the Services or Software, you will immediately acquire any necessary licenses, subscriptions, and applicable back maintenance and support. If the unpaid fees exceed 5% of the value of the payable license fees, then you will also pay for our reasonable cost of conducting the verification.

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### 17. Updates and Availability.

**17.1. Updates to the General Terms and Additional Terms.** We may modify these General Terms, any Additional Terms or Subscription and Cancellation terms, for example, to reflect changes to the law or changes to our Services or Software. You should look at the Terms regularly. We will post notice of modifications to these General Terms and Additional Terms on this page. By continuing to use or access the Services or Software after the revisions are in effect, you agree to be bound by the revised Terms.

**17.2. Updates to the Services and Software.** We may modify, update, or discontinue the Services or Software (including any portions or features) at any time, without liability to you or anyone else. However, for changes to paid offerings, we will make reasonable efforts to notify you of the modification, update or discontinuation. If we discontinue the Services or Software in its entirety, we will also allow you a reasonable time to download your Content and we may provide you with a pro rata refund for any unused fees for that Service or Software that you prepaid 

**ADOBE GENERAL TERMS** ▾**18. No Modifications, Reverse Engineering.**

Except as expressly permitted in the Terms, you may not (a) modify, port, adapt or translate any portion of the Services or Software; or (b) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code or any portion of any Service or Software. If the laws of your jurisdiction give you the right to decompile the Software to obtain information necessary to render the licensed portions of the Services or Software interoperable with other software, you must first request such information from us. We may, in our discretion, either provide such information to you or impose reasonable conditions, including a reasonable fee, on your decompilation of the Services or Software to ensure that our and our suppliers' proprietary rights in the Services and Software are protected.

**19. Miscellaneous.**

**19.1 English Version.** The English version of the Terms will be the version used when interpreting or construing the Terms.

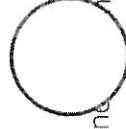
**19.2 Notice to Adobe.** You may send notices to us at the following address: Adobe Inc., 345 Park Avenue, San Jose, California, 95110-2704, USA, Attention: General Counsel.

**19.3 Notice to You.** We may notify you by email, postal mail, postings within the Services, or other legally accepted means.

**19.4 Non-Assignment.** You may not assign or otherwise transfer the Terms or your rights and obligations under the Terms, in whole or in part, without our written consent, and any such attempt will be void. We may transfer our rights under the Terms to a third party.

**19.5 Headings.** Headings used in these General Terms or Additional Terms are provided for convenience only and will not be used to construe meaning or intent.

**19.6 Severability.** If any provision of these General Terms or any Additional Terms is held invalid or unenforceable for any reason, the General Terms and any Additional Terms will continue in full force and effect.





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We respect the Intellectual Property Rights of others and we expect our users to do the same. We will respond to clear notices of copyright infringement consistent with the Digital Millennium Copyright Act ("DMCA"). You can learn more about Adobe's IP Takedown policies and practices here: <http://www.adobe.com/legal/dmca.html>.

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INTERNATIONAL FALLS PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 806  
Crisis Management Policy

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ May 2017 \_\_\_

*[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. ~~Id. The policies must be developed in consultation with school administrators, teachers, employees, students, parents/guardians, community members, community emergency response agencies, including law enforcement and fire officials, county attorney offices, social service agencies, and any other appropriate individuals or organizations (such as Safe and Drug Free School coordinators and bus contractors).~~ ~~Id. Effective for the 2006-07 school year and later, the policy must include at least five school lock-down drills, five school fire drills consistent with Minn. Stat. § 299F.30, and one school tornado drill.~~ This Model Crisis Management Policy ~~is~~ was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]*

**I. Purpose**

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with ~~first~~ emergency responders and other relevant community organizations. The school district will ensure that relevant ~~first~~ emergency responders in the community have access to their building-specific crisis management

plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

## II. GENERAL INFORMATION

### A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

### B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency **first responder** response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (**2011 Edition**) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for **the safe evacuation of children and employees** with special needs such as physical, sensory, motor, developmental, and mental health challenges.

~~All general crisis procedures will address specific procedures for children and staff with special needs such as physical, sensory, motor, developmental, and mental health challenges. The school's crisis management team will meet in the fall of each year to ensure that there are specific procedures for the safe evacuation of each student and staff member with special needs. If an emergency situation/crisis occurs, the assignments made for each student and staff member~~

~~at the fall planning meeting will be implemented by the assigned staff and will include the school district crisis team's specific procedures for evacuating students and staff with special needs.~~

~~(1) — The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. This may include students who do not have a 504 plan or an individualized education program (IEP).~~

~~(2) — The evacuation procedures should also address transporting necessary medications and medical equipment used by students and staff during the school day.~~

*[Note: More specific information on planning for children with special needs can be found in the attached Comprehensive School Safety Guide (2011 edition), ~~under the preparedness/Planning Section, and the United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities," at page 6.30. A website link is provided in the resource section of this Policy.]~~*

- a) Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. ~~Code words will not be used. Emergency responders use plan language when responding to emergencies/crisis situations, and it is recommended that school district staff also use plan language rather than code words.~~ Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

*[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]~~The attached Comprehensive School Safety Guide (2011 edition), under the Preparedness/Planning Section, has a sample lockdown schedule and log.~~*

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

*Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]*

- c) Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

*Note: The ~~attached~~ Comprehensive School Safety Guide (2011 edition), ~~under the Response Section~~, has sample lock-down procedures, evacuation procedures, “sheltering in place,” and severe weather and sheltering procedures.*

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

~~*[Note: The attached Emergency Planning and Procedures Guide for Schools includes crisis-specific procedures.]*~~

~~*[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]*~~

3. School Emergency Response Teams.

~~b) — Purpose. The school's emergency response team serves as a first responder for school emergencies and assists building and district administration in developing and revising district and building level~~

~~emergency plans. The school emergency response team implements the building level crisis management plan. A school, depending upon its size and individual need, may have more than one team to manage various responsibilities and needs in an emergency.~~

a) Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts. ~~The list may be in an electronic and/or paper format, but must be accessible in the event of a power outage.~~

*[Note: The ~~attached~~ Comprehensive School Safety Guide (2011 edition), has a sample School Emergency Response Team list.] ~~under the preparedness/Planning Section, provides a description of the national incident management system and school incident command system for school emergency response teams. It also includes a school incident command structure for school and guidelines.~~*

b) Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### III. PREPARATION BEFORE AN EMERGENCY

#### A. Communication ~~of the Crisis Management Plan~~

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their

role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### **B. Planning and Preparing for Fire Visitors**

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.) ~~Entrance Procedures. The school district shall implement procedures mandating visitor sign in and sign out at a specific location and the use of an identifying visitor badge while in school buildings.~~

*[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]*

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. ~~Building Entrances. The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.~~
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in

the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

*[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]*

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]*

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or is or her designee to meet local fire or law enforcement agents upon their arrival.

*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]*

### C. Facility Diagrams and Site Plans

~~Individual School Building Diagram and Site Plan.~~ All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be ~~available in the office of the building administrator and in other appropriate areas and will be easily accessible and on file in the school district office.~~ Facility diagrams and site plans maintained by the building administrator and will be easily accessible and on file

in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

*[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]*

*[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]*

1. ~~Districts with single sites.—For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.~~

#### D. Emergency Telephone Numbers

##### ~~External Communication~~

~~Emergency Response Contact Information.~~ Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

~~Staff Training on Making Emergency Calls.~~ School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

~~Internal Building Communication.~~ School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary

use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

*[Note: The attached Comprehensive School Safety Guide (2011 edition), under the Preparedness/Planning Section, has a sample Emergency Phone Numbers list.]*

E. Warning and Notification Systems

~~Maintenance of the District Warning system.~~ The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

~~Notification of the District Warning System to Staff and Students. It~~ The building administrator shall be ~~the responsible of the building administrator to~~ for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

~~Decision Making by Superintendent:~~ The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

~~External Communication Methods for Parents and Guardians.~~ Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

*[Note: The ~~attached~~ Comprehensive School Safety Guide (2011 edition), under the Response section, provides universal procedures for severe weather shelter.]*

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The

superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]*

#### H. Behavioral Health Crisis Intervention Procedures

~~Short-Term Intervention Procedures.~~ Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention counselors, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

#### I. Long-Term Recovery Intervention procedures.

~~The following components may involve both short term and long term recovery planning~~ Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery
2. Fiscal recovery
3. Academic recovery
4. Social/emotional recovery

*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]*

#### IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

~~A. — Safe Area. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire department is arriving, and the location of fire equipment, the distance may need to be extended).~~

~~B. — Accessibility of Building Facility Diagram and Site Plan. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. (See III.C. above)~~

~~C. — Staff Training on Evacuation Routes. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.~~

~~D. — Additional Staff Training. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.~~

~~E. — Conducting Fire Drills. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.~~

~~*Note: The State Fire Marshal advises schools to defer fire drills during the winter months.*~~

~~F. — Fire Drill Schedule and Log. A record of fire drills conducted at the building will be maintained in the building administrator's office.~~

~~*Note: The attached Comprehensive School Safety guide (2011 edition), under the Preparedness/Planning Section, has a sample fire drills schedule and log.*~~

~~G. — Preparation and Planning for Sites. The school district will have prearranged sites for emergency sheltering, relocation and reunification and transportation as needed.~~

~~H. — Essential Staff Functions. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.~~

*Note: The attached Comprehensive School Safety Guide (2011 edition), under the Response Section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.*

~~V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY~~

~~A. Purpose. A template for universal and emergency specific procedures for the various hazards/emergencies listed below are attached to this Policy. The template is to be used by schools when drafting specific crisis management plans. After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.~~

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures

- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

~~B. Universal Response Procedures for All types of Emergency Response~~

- ~~1. Evacuation/relocation~~
- ~~2. Lock-down procedures~~
- ~~3. Reverse evacuation~~
- ~~4. Severe weather shelter~~
- ~~5. Shelter in place procedures~~
- ~~6. Student reunification/release~~

~~C. Emergency Specific Response Procedures:~~

- ~~1. Assault (physical and sexual)~~
- ~~2. Bomb threat~~
- ~~3. Demonstration~~
- ~~4. Fight/disturbance~~
- ~~5. Fire~~
- ~~6. Hazardous materials~~
- ~~7. Hostage~~
- ~~8. Intruder~~
- ~~9. Media procedures~~
- ~~10. Medical emergency~~
- ~~11. Severe weather: tornado/severe thunderstorm/flooding~~
- ~~12. Sexual assault~~
- ~~13. Shooting~~
- ~~14. Suicidal threat or attempt~~
- ~~15. Suspicious package or mail: chemical/biological threat~~
- ~~16. Terrorism~~
- ~~17. Threat~~
- ~~18. Threat incident report form~~
- ~~19. Weapons~~

## VI. MISCELLANEOUS PROCEDURES

### A. Chemical Accidents.

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

*[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]*

### ~~B. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]~~

### B. Visitors

The school district shall implement procedures mandating visitor sign in for visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

### C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

*[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]*

### D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

~~C. Required Plan. School districts within a ten (10) mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.~~

~~D. Plan Evaluation. The plan is evaluated by the radiological emergency planning unit of the Division of Homeland Security at the Minnesota Department of Public Safety.~~

*Legal References:* Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner Of Labor and Industry)  
~~Minnesota Rules Chapter 7511 (Minnesota State Fire Code)~~  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules ~~Part 7510~~ Ch. 7511 (Fire Safety)  
~~Title IX, Part E, Subpart 2, Section 9532 and~~  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

*Cross References:* MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

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

**BOARD POLICY 529  
Staff Notification of Violent Behavior by Students**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ July 2016 \_\_\_\_\_

*[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]*

**I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

**II. GENERAL STATEMENT OF POLICY**

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the **principal of the building in which the student attends school.** ~~administrator named in this Policy.~~

- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of ~~notification notifying~~ and ~~the determination determining~~ of how staff will manage such student.
- C. Only staff members ~~whose work assignment reasonably requires access to the information~~ who have a legitimate educational interest in the information will receive notification.

### III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School Staff Member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

*[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]*

**IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or of any student enrolled in the school district shall immediately report the information to the building principal **where the student is enrolled or seeks to enroll. and the superintendent of schools**

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.

2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification)  
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Pts. 1205.0100 - 1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

***Cross References:*** [MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)

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

**BOARD POLICY 208  
Development, Adoption, and Implementation of Policies**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ April 2016 \_\_\_

*[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]*

**I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

**II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

**III. DEVELOPMENT OF POLICY**

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

#### IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda ~~for one of two~~ school board meetings. The proposals shall be distributed and public comment will be allowed at both ~~the meetings it is presented at as well as the meeting where said policy is scheduled for action~~ prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

#### V. IMPLEMENTATION OF POLICY

- A. ~~It shall be the responsibility of the superintendent~~ The superintendent shall be responsible for ~~to~~ implementing school board policies other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

*[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]*

- B. Each school board member shall have access to this policy manual, and a copy shall be placed ~~on the district website in the office of each school attendance center~~. A manual shall be available in the central office and made available for reference purposes to other interested persons.
- C. ~~It shall be the responsibility of~~ The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for ~~to~~ keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the

school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 internet Acceptable Use and Safety Policy; ~~and~~ 616 School District System Accountability; ~~and~~ 806 Crisis Management Policy.

- E. When ~~there is~~ no school board policy ~~exists in existence~~ to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

***Cross References:*** MSBA/MASA Model Policy 305 (Policy Implementation)

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

**BOARD POLICY 402  
Disability Nondiscrimination Policy**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ June 2019 \_\_\_

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

**I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities **of such individuals** in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school district's appointed ADA/Section 504 coordinator. Contact information is as follows:

Elementary Section 504 Officer  
Melissa Tate, Elementary Principal  
1414 15<sup>th</sup> Avenue

Secondary Section 504 Officer  
Marc Glowack, Dean of Students  
1515 11<sup>th</sup> Street

International Falls, MN 56649  
218-283-2571 ext 1232  
Alternate: Marc Glowack

International Falls, MN 56649  
218-283-2571 ext 1110  
Alternate: Melissa Tate

E. ~~The school district requires all employees to have the capability and capacity to perform and exercise the essential function of their assigned job duties and responsibilities. The school district states and represents that it does not have, nor will it create, "light duty" positions or positions requiring less than full capacity in order to perform essential functions required of a position. Employees who are unable to complete their assigned tasks due to accident, illness, or injury will be allowed to access their accumulated sick leave, FMLA leave, and other appropriate leaves in accord with collective bargaining agreements and in accord with federal and state law, and in the case of workers compensation injury, to access benefits accruing to an employee under Minnesota Workers Compensation rule and statute.~~

~~F. A grievance procedure for complaints of discrimination may be found in the District Office and on the District website at [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us) under "School Board"; policies; Policy #401 Procedure.~~

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. 794 *et. seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
29 C.F.R. Part 32  
34 C.F.R. Part 35  
34 C.F.R. Part 104

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**Cross References:** MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

**BOARD POLICY 410  
Family and Medical Leave Policy**

Adopted \_\_\_ By Reference \_\_\_\_\_

Revised \_\_\_ April 2016 \_\_\_\_\_

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

A. “Covered active duty” means:

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

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or

therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.
- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.
- F. “Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or

2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member’s child;
  4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to ~~fifteen~~ 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member;  
~~and~~
  8. to address parental care needs; and
  9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

- J. “Veteran” has the meaning given in 38 U.S.C. § 101.

#### IV. LEAVE ENTITLEMENT

A. Twelve-week Leave Under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee’s child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
  - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
  - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered duty, or notified of an impending call or order to covered duty, in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement for FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12- month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and

that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran. and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis,

based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the **school district. Superintendent.** When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who

does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

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

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

B. Twelve week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service member Family Military Leave

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

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the ~~Family and Medical Leave Act of 1993~~ ("FMLA") and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by ~~that Act~~ the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

#### IV. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

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

**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family Medical Leave Act Summary)

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

**BOARD POLICY 415  
Mandated Reporting of Maltreatment of Vulnerable Adults**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ April 2016 \_\_\_

*[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]*

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

**II. GENERAL STATEMENT OF POLICY**

- A. ~~It is~~ The policy of the school district ~~is~~ to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. ~~It shall be~~ A violation of this policy ~~occurs when for~~ any school personnel ~~to~~ fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

**III. DEFINITIONS**

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not

limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2) (3) receives services from a licensed home care provider or

person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

## V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

## VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. §13.02 (Collection, Security, and Dissemination of Records; Definitions)  
Minn. Stat. §245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. State. §609.221-609.224 (Assault)  
Minn. Stat. § 609.234 (Crimes Against the Person)  
Minn. Stat. §609.235(Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. §609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. §609.341 (Definitions)  
Minn. State. §§609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)*

**Cross References:** MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)  
MSBA/MASA Model Policy 403 (Discipline Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

**BOARD POLICY 420**

**Students and Employees with Sexually Transmitted Infections and  
Diseases and Certain Other Communicable Diseases and Infectious  
Conditions**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ August 2019 \_\_\_

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]*

**I. PURPOSE**

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

**II. GENERAL STATEMENT OF POLICY**

A. Students

~~It is~~ The policy of the School Board **is** that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

~~It is~~ The policy of the school board **is** that employees with communicable diseases not be excluded from attending to their customary employment so long as they are

physically, mentally, and emotionally able to **safely** perform tasks assigned to them and so long as their employment does not create a **substantial significant** risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances And Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The School Nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;

7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

**Legal References:** Minn. Stat. § 121A.23 (Health-Related Programs)  
Minn. Stat. § 144.44-442 (Tuberculosis)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
**20 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)**  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)  
*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273, 107 S.Ct. 1123 (1987)  
16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

October 21, 2019

Mr. Kevin Grover  
Superintendent  
Independent School District 361  
1515 11<sup>th</sup> Street  
International Falls, MN 56649

Dear Mr. Grover,

Please accept this letter as notice of my resignation from my position as Community Education Director and Student Council Advisor. My last day of employment will be Friday, November 1, 2019 for the Community Education position and Monday, November 4, 2019 for Student Council.

I received an offer to serve as the Community Education Director for the Bemidji Area School District, and after careful consideration, I realize that this opportunity is too exciting for me to decline.

It has been a pleasure working with you and our staff over the last fifteen years. One of the highlights of my career was working with students in the art room, leading them on student council and seeing our community education department change and grow over time. Thank you for the wonderful years and opportunity that you gave me and my family. International Falls will always hold a special place in my heart, as it is my hometown and I will miss it and the people here.

I would like to help with the transition of my duties so that systems continue to function smoothly after my departure. I am available to help train my replacement and I will make certain that all reporting and records are updated before my last day of work.

Mr. Grover, thank you again for the opportunity to work for ISD361. I look forward to staying in touch with you. You can email me anytime at [raqueenofscrap@gmail.com](mailto:raqueenofscrap@gmail.com) or call me at 218-240-9031.

Sincerely,



Rachel Amdahl

## 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 received:

#### Athletic Touch Screen Project

|                                   |           |
|-----------------------------------|-----------|
| From Darrell Schmidt              | \$3000.00 |
| From Larry and Alyce Mannausau    | \$3000.00 |
| From Howard LaVigne               | \$3000.00 |
| From James and Mary Rolando       | \$3000.00 |
| From Margaret and Chris Kuffenkam | \$3000.00 |
| From Stuart and Susan Nordquist   | \$3000.00 |
| From Bruce and Shirley Schmidt    | \$3000.00 |
| From Allen and Gail Rasmussen     |           |
| In Memory of Erik Rasmussen       | \$3000.00 |

#### Bronco Hall of Fame

|  |          |
|--|----------|
| From Donna Musich, In Memory of Adeline Wood | \$25.00  |
| From Stuart and Susan Nordquist              | \$500.00 |

#### PCA Mill of International Falls

|                                      |           |
|--------------------------------------|-----------|
| To Fall Athletics                    | \$4050.00 |
| To Minnesota Honor Society           | \$2500.00 |
| To 6 <sup>th</sup> Grade Spring Trip | \$2500.00 |

#### HUDL Software

|                            |           |
|----------------------------|-----------|
| From Volleyball Boosters   | \$700.00  |
| From Girls Hockey Boosters | \$500.00  |
| From Football Boosters     | \$394.87  |
| From Basketball Boosters   | \$3000.00 |
| From Softball Boosters     | \$300.00  |

#### Falls Education Foundation

|                            |           |
|----------------------------|-----------|
| To Falls High School       | \$7637.44 |
| To Falls Elementary School | \$5486.99 |

#### Project Read

|                             |         |
|-----------------------------|---------|
| From Ivan & Marcia Stewart, |         |
| In Honor of Gail Rasmussen  | \$80.00 |

#### End of the Year FES Carnival

|                                    |          |
|------------------------------------|----------|
| From Holy Trinity Episcopal Church | \$400.00 |
|------------------------------------|----------|

#### Arena Weight Room Project

|   |          |
|---|----------|
| Weight Lifting Equipment from Terry & Shirley Burns |          |
| From Bronco Boys Hockey Boosters                    | \$500.00 |
| From Bronco Girls Hockey Boosters                   | \$500.00 |

#### Used John Deere Gator

|                               |           |
|-------------------------------|-----------|
| From Bronco Football Boosters | \$1800.00 |
|-------------------------------|-----------|

#### FHS Weight Room Volt Program

**RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS**

From Girls' Swim Boosters

\$158.90

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the gifts and donations.

The following voted in favor:

Voting against:

**Whereupon**, the resolution was declared adopted.

# FORM A

## RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

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

WHEREAS, the District 361 School Board recognizes the value of student participation in extracurricular activities; and

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

THEREFORE, BE IT RESOLVED, that the Int'l Falls School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer



# Independent School District #361

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

BOARD OF EDUCATION Teddy Saxton, Chairperson • Michelle Hebner, Vice-Chairperson

Michael Holden, Treasurer • Terrance Murray, Clerk • Toni Korpi, Director • Jennifer Windels, Director • Roxanne Skogstad-Ditsch, Director

9-17-19

## Falls Elementary Boiler/Air Exchange Project

ISD 361 is accepting proposals for design, engineering, and management of the construction process for upgrade of Falls Elementary boilers, controls, and air exchange systems. Interested parties should contact Tom Holt at 218-283-2571 ext. 1185 to schedule a meeting to walk through the building along with acquiring all needed documents to put forth a proposal. Proposals should be received by the district (Tom Holt) by October 11<sup>th</sup> at 2:00. Proposals can be personally delivered, mailed, or emailed. It is the firm's responsibility to verify that documents are received by the district. Any question, please contact Tom Holt.

### Project description:

- 1) Work with district to determine plan for heating system:
  - a) Upgrade existing boilers with new tubes, burners etc.
  - b) Convert to new hot water system
  - c) Other options
- 2) Work with district to determine specs for a technological management system that we can use to monitor/control our heating and air handling systems to ensure efficient use along with maximum comfort.
- 3) Work with the district to determine the best option for air exchange for the entire building
- 4) Develop specs that can be used for bidding and construction for items 1 – 3 above.
- 5) Provide the district with complete bidding documents and lead us through selection of contractors for the developed project(s). Board will have final approval of all bids. Provide appropriate contracts to bind parties to the bids.
- 6) Oversee the project from design through completion to ensure the district gets what you have designed.

It is the intention of the district to hire a firm to help us through the process of determining our best path forward with regard to upgrading our heating and air handling systems for Falls Elementary School. We are open to all suggestions and are not set on any predetermined path. The district does request that the proposal address the following: timeline moving forward, fees (lump sum, hourly rate not to exceed a total, etc), a few references for work similar to what we are doing, and any other information that you feel is pertinent to what your company can bring to this project. In the event the district cannot select a firm from proposals submitted, the board reserves the right to interview or negotiate with any or all firms submitting a proposal. Firms may combine resources and services from other companies to fulfill intent of proposal, but one company should submit proposal and ultimately be responsible for services.

District reserves the right to select whom they feel brings the most to the table, which may not be the lowest dollar value, and has the right to reject all proposals.

---

|                                    |                                |                        |                  |  |
|------------------------------------|--------------------------------|------------------------|------------------|--|
| Kevin Grover, Superintendent       | 1515 - 11 <sup>th</sup> Street | V (218) 283-2571 x1112 | F (218) 283-8104 | <a href="mailto:kgrover@isd361.org">kgrover@isd361.org</a>   |
| Timothy Everson, FHS Principal     | 1515 - 11 <sup>th</sup> Street | V (218) 283-2571 x1104 | F (218) 283-2384 | <a href="mailto:teverson@isd361.org">teverson@isd361.org</a> |
| Marc Glowack, FHS Dean of Students | 1515 - 11 <sup>th</sup> Street | V (218) 283-2571 x1110 | F (218) 283-2384 | <a href="mailto:mglowack@isd361.org">mglowack@isd361.org</a> |
| Melissa Tate, FES Principal        | 1414 - 15 <sup>th</sup> Avenue | V (218) 283-2571 1232  | F (218) 283-3133 | <a href="mailto:mtate@isd361.org">mtate@isd361.org</a>       |
| William Mason, Activities Director | 1515 - 11 <sup>th</sup> Street | V (218) 283-2571 x1138 | F (218) 283-2384 | <a href="mailto:bmason@isd361.org">bmason@isd361.org</a>     |

|                                |   |       | (phase I)<br>Design | (Phase II) Using<br>\$3,000,000 for<br>comparative purposes<br>\$3,000,000 | Total        |
|--------------------------------|---|-------|---------------------|--|--------------|
| <b>LHB</b>                     | Ryan Thorson - Duluth   | 8.0%  | included            | \$240,000  | \$240,000    |
|                                | additional costs: reimbursable expenses                                   |       |                     |  |              |
| <b>KFI</b>                     | Randy Christenson - St. Paul  | 7.0%  | \$9,500.00          | \$210,000  | \$219,500.00 |
|                                | additional costs: travel, production expenses                             | 8.0%  | \$9,500.00          | \$240,000  | \$249,500.00 |
|                                |   | 9.0%  | \$9,500.00          | \$270,000  | \$279,500.00 |
| <b>ICS</b>                     | Kent Koerbitz - Grand Rapids  |       |                     |  |              |
|                                | (mechanical design, bidding)  | 6.5%  | \$7,200.00          | \$195,000  | \$202,200.00 |
|                                | (mechanical design, bidding, & construction management)                   | 10.0% | \$7,200.00          | \$300,000  | \$307,200.00 |
| <b>Nelson Rudie/ Lucachick</b> | Michael Woehrle - Minneapolis   |       | \$387,000.00        | \$40,000   | \$427,000.00 |
| 114                            | \$40,000 could be less based on pay an hourly rate not to exceed \$40,000 |       |                     |  |              |
|                                | additional costs: mailing, printing, transportation                       |       |                     |  |              |
| <b>Shannons</b>                | David Hebig - International Falls   |       | \$50,000.00         | included   | \$50,000.00  |
|                                | (may need additional services for help on our end for financing options)  |       |                     |  |              |
| <b>Trane</b>                   | Zackary Main - St. Paul   |       | \$524,871.00        | included   | \$524,871.00 |

***Design, Engineering & Management of Construction Process  
Fall Elementary Boilers, Controls and Air Exchange System  
International Falls, Minnesota***

We propose to provide the design, engineering and management of the construction process work (see scope below) as per your proposal request dated 9/17/19 for the sum of \$50,000.00 (Fifty Thousand Dollars) (This price does not include bond fees; if bond is required please add 1.0% to the above price.).

Shannon's will work with The Design Group, Inc. on this project. The Design Group will provide all of the engineering work needed in the design and construction of this project.

**Scope:**

Design

Engineering

Management of Construction Process

**Timeline**

See Attached Exhibit I

**Similar Jobs Including References**

See Attached Exhibit II

**Not Included:**

Commissioning

Thank you for considering our firm. This quotation is good for thirty days.

Our bid is conditioned on the presumption that if we are the successful bidder on this job, we will be using the AGC of Minnesota "Standard Subcontract Agreement, Labor and Materials, 1996 Version" and the "Construction Associations' Subcontract Agreement Rider, 1997 Edition".

Estimator: David Hebig Date October 11, 2019  
Ph:218-283-6020

Exhibit I

Falls Elementary Boiler/Air Exchange Timeline

There are some equipment items for this project that could have long lead times. Therefore, we believe the project schedule will be crucial in creating a successful project. Below are target dates we think should be achieved;

- Design and Engineering work completed by January 15, 2020
- Construction bids received by February 11, 2020
- Construction contracts awarded by February 21, 2020
- Submittals received by March 6, 2020
- Submittals reviewed and returned by March 20, 2020
- Long lead-time items ordered/released by March 27, 2020
- Pre-construction meeting April 29, 2020
- Last day of school is May 28, 2020
- Mobilize to the jobsite on June 1, 2020 and start demo in classrooms and hallways (boiler room demo will start as soon as the boilers are shut down and the school is comfortable with work beginning in that space, no later than June 1, 2020)
- Substantial completion with a certificate of occupancy by August 28, 2020
- Anticipated first day of school is September 8, 2020

Exhibit II

Falls Elementary Boiler/Air Exchange Project  
Similar Projects and References

Shannon's has completed several projects similar to your proposed project at the elementary school. A few examples are;

- Barnum Elementary School Mechanical Upgrades – Dave Bottem former superintendent and Jim Calhoun head of maintenance. We were the general contractor and mechanical contractor on this HVAC upgrade project, which was very similar to yours.
- Cedar Lake Casino – Dave Brawner is the mechanical consultant for Woodstone, Inc., the general contractor. We were the design assist mechanical contractor on this project.
- Esko School Mechanical Upgrades – Aaron Fisher is the superintendent. This was a summer project with Shannon's doing all of the mechanical work. This job included multiple field engineered items.

# International Falls School District

## 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.

## VISION

The vision of the International Falls Schools is to be a model of excellence in academics, student activities, technology, and efficient school district operations.

## BELIEFS AND VALUES

The International Falls School District believes that:

- All students can learn and each student will be given the tools to be successful;
- All students have the right to a quality education;
- Successful teaching and learning requires collaboration between the home, school, and the community;
- All parties should be accountable for their contribution toward successful learning;
- Community and school partnerships are critical to the success of each other;
- All students and staff deserve to learn and work in a safe and respectful environment;
- A positive learning environment is one that provides opportunities for creativity and innovation designed to promote continuous improvement in student achievement, relationship building, and school district operations; and
- The development of a rigorous school curriculum will lead to increased student achievement and promote both student and staff pride in the school system.

| Focus Area          | Goal  | Objective   | Note |
|---------------------|---|---|------|
| Student Achievement | <p>While closing existing achievement gaps between identified subgroups and the “all students” group, the school district will experience an increase in student achievement for all students as measured by the MCA test scores.</p> | <ul style="list-style-type: none"> <li>• By September 2015, develop and implement a plan to involve community volunteers in increasing academic achievement through tutoring, mentoring, and guest speaker programs.</li> <li>• By December 2015, develop and implement a plan designed to increase MCA scores in each academic area a minimum of 5 percent each year for the next three years.</li> <li>• Annually develop and implement a plan so that at least 65 % of the students who did not meet or exceed standards on the MCA’s make positive growth.</li> <li>• By December 2015, develop and implement a plan designed to ensure that all identified subgroups close the gap by 5 percent annually between the sub-group and the “all students” group on Minnesota’s required assessments.</li> <li>• By June 2016, ensure all grade level curricula are aligned to state standards and the per cycle trails the state standard revisions by 1 year.</li> <li>• By June 2016, develop and implement a plan that will design staff development programs to identify opportunities for growth and address these needs.</li> <li>• By the 2017-2018 school year, all students in grades 9 through 12 will have a personal learning plan designed to ensure that they will become career, college, and life ready by the time they successfully graduate from International Falls schools.</li> <li>• Annually work to increase concurrent enrollment offering with a goal of having an in-house AA degree and 40 Minnesota Transfer Curricula credits.</li> </ul> |      |

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| <b>Focus Area</b>      | <b>School District Goal</b>  | <b>Objectives</b>   |  |
| <b>Student Support</b> | Each school building/site will have a sustainable, well-defined support system in place that enables all learners to achieve at high levels. | <ul style="list-style-type: none"> <li>• By June 2015, develop and implement a plan to provide more speech therapy services in house.</li> <li>• By October 2015, create a task force charged with studying the school lunch program to determine what, if any, changes can be made to address the issues raised in the student surveys.</li> <li>• By December 2015, develop and implement a plan to improve social climate for all students and staff in all buildings.</li> <li>• By January 2016, maintain and promote a class for senior high credit that utilizes high school students to tutor elementary students.</li> <li>• By June 2016, identify and promote partnerships with local services to ensure students receive needed assistance to remove any barriers to learning and individual growth and development.</li> <li>• By September 2016, develop and implement a plan to increase high school student time with guidance and/or counseling services.</li> </ul> |  |
| <b>Focus Area</b>      | <b>School District Goal</b>  | <b>Objectives</b>   |  |

|  |   |   |  |
|--|---|---|--|
| <b>Communication / Community Relations</b> | <p>Create a reliable, consistent, and broad communication network (or system) to build partnerships between all users — students, staff, families, and the broader community.</p> | <ul style="list-style-type: none"> <li>• By September 2015, create a task force to study the existing district communications and prepare a report for the school board by November 2015 that describes all methods of efficient communication that currently exist between the school district and the community. Suggest that additional methods of communication be implemented if a school building does not currently have a minimum of two consistent ways to communicate important information about the school to the students, staff, and the community.</li> <li>• By January 2016, develop and implement a plan to upgrade the current school district website and maintain the website consistently so it serves as a reliable first resource for users.</li> <li>• By March 2016, assign adequate staff in each school building to implement any changes recommended by the task force.</li> <li>• By January 2015 develop a plan and assign responsibilities to promote and market the various aspects of our district. (classroom activities, extracurricular activities, special events, etc.)</li> </ul> |  |
| <b>Buildings and Grounds</b>               | <p>The school district will budget for school buildings upgrades and/or enhancements through funding, grants, and/or levy increases.</p>  | <ul style="list-style-type: none"> <li>• The school district will immediately set a time to meet with state government representatives and with officials from other government units to allow administration, school board, and community personnel to lobby for increased funding in this area.</li> </ul>  |  |
| <b>Buildings and Grounds</b>               | <p>The school district will assure adequate space for learning and activities (preschool, elementary, band, gymnasiums, arena, etc.) exists for all students and staff.</p>       | <ul style="list-style-type: none"> <li>• By August 2015, meet with community officials to develop a plan for coordinating with the community to share facilities and space.</li> <li>• By August 2015, develop and implement a 3 year facility plan designed to assure existing facilities are well maintained and “Bronco Pride” implemented in any feasible update.<br/>*combined 2 statements</li> </ul>   |  |

| Focus Area | School District Goal   | Objectives   |  |
|------------|--|--|--|
| Technology | The school district will keep pace with changes in technology, reaching all students and ensuring all students are technology-ready. | <ul style="list-style-type: none"> <li>• By September 2015, develop and implement a plan that will ensure all students have access to technology within the school building(s) and outside the school day to aid in completing their homework.</li> <li>• By September 2015, create and implement a staff development plan that provides staff the capability of integrating technology into their curriculum in a meaningful manner.</li> <li>• By December 2015, develop and implement a three-year plan designed to ensure adequate funding to pay for technology changes.</li> <li>• By August 2016, develop and implement a plan designed to start teaching technology use to younger students, making it challenging, meaningful, and exciting.</li> </ul> |  |

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| Finances   | Develop a three-year, financial plan with respect to: revenue and expenses — that incorporates a comprehensive facility plan.                       | <ul style="list-style-type: none"> <li>• By June 2015, develop a three-year projection for student enrollment.</li> <li>• By June 2015, create a three-year, long-range financial plan identifying current and anticipated revenues, expenditures, and fund balances.</li> <li>• By June 2015 (and thereafter), set an unassigned fund balance (operating cash flow) goal of 90 days of operational costs.</li> <li>• Operating Levies expire in 2019</li> </ul>  |  |
| Focus Area | <b>School District Goal</b>   | <b>Objectives</b>   |  |
| Personnel  | All school district staff, in order to be accountable for their role in the learning process, will receive support through evaluation and training. | <ul style="list-style-type: none"> <li>• By June 2015, develop and implement a plan to ensure all non-teaching staff will receive a meaningful evaluation annually.</li> <li>• By June 2016, all non-teaching staff will have received one formal evaluation and be actively involved in a district-approved staff development plan. These plans will be updated annually and address individual goals.</li> <li>• By June 2017, all licensed personnel will have received a minimum of one summative evaluation and will have established an individual growth and development plan based the results of the evaluation process. <del>These plans will be updated annually.</del></li> </ul> |  |

# International Falls School District

## 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.

## VISION

The vision of the International Falls Schools is to be a model of excellence in academics, student activities, technology, and efficient school district operations.

## BELIEFS AND VALUES

The International Falls School District believes that:

- All students can learn and each student will be given the tools to be successful;
- All students have the right to a quality education;
- Successful teaching and learning requires collaboration between the home, school, and the community;
- All parties should be accountable for their contribution toward successful learning;
- Community and school partnerships are critical to the success of each other;
- All students and staff deserve to learn and work in a safe and respectful environment;
- A positive learning environment is one that provides opportunities for creativity and innovation designed to promote continuous improvement in student achievement, relationship building, and school district operations; and
- The development of a rigorous school curriculum will lead to increased student achievement and promote both student and staff pride in the school system.

| Focus Area          | Goal   | Objective  | Note   |
|---------------------|--|--|--|
| Student Achievement | While closing existing achievement gaps between identified subgroups and the “all students” group, the school district will experience an increase in student achievement for all students as measured by the MCA test scores. | <ul style="list-style-type: none"> <li>By September 2015, develop and implement a plan to involve community volunteers in increasing academic achievement through tutoring, mentoring, and guest speaker programs.</li> <li>Annually develop and implement a plan so that the percentage of students who did not meet or exceed standards on the MCA’s increase.</li> <li>By December 2015, develop and implement a plan designed to increase MCA scores in each academic area a minimum of 5 percent each year for the next three years.</li> </ul> | <p>*FES – encourage parent/grandparent volunteers and use of some high school students for mentorship on playground</p> <p>*FHS – Continued Homework Help in library after school</p> <p>#Junior Achievement, science fair, numerous elementary activities</p> <p>@ District has goals set focusing on increasing number of students who are proficient as well as making 4% increase – Student by student process</p> <p>*District set goals in which we are tracking actual students from year to year, staff is using different strategies to focus on reaching these students</p> <p># Make-up MCA’s are to be completed by Friday. Final results will not be released until mid-summer, we will have tentative results next week</p> <p>@ District wide focus on checking alignment of curriculum, developing “I Can” statements,</p> |

developing formative assessments so not waiting for summative data – working with NWSC

\*New reading curriculum, elementary at risk connection – teacher/student assignment, Math/Reading for bubble students

Renewed focus for 2017, learned at meeting last summer that much of state needs a more comprehensive look at curriculum as a starting point.

\*On track with use of some early out time to analyze standards, scope and sequence, and pacing guides

@ participated in a region wide staff development day at beginning of school year, more options to get specific areas of need and interest.

# Not much time allotted, could be more focused for 16-17.

\*Professional Development Team working on providing needed trainings based on district goal and teacher evaluation program.

- By June 2016, ensure curriculum plans for all subject areas are in place that have embedded all state standards in the appropriate grade level.
- By June 2016, develop and implement a plan that will design staff development programs to address any weaknesses identified through the established staff evaluation procedures.

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|            |                      | <ul style="list-style-type: none"> <li>• By the 2017-2018 school year, all students in grades 9 through 12 will have a personal learning plan designed to ensure that they will become career, college, and life ready by the time they successfully graduate from International Falls schools.</li> <li>• Annually work to increase concurrent enrollment offerings with a goal of having and in-house AA degree and 40 Minnesota Transfer Curricula credits</li> </ul> | <p>@Continuing this year with more focus of using this when scheduling comes along</p> <p>*In progress through counseling department, see attached.</p> <p># 9-11 completed, dropped the ball in having each child have a copy when scheduling</p> <p>*AA in place along with 40 MTC credits</p> <p>@#reduced course offerings for 16-17</p> |
| Focus Area | School District Goal | Objectives   |  |

Student Support

Each school building/site will have a sustainable, well-defined support system in place that enables all learners to achieve at high levels.

- By June 2015, develop and implement a plan to provide more speech therapy services in house.
  
- By October 2015, create a task force charged with studying the school lunch program to determine what, if any, changes can be made to address the issues raised in the student surveys.

@ISD 361 hired a .6 FTE speech therapist for 16-17, most likely will increase this FTE for 17-18

\*Contracted for a 20 hours per week of in-house speech services through Rainy Lake Medical Center.

# recommendation to board in May to hire a .63 FTE Speech Pathologist

@contracting with INAC for food service management for 17-18, Wellness committee met every other month last year, not much for suggestions with regards to improving cafeteria offerings due to restrictions.

\*Sue is convening a wellness committee to examine lunch program and look for alternatives, 14-15 year worked with recommendations from INAC consultant, Food Service was self-supportive for 14-15 financially.

#Wellness committee continues to meet and develop a revised plan, worked through a survey of staff with help from county SHIP coordinator

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|  |  | <ul style="list-style-type: none"> <li>• By December 2015, develop and implement a plan to improve school climate for all students and staff in all buildings.</li> </ul>   | <p>@ Continued focus on PBIS</p> <p>*Applied and were accepted into MDE School Climate Study, working with MDE through that process as we speak. Working on in-depth plans in areas of “sense of social-emotional security” and “social media.”</p> <p>#Completing work with School Climate Group, no major findings.</p>  |
|  |  | <ul style="list-style-type: none"> <li>• By January 2016, develop and implement a class for senior high credit that utilizes high school students to tutor elementary students.</li> <li>• By June 2016, develop and implement a plan designed to create partnerships with local services to ensure students receive needed assistance to remove any barriers to learning and individual growth and development.</li> </ul> | <p>*Student service credit in place, not overly effective, but available.</p> <p>*Northland Counseling has begun seeing students in our building</p> <p>*Koochiching Family Collaborative funded a part-time position to meet with struggling students</p> <p>*MN Office of Job Training – individualized counseling for career planning, post-secondary training, financial aid, community resources, etc.</p> <p>#Negotiating Planning and Implementation Grant (5 year)</p> |

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|            |                      | <ul style="list-style-type: none"> <li>• By September 2016, develop and implement a plan to increase high school student time with guidance and/or counseling services.</li> </ul> | <p>@Did not increase these services as legislatively 50/50 match and we could not find funds to support at this time.</p> <p>*Legislatively no change and didn't increase counseling services to date.</p> <p>#Legislatively talk of possible help in funding; have discussed support for this with Rob Ecklund.</p> |
| Focus Area | School District Goal | Objectives   |  |

Create a reliable, consistent, and broad communication network (or system) to build partnerships between all users — students, staff, families, and the broader community.

- By September 2015, create a task force to study the existing district communications and prepare a report for the school board by November 2015 that describes all methods of communication that currently exist between the school district and the community. Suggest that additional methods of communication be implemented if a school building does not currently have a minimum of two consistent ways to communicate important information about the school to the students, staff, and the community.
- By January 2016, develop and implement a plan to upgrade the current school district website and maintain the website consistently so it serves as a reliable first resource for users.

# on hold

@ Still close, but keeps getting pushed back, lack of time – Has to be a focus of mine to hold hands to get this in place.

\*Discussed issues with Mike, Jay, and Dave. Jay and Mike are exploring webpage options

\*Major technology focus has been on transition along with implementing online curriculum and increase in devices in the classrooms.

#some early out time will be devoted to training and exploration with re-evaluation at the end of 16-17 school year

# In progress, webpage materials have been uploaded, staff is working to redesign, collect new pictures  
#ready to go for 16-17

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|                              |   | <ul style="list-style-type: none"> <li>By March 2016, assign adequate staff in each school building to implement any changes recommended by the task force.</li> </ul>   | <p>@ Jay at 3 semester sections for the year.</p> <p>*Hired Jay Boyle at approximately half time to assist staff in utilization of technology.</p> <p>#Reduction in this position to .27 FTE</p>   |
|                              |   | <ul style="list-style-type: none"> <li>By January 2015 develop a plan and assign responsibilities to promote and market the various aspects of our district. (classroom activities, extracurricular activities, special events, etc.)</li> </ul>   | <p>@ Continued School Matters, suspended theatre advertisement for time being. Continued focus on Facebook and bronco activities page (Timm R)</p> <p>#ISD 361 Facebook and Bronco Sports pages, School Matters radio program, Theatre Advertisement</p> |
| <b>Buildings and Grounds</b> | The school district will budget for school buildings upgrades and/or enhancements through funding, grants, and/or levy increases. | <ul style="list-style-type: none"> <li>The school district will immediately set a time to meet with state government representatives and with officials from other government units to allow administration, school board, and community personnel to lobby for increased funding in this area.</li> </ul> | <p>@Continued communication with legislative leaders</p> <p>#Regionally participated in day at the capital with superintendents to lobby #email contact with Rob and Tom on a regular basis</p>  |

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|  | <p>The school district will assure adequate space for learning and activities (preschool, elementary, band, gymnasiums, etc.) exists for all students and staff.</p> | <ul style="list-style-type: none"> <li>• By August 2015, meet with community officials to develop a plan for coordinating with the community to share facilities and space.</li> <li>• By August 2015, develop and implement a plan to establish a maintenance schedule designed to assure existing facilities are well maintained.</li> <li>• By August 2015, identify, evaluate, and recommend improvements to facilities that will result in a more efficient use of existing buildings and grounds while also encouraging the development of “Bronco Pride.”</li> </ul> | <p>@ 10 year plan updated annually, focus for time being is Bronco Arena, planning a meeting for early January.</p> <p>*10 year facility plan developed, staged increase in Long Term Facility Revenue over next 3 years will help.<br/> #playground group (PIE) been meeting every 2 weeks<br/> #elevator and FES roof are major projects for this summer</p> |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Focus Area</b></p> | <p><b>School District Goal</b></p>   | <p><b>Objectives</b></p>  |  |

**Technology**

The school district will keep pace with changes in technology, reaching all students and ensuring all students are technology-ready.

- By September 2015, develop and implement a plan that will ensure all students have access to technology while completing their homework.
- By September 2015, create and implement a staff development plan that provides staff the capability of integrating technology into their curriculum in a meaningful manner.
- By December 2015, develop and implement a five-year plan designed to ensure adequate funding to pay for technology changes.
- By August 2016, develop and implement a plan designed to start teaching technology use to younger students, making it challenging, meaningful, and exciting.

@ took a step back as staff was not willing to commit at end of last year to online format, Science adoption is going tech focus so this may be the push we need.

\*Added chromebooks, FHS library is open 8-4:30 M-Th and 8-4 F

Addition of Tech personnel to assist daily, Minnesota Partnership for Collaborative Curriculum member.  
#use some early out time for training and exploration  
#5 staff signed up for MPCC training

Working on 3 year financial plan, School Board work session to be held January 4<sup>th</sup>

Hired Keyboarding/computer teacher for elementary students (k-6)

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|------------|---|---|---|
| Finances   | Develop a three-year, financial plan with respect to: revenue and expenses — that incorporates a comprehensive facility plan.                       | <ul style="list-style-type: none"> <li>• By June 2015, develop a three-year projection for student enrollment.</li> <li>• By June 2015, create a three-year, long-range financial plan identifying current and anticipated revenues, expenditures, and fund balances.</li> <li>• By June 2015 (and thereafter), set an unassigned fund balance goal of 2 – 3 months of operational costs.</li> <li>• Operating Levies expire in 2019</li> </ul>   | <p>Completed, showing continued slow decline</p> <p>On-going</p> <p>Done</p> <p>Recommend latest of November of 2018 to go out for renewal or change.</p> |
| Focus Area | <b>School District Goal</b>   | <b>Objectives</b>   |   |
| Personnel  | All school district staff, in order to be accountable for their role in the learning process, will receive support through evaluation and training. | <ul style="list-style-type: none"> <li>• By June 2015, develop and implement a plan to ensure all staff will receive an evaluation annually using best practice methods.</li> <li>• By June 2016, all non-certified personnel will have received one formal evaluation and be actively involved in a district-approved staff development plan. These plans will be updated annually.</li> <li>• By June 2016, all licensed personnel will have received a minimum of one summative evaluation and will have established an individual growth and development plan based the results of the evaluation process. These plans will be updated annually.</li> </ul> | <p>In place</p> <p>In place</p> <p>In place</p>   |