

## **Regular Business Meeting**

Monday, September 13, 2021 6:00 PM

Deer River High School - Room 211, 101 1st Avenue, Deer River, MN 56636

1. **Call to Order**
2. **Agenda Approval**
3. **Recognition of Visitors**
4. **Regular Business**
  - A. Approval of Minutes, Monthly Meeting - August 9, 2021
  - B. Approval of Minutes, Special Meeting - August 30, 2021
  - C. Approval of Accounts Payable / Payroll / Transfers for August 2021
  - D. Approval of Consent Agenda
5. **Information Items**
  - A. Review of Safe Schools Plan
  - B. Review of Mandatory Policies
  - C. Elementary Principal's Report
  - D. High School Principal's Report
  - E. Activities Program Report
  - F. Building and Grounds Department Report
  - G. Full Service Community Schools Program Report
  - H. Board Member or Committee Reports
  - I. Superintendent's Report
6. **Action Items**
  - A. Approval of Memoranda of Understanding for Vaccination Incentive
  - B. Resolution Providing for the Sale of General Obligation School Building Refunding Bonds Series 2021A
7. **Future Meetings**
8. **Adjournment**

# Deer River Board of Education Regular Business Meeting

Monday, August 9, 2021 6:00 PM

Deer River High School Media Center, 101 1st Avenue, Deer River, MN 56636

Travis Antilla: Absent  
Kyle Fairbanks: Present  
Lloyd Kongsjord: Present  
Amanda Reed: Absent  
LuAnn Robinson: Present  
Pam Thompson: Present  
Directors Antilla and Reed absent due to bereavement.

1. <b>Call to Order</b>	<b>Speaker (s) :</b> Chairperson
2. <b>Agenda Approval</b> <b>Action(s) :</b> Motion to approve. This motion, made by Pam Thompson and seconded by Kyle Fairbanks, Carried. <b>Voting Detail:</b> Travis Antilla: Absent  Kyle Fairbanks: Yea  Lloyd Kongsjord: Yea Amanda Reed: Absent LuAnn Robinson: Yea  Pam Thompson: Yea <b>Voting Summary:</b> Yea: 4, Nay: 0, Absent: 2	<b>Speaker (s) :</b> Chair
3. <b>Recognition of Visitors</b> <b>Discussion:</b> Lynn Evans (Deer River district resident, parent, and teacher) registered to address the board. She shared her perspective as a summer programs teacher that operations had worked well due to relatively small class sizes. She encouraged the board to consider reduced capacity operations in the fall, similar to the Blue/Gold alternating day arrangement used most of the previous school year.	<b>Speaker (s) :</b> Chairperson
4. <b>Regular Business</b> <b>Discussion:</b> Approval of Minutes, Monthly Meeting - July 12, 2021	<b>Speaker (s) :</b> Chairperson
A. Approval of Minutes, Monthly Meeting - July 12, 2021 <b>Action(s) :</b> Motion to approve. This motion, made by Pam Thompson and seconded by LuAnn Robinson, Carried. <b>Voting Detail:</b> Travis Antilla: Absent  Kyle Fairbanks: Yea	<b>Speaker (s) :</b> Chairperson

Lloyd  
Kongsjord: Yea  
Amanda Reed: Absent  
LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

- B. Approval of Accounts Payable / Payroll /  
Transfers for July 2021

**Speaker (s) :**  
Chairperson

**Action(s) :**

Motion to approve. This motion, made by LuAnn Robinson and seconded by Pam Thompson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd  
Kongsjord: Yea  
Amanda Reed: Absent  
LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

- C. Approval of Consent Agenda

**Speaker (s) :**  
Chairperson

**Action(s) :**

Motion to approve consent agenda, plus table file. This motion, made by Kyle Fairbanks and seconded by LuAnn Robinson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd  
Kongsjord: Yea  
Amanda Reed: Absent  
LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

5. Information Items

**Speaker (s) :**  
Chairperson

- A. Elementary Principal's Report

**Speaker (s) :** Jennifer Stefan

- B. High School Principal's Report

**Speaker (s) :** Joe Akre

- C. Activities Program Report

**Speaker (s) :** Brent Schimek

- D. Building and Grounds Department Report

**Speaker (s) :** Brent Schimek

- E. Full Service Community Schools Program Report

**Speaker (s) :** Deanna Hron

- F. Board Member or Committee Reports

**Speaker (s) :**  
Chairperson

- G. Superintendent's Report

**Speaker (s) :** Jeff

Pesta

6. **Action Items**

**Speaker (s) :**  
Chairperson

A. Approval of Fall Safe Schools Plan

**Speaker (s) :** Jeff  
Pesta

**Action(s) :**

Motion to approve. This motion, made by Kyle Fairbanks and seconded by Pam Thompson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd  
Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

B. Approval of Employee Vaccination Incentive

**Speaker (s) :** Jeff  
Pesta

**Action(s) :**

Motion to approve. This motion, made by Pam Thompson and seconded by LuAnn Robinson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd  
Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

C. Annual Review of Emergency School Closure Plan

**Speaker (s) :** Jeff  
Pesta

**Action(s) :**

Motion to approve with no significant changes. This motion, made by Pam Thompson and seconded by Kyle Fairbanks, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd  
Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

D. Approval of School Breakfast and Lunch Prices

**Speaker (s) :** Jennifer  
Drotts

**Action(s) :**

Motion to approve. This motion, made by LuAnn Robinson and seconded by Kyle Fairbanks, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

E. Approval of Substitute Employee Compensation Rates

**Speaker(s):** Jeff  
Pesta

**Action(s):**

Motion to approve. This motion, made by Pam Thompson and seconded by LuAnn Robinson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

F. Renewal of ARCC Membership

**Speaker(s):** Jeff  
Pesta

**Action(s):**

Motion to approve. This motion, made by LuAnn Robinson and seconded by Kyle Fairbanks, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

G. Annual Renewal of Mandatory Policies

**Speaker(s):** Jeff  
Pesta

**Action(s):**

Motion to approve identified policies with no change. This motion, made by Pam Thompson and seconded by LuAnn Robinson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

H. Approval of Superintendent and Board Goals for Fiscal Year 2022 **Speaker(s):** Jeff Pesta

**Action(s):**

Motion to approve. This motion, made by Pam Thompson and seconded by Kyle Fairbanks, Failed.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Nay

Lloyd Kongsjord: Nay

Amanda Reed: Absent

LuAnn Robinson: Nay

Pam Thompson: Nay

**Voting Summary:** Yea: 0, Nay: 4, Absent: 2

Motion to approve. This motion, made by Kyle Fairbanks and seconded by LuAnn Robinson, Failed.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Nay

Lloyd Kongsjord: Nay

Amanda Reed: Absent

LuAnn Robinson: Nay

Pam Thompson: Nay

**Voting Summary:** Yea: 0, Nay: 4, Absent: 2

Motion to table definitely the approval of superintendent and board goals until all six directors are present to participate. This motion, made by Kyle Fairbanks and seconded by LuAnn Robinson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

**Discussion:** Director Robinson proposed that all six directors should be present to participate in the final goal setting.

I. Certify Proposed 2021 and Payable 2022 Levies

**Speaker (s):** Jennifer Drotts

**Action(s):**

Motion to certify maximum levy. This motion, made by Kyle Fairbanks and seconded by Pam Thompson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

7. **Future Meetings**

**Speaker (s):** Chairperson

**Discussion:** Acting Chair Kongsjord set the following meeting schedule:

Regular Business Meeting, September 13, 6:00 p.m., DRHS, Room 211

Tenative Work Session for Comprehensive Facilities Review, September 13, immediately following the regular business meeting.

Truth and Taxation Public Hearing, December 13, 5:30 p.m., King Elementary Media Center

World's Best Workforce / Achievement and Integration Plan Public Hearing, 5:45 p.m., King Elementary Media Center

A. Regular Business Meeting, September 13, 2022 @ 6:00 p.m.

**Speaker (s):** Chairperson

B. Set work session for comprehensive facilities review, September 13, 2022 immediately following the regular business meeting.

**Speaker (s):** Chairperson

C. Set Truth and Taxation Public Hearing, December 13, 2022 @ 5:30 p.m.

**Speaker (s):** Jennifer Drotts

D. Set Combined World's Best Workforce / Achievement & Integration Plan Public Hearing for December 13, 2022 @ 5:45 p.m.

**Speaker (s):** Jeff Pesta

8. **Adjournment**

**Speaker (s):** Chairperson

**Action(s):**

Motion to adjourn. This motion, made by Lloyd Kongsjord and seconded by Pam Thompson, Carried.

**Voting Detail:**

Travis Antilla: Absent

Kyle Fairbanks: Yea

Lloyd  
Kongsjord: Yea

Amanda Reed: Absent

LuAnn Robinson: Yea

Pam Thompson: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

**Discussion:** Adjourned at 8:05 p.m.

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Board Secretary

Special Session  
Monday, August 30, 2021 5:00 PM Central

Deer River High School - Room 211  
101 1st Avenue  
Deer River, MN 56636

Travis Antilla: Present  
Kyle Fairbanks: Present  
Lloyd Kongsjord: Present  
Amanda Reed: Present  
LuAnn Robinson: Present  
Pam Thompson: Present

Present: 6.

Called to order at 5:04 p.m.

### 1. Call to Order

### 2. Approve Agenda

Motion to approve. This motion, made by Lloyd Kongsjord and seconded by Amanda Reed, Carried.

Travis Antilla: Yea, Kyle Fairbanks: Yea, Lloyd Kongsjord: Yea, Amanda Reed: Yea,  
LuAnn Robinson: Yea, Pam Thompson: Yea  
Yea: 6, Nay: 0

### 3. Update of Safe Schools Plan

Motion to approve updated Safe Schools Plan effective August 31, 2021. This motion, made by Amanda Reed and seconded by Lloyd Kongsjord, Carried.

Travis Antilla: Yea, Kyle Fairbanks: Yea, Lloyd Kongsjord: Yea, Amanda Reed: Yea,  
LuAnn Robinson: Yea, Pam Thompson: Yea  
Yea: 6, Nay: 0

#### 3.A. Memorandum of Understanding DREA Master Agreement - Schedule C Positions

Motion to approve. This motion, made by Amanda Reed and seconded by Lloyd Kongsjord, Carried.

Travis Antilla: Yea, Kyle Fairbanks: Yea, Lloyd Kongsjord: Yea, Amanda Reed: Yea,  
LuAnn Robinson: Yea, Pam Thompson: Yea  
Yea: 6, Nay: 0

#### 3.B. Memorandum of Understanding DREA Master Agreement - Alternate Instruction Models

Motion to approve. This motion, made by Amanda Reed and seconded by Lloyd Kongsjord, Carried.

Travis Antilla: Yea, Kyle Fairbanks: Yea, Lloyd Kongsjord: Yea, Amanda Reed: Yea,  
LuAnn Robinson: Yea, Pam Thompson: Yea  
Yea: 6, Nay: 0

### 4. Annual School Board and Superintendent Goals

Motion to remove goal setting from the table for consideration. This motion, made by Lloyd Kongsjord and seconded by Amanda Reed, Tabled.

Travis Antilla: Yea, Kyle Fairbanks: Yea, Lloyd Kongsjord: Yea, Amanda Reed: Yea,  
LuAnn Robinson: Yea, Pam Thompson: Yea  
Yea: 6, Nay: 0

#### 5. Adjourn

Motion to adjourn. This motion, made by Lloyd Kongsjord and seconded by Amanda Reed,  
Carried.

Travis Antilla: Yea, Kyle Fairbanks: Yea, Lloyd Kongsjord: Yea, Amanda Reed: Yea,  
LuAnn Robinson: Yea, Pam Thompson: Yea  
Yea: 6, Nay: 0

Adjourned at 6:06 p.m.

**ISD #317 - Deer River**

**Cash & Investment Balances**

**Month Ended August 31st, 2021**

<b>Funds</b>	<b>Cash Balance 7/31/2021</b>	<b>Receipts</b>	<b>Adjustments / Disbursements</b>	<b>Cash Balance 8/31/2021</b>
General	\$4,628,705.43	\$1,789,945.07	\$1,029,165.15	\$5,389,485.35
Food Service	\$189,178.35	\$8,837.60	\$20,308.32	\$177,707.63
Transportation	-\$2,048,874.77	\$1,215.28	\$2,046.41	-\$2,049,705.90
Community Service	-\$42,388.55	\$19,030.20	\$6,053.13	-\$29,411.48
Capital Expenditure	-\$467,224.22	\$0.00	\$44,930.93	-\$512,155.15
Building Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service	\$926,178.66	\$41,014.07	\$0.00	\$967,192.73
Trust	\$2,583.34	\$1,000.00	\$0.00	\$3,583.34
Activities	\$47,024.97	\$0.00	\$25.00	\$46,999.97
OPEB Trust Cash/Investments	\$1,054,330.16	\$8,075.62	\$2,136.23	\$1,060,269.55
OPEB Debt Service	\$1,305.18	\$0.00	\$0.00	\$1,305.18
<b>Totals</b>	<b>\$4,290,818.55</b>	<b>\$1,869,117.84</b>	<b>\$1,104,665.17</b>	<b>\$5,055,271.22</b>

**Bank Account Balances**

MMDA	\$22,180.64
MSDLAF+	\$110,992.62
Payroll Checking	\$147,215.40
MN Trust/PMA	\$577,035.35
Woodland Savings	\$3,298,801.35
Flex Benefit Cash	\$27,152.68
Petty Cash	\$1,260.00
OPEB Trust Investments	\$1,041,823.25
Plus Outstanding Deposits	\$0.00
Less Outstanding Checks	-\$171,190.07

Adjusted Bank Account Balances      \$5,055,271.22

*Flex Benefit Cash*      -\$27,152.68

*OPEB Trust Cash/Investments/Debt Service*      -\$1,061,574.73

***Cash Available to Meet Current Liabilities*      \$3,966,543.81**

## Deer River ISD #317 Trial Balance Summary Report

Periods: 202202 To: 202202

Comp L	Fd Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
0317	B 01	101	000				F Cash - MSDLAF+	B	100	00	(2,161,594.59)	27,054.29	663,079.98	(2,797,620.28)
0317	B 01	101	005				F Cash - Flex Benefits Accour	B	100	00	30,527.14	0.00	3,374.46	27,152.68
0317	B 01	101	010				F Cash - Woodland Bank	B	100	00	(1,616,181.32)	175,370.91	186,086.59	(1,626,897.00)
0317	B 01	101	020				F Cash in Payroll	B	100	00	339,426.67	1,591,773.92	1,582,340.78	348,859.81
0317	B 01	101	030				F Cash-MN Trust/PMA	B	100	00	5,975,396.33	1,612,532.46	1,450,000.00	6,137,928.79
0317	B 01	101	060				F Cash - Woodland Savings	B	100	00	2,060,871.20	1,925,910.03	687,979.88	3,298,801.35
0317	B 01	102	000				F Petty Cash	B	100	00	260.00	1,000.00	0.00	1,260.00
0317	B 02	101	000				F Cash - MSDLAF+	B	100	00	(3,288,689.54)	0.00	3,160.13	(3,291,849.67)
0317	B 02	101	010				F Cash - Woodland Bank	B	100	00	776,587.65	5,838.52	8,686.44	773,739.73
0317	B 02	101	020				F Cash in Payroll	B	100	00	(241,516.91)	12,106.15	20,567.90	(249,978.66)
0317	B 02	101	030				F Cash-MN PMA/Trust	B	100	00	2,942,797.15	2,999.08	0.00	2,945,796.23
0317	B 03	101	000				F Cash - MSDLAF+	B	100	00	(2,213,129.77)	0.00	264.98	(2,213,394.75)
0317	B 03	101	010				F Cash - Woodland Bank	B	100	00	38,175.53	0.00	893.50	37,282.03
0317	B 03	101	020				F Cash in Payroll	B	100	00	(14,684.34)	1,376.99	2,264.92	(15,572.27)
0317	B 03	101	030				F Cash-MN PMA Trust	B	100	00	140,763.81	1,215.28	0.00	141,979.09
0317	B 04	101	000				F Cash - MSDLAF+	B	100	00	(991,879.85)	0.00	300.00	(992,179.85)
0317	B 04	101	010				F Cash - Woodland Bank	B	100	00	138,273.99	115.00	4,333.47	134,055.52
0317	B 04	101	020				F Cash in Payroll	B	100	00	(58,917.29)	5,290.68	6,710.34	(60,336.95)
0317	B 04	101	030				F Cash-MN Trust/PMA	B	100	00	870,134.60	18,915.20	0.00	889,049.80
0317	B 05	101	000				F Cash - MSDLAF+	B	100	00	(351,802.88)	0.00	44,930.93	(396,733.81)
0317	B 05	101	010				F Cash - Woodland Bank	B	100	00	(82,452.45)	0.00	0.00	(82,452.45)
0317	B 05	101	020				F Cash in Payroll	B	100	00	(17,778.30)	0.00	0.00	(17,778.30)
0317	B 05	101	030				F Cash-MN Trust/PMA	B	100	00	(15,190.59)	0.00	0.00	(15,190.59)
0317	B 07	101	000				F Cash - MSDLAF+	B	100	00	10,836,069.58	0.00	0.00	10,836,069.58
0317	B 07	101	030				F Cash-MN Trust/PMA	B	100	00	(9,909,890.92)	41,014.07	0.00	(9,868,876.85)
0317	B 08	101	000				F Cash - MSDLAF+	B	100	00	(2,416.66)	0.00	0.00	(2,416.66)
0317	B 08	101	010				F Cash - Woodland Bank	B	100	00	5,000.00	1,000.00	0.00	6,000.00
0317	B 11	101	000				F Cash	B	100	00	(48,219.25)	0.00	25.00	(48,244.25)
0317	B 11	101	010				F Cash	B	100	00	95,525.88	0.00	0.00	95,525.88
0317	B 11	101	020				F Cash in payroll	B	100	00	(281.66)	0.00	0.00	(281.66)
0317	B 25	101	000				F Cash Revocable Trust	B	100	00	(1,001,669.19)	0.00	2,351.40	(1,004,020.59)
0317	B 25	101	010				F Cash	B	100	00	668,227.26	8,075.62	0.00	676,302.88
0317	B 25	101	030				F Cash-MN Trust/PMA	B	100	00	346,164.01	0.00	0.00	346,164.01
0317	B 25	104	000				F OPEB Investments-Revoca	B	100	00	1,041,608.08	215.17	0.00	1,041,823.25
0317	B 47	101	000				F Cash Revocable Trust Debt	B	100	00	1,120.31	0.00	0.00	1,120.31

# Deer River ISD #317 Trial Balance Summary Report

Periods: 202202 To: 202202

Comp	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Account Description	Fin Code	Class	Sub Class	Starting Balance	Debits	Credits	Ending Balance
0317	B	47	101	030		F			Cash-MN Trust/PMA	B	100	00	184.87	0.00	0.00	184.87
Report Total:													\$4,290,818.55	\$5,431,803.37	\$4,667,350.70	\$5,055,271.22

**Deer River ISD #317**  
**Receipt Listing Report with Detail by Deposit**  
**Fund Summary**

<b>Fund</b>	<b>Total</b>
01	\$1,789,945.07
02	\$8,837.60
03	\$1,215.28
04	\$19,030.20
07	\$41,014.07
08	\$1,000.00
25	\$8,075.62
<b>Report Total</b>	<b>\$1,869,117.84</b>

**Deer River ISD #317**  
**Exp Summary - Fd, Pro**  
**Period Ending August 31, 2021**

Sequence: Fd, Pro

Description		Adopted22 Annual Budget	Period 202202	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General							
010	Board of Education	47,495.00	1,922.41	53,150.48	112%	0.00	112%	(5,655.48)
020	Superintendent	247,048.00	20,387.42	303,939.15	123%	0.00	123%	(56,891.15)
050	School Adm	588,185.00	39,634.85	536,672.80	91%	46.61	91%	51,465.59
105	General Administrative Support	43,817.00	5,261.22	156,070.55	356%	63.00	356%	(112,316.55)
107	Strategic Planning	35,978.00	104.16	34,369.48	96%	0.00	96%	1,608.52
108	Admin Technology Services	10,400.00	0.00	30,402.26	292%	0.00	292%	(20,002.26)
110	Business Services	313,235.00	35,131.62	459,039.67	147%	569.69	147%	(146,374.36)
130	Community Relations	77,730.00	1,780.58	38,104.03	49%	0.00	49%	39,625.97
140	Data Processing	25,000.00	11,418.51	29,412.27	118%	0.00	118%	(4,412.27)
150	Legal Services	2,000.00	0.00	390.00	20%	0.00	20%	1,610.00
199	School Elections	500.00	0.00	2,980.50	596%	0.00	596%	(2,480.50)
200	Voluntary Pre-Kindergarten	175,000.00	0.00	181,249.00	104%	0.00	104%	(6,249.00)
201	Kindergarten	242,781.00	0.00	225,307.55	93%	0.00	93%	17,473.45
203	Elementary Education	1,919,295.00	7,233.68	2,133,798.58	111%	24,431.35	112%	(238,934.93)
204	Title Programs	101,567.00	0.00	98,241.07	97%	0.00	97%	3,325.93
206	Safe & Drug Free Schools	17,765.00	0.00	0.00	0%	0.00	0%	17,765.00
211	Secondary	723,158.00	2,990.92	570,973.21	79%	37,452.11	84%	114,732.68
212	Art	81,431.00	0.00	76,088.77	93%	0.00	93%	5,342.23
216	Title I	399,847.00	1,730.34	387,959.25	97%	0.00	97%	11,887.75
218	Gifted and Talented	12,834.00	0.00	2,266.41	18%	0.00	18%	10,567.59
219	English Learner	13,914.00	0.00	13,665.63	98%	0.00	98%	248.37
220	English	325,774.00	0.00	409,711.85	126%	0.00	126%	(83,937.85)
230	Foreign Language	100,108.00	0.00	99,018.86	99%	0.00	99%	1,089.14
231	Ojibwe	54,671.00	0.00	50,777.54	93%	0.00	93%	3,893.46
240	Health Physical Ed	249,071.00	0.00	237,998.41	96%	1,080.32	96%	9,992.27
255	Industrial Education	100,481.00	107.37	58,232.86	58%	0.00	58%	42,248.14
256	Mathematics	223,184.00	0.00	307,048.36	138%	0.00	138%	(83,864.36)
257	Computer Instruction	45,510.00	0.00	45,739.53	101%	388.30	101%	(617.83)
258	Music	257,922.00	745.22	243,148.69	94%	159.88	94%	14,613.43

**Deer River ISD #317**  
**Exp Summary - Fd, Pro**  
**Period Ending August 31, 2021**

Sequence: Fd, Pro

Description		Adopted22 Annual Budget	Period 202202	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General							
260	Science	255,393.00	0.00	248,780.72	97%	282.34	98%	6,329.94
270	Social Sciences	242,261.00	0.00	234,929.44	97%	0.00	97%	7,331.56
280	Other Regular Inst	51,500.00	1,056.23	27,249.82	53%	0.00	53%	24,250.18
291	Co-Curricular	27,884.00	450.00	18,310.46	66%	0.00	66%	9,573.54
292	Boys/Girls Athletics	132,933.00	5,566.63	109,751.75	83%	0.00	83%	23,181.25
294	Boys Athletics	141,611.00	1,020.00	110,647.41	78%	0.00	78%	30,963.59
296	Girls Athletics	93,189.00	1,018.50	83,283.11	89%	0.00	89%	9,905.89
298	Extra Curricular	5,185.00	0.00	2,440.02	47%	0.00	47%	2,744.98
301	Agriculture Science	77,275.00	0.00	65,702.53	85%	0.00	85%	11,572.47
361	Trade and Industrial	35,610.00	0.00	73,226.80	206%	0.00	206%	(37,616.80)
380	Special Needs	24,717.00	0.00	1,619.77	7%	0.00	7%	23,097.23
399	Career Pathways	4,500.00	0.00	18,442.61	410%	0.00	410%	(13,942.61)
400	Special Ed - General (non-reim)	58,357.00	0.00	66,344.13	114%	0.00	114%	(7,987.13)
401	Speech Impaired	125,057.00	0.00	24,591.31	20%	471.59	20%	99,994.10
402	DCD-MM	235,210.00	0.00	185,133.59	79%	175.14	79%	49,901.27
403	Mental Imp-Mod/Sev	98,138.00	0.00	104,561.67	107%	0.00	107%	(6,423.67)
404	Physically Impaired	163,525.00	0.00	82,563.20	50%	0.00	50%	80,961.80
405	Deaf Hard of Hearing	3.00	0.00	2,874.02	95801%	0.00	95801%	(2,871.02)
406	Visually Impaired	50,005.00	0.00	22,267.71	45%	0.00	45%	27,737.29
407	Specific Learning Di	571,232.00	0.00	634,225.72	111%	93.93	111%	(63,087.65)
408	Emotional Disorder	571,217.00	0.00	582,722.68	102%	199.59	102%	(11,705.27)
410	Other Health Impairments	153,491.00	0.00	114,187.24	74%	0.00	74%	39,303.76
411	Autistic Spectrum Disorders	133,845.00	0.00	88,734.71	66%	0.00	66%	45,110.29
412	Developmentally Delayed (EC)	347,795.00	6,183.36	400,534.18	115%	747.60	115%	(53,486.78)
414	Traumatic Brain Inj	0.00	0.00	8,047.42	0%	0.00	0%	(8,047.42)
416	Severly Multiply Impaired	52,060.00	0.00	33,804.92	65%	0.00	65%	18,255.08
420	Special Education	1,193,194.00	(540.57)	877,696.91	74%	0.00	74%	315,497.09
421	School Psychologist	60,000.00	0.00	54,694.57	91%	0.00	91%	5,305.43
422	ADSIS	384,808.00	(200.00)	288,284.79	75%	0.00	75%	96,523.21

**Deer River ISD #317  
Exp Summary - Fd, Pro  
Period Ending August 31, 2021**

Sequence: Fd, Pro

Description		Adopted22 Annual Budget	Period 202202	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General							
581	Prekindergarten	50,000.00	0.00	0.00	0%	0.00	0%	50,000.00
605	Gen Inst Support	485,053.00	8,082.10	475,297.93	98%	0.00	98%	9,755.07
610	Curriculum/Assessment	321,493.00	0.00	315,448.08	98%	0.00	98%	6,044.92
620	Library Media Center	143,457.00	0.00	127,046.31	89%	53.40	89%	16,357.29
630	Human Relations	120,095.00	0.00	98,213.87	82%	0.00	82%	21,881.13
640	Staff Development	165,379.00	2,482.18	41,918.59	25%	4,200.00	28%	119,260.41
680	Instruc-Related Technology	439,071.00	29,625.10	876,123.35	200%	22,783.69	205%	(459,836.04)
710	Counseling-Guidance	193,234.00	0.00	177,115.54	92%	0.00	92%	16,118.46
720	Health Services	156,807.00	0.00	163,064.36	104%	0.00	104%	(6,257.36)
760	Pupil Transportation	0.00	0.00	22,989.98	0%	0.00	0%	(22,989.98)
790	Other Pupil Support	482,218.00	18,961.46	480,795.48	100%	3,617.76	100%	(2,195.24)
810	Plant Operations	1,063,398.00	98,780.85	1,297,183.70	122%	79,720.39	129%	(313,506.09)
850	Capital Facilities	0.00	0.00	124,010.26	0%	153.60	0%	(124,163.86)
940	Insurance	72,000.00	0.00	148,363.77	206%	0.00	206%	(76,363.77)
01	General	15,417,901.00	300,934.14	15,698,981.19	102%	176,690.29	103%	(457,770.48)
02	Food Service							
770	Food Services	655,600.00	6,851.49	726,867.31	111%	17,133.96	113%	(88,401.27)
02	Food Service	655,600.00	6,851.49	726,867.31	111%	17,133.96	113%	(88,401.27)
03	Transportation							
760	Pupil Transportation	919,356.00	2,051.97	956,271.06	104%	0.00	104%	(36,915.06)
03	Transportation	919,356.00	2,051.97	956,271.06	104%	0.00	104%	(36,915.06)
04	Community Service							
505	Community Education	34,871.00	1,335.09	40,734.78	117%	0.00	117%	(5,863.78)
560	Recreation	0.00	0.00	1,733.00	0%	0.00	0%	(1,733.00)
580	Early Childhood Family Educ	54,607.00	0.00	53,914.00	99%	0.00	99%	693.00
582	School Readiness	140,124.00	0.00	138,006.00	98%	0.00	98%	2,118.00
583	Preschool Screening	2,430.00	0.00	0.00	0%	0.00	0%	2,430.00
585	YouthDevel/Servs/After School	37,346.00	982.32	11,699.12	31%	0.00	31%	25,646.88
590	Other Community Programs	1,078.00	0.00	1,580.33	147%	0.00	147%	(502.33)

**Deer River ISD #317**  
**Exp Summary - Fd, Pro**  
**Period Ending August 31, 2021**

Sequence: Fd, Pro

Description		Adopted22 Annual Budget	Period 202202	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
04	Community Service							
591	Youth Service/Development	6,030.00	3,458.27	4,672.72	77%	92.92	79%	1,264.36
04	Community Service	276,486.00	5,775.68	252,339.95	91%	92.92	91%	24,053.13
05	Capital Expenditure							
108	Admin Technology Services	5,556.00	0.00	11,876.40	214%	0.00	214%	(6,320.40)
140	Data Processing	36,623.00	36,257.93	72,881.19	199%	0.00	199%	(36,258.19)
203	Elementary Education	24,800.00	0.00	531.44	2%	0.00	2%	24,268.56
211	Secondary	25,800.00	0.00	12,322.51	48%	0.00	48%	13,477.49
400	Special Ed - General (non-reim)	1,000.00	0.00	0.00	0%	0.00	0%	1,000.00
680	Instruc-Related Technology	91,958.00	0.00	303,608.76	330%	0.00	330%	(211,650.76)
810	Plant Operations	0.00	0.00	1,894.38	0%	0.00	0%	(1,894.38)
850	Capital Facilities	39,920.00	0.00	33,917.64	85%	0.00	85%	6,002.36
865	LTFM <\$100,000	96,143.00	3,665.00	40,494.59	42%	0.00	42%	55,648.41
05	Capital Expenditure	321,800.00	39,922.93	477,526.91	148%	0.00	148%	(155,726.91)
07	Debt Redemption							
910	Debt Redemption	1,865,904.00	0.00	2,070,671.19	111%	0.00	111%	(204,767.19)
07	Debt Redemption	1,865,904.00	0.00	2,070,671.19	111%	0.00	111%	(204,767.19)
08	Trust Fund							
960	Other Nonrecurring Items	2,500.00	0.00	3,666.66	147%	0.00	147%	(1,166.66)
08	Trust Fund	2,500.00	0.00	3,666.66	147%	0.00	147%	(1,166.66)
11	Student Activities							
298	Extra Curricular	55,000.00	25.00	22,742.75	41%	0.00	41%	32,257.25
11	Student Activities	55,000.00	25.00	22,742.75	41%	0.00	41%	32,257.25
25	OPEB Revocable Trust							
935	Post Employment Benefits	75,250.00	2,372.23	76,550.62	102%	0.00	102%	(1,300.62)
25	OPEB Revocable Trust	75,250.00	2,372.23	76,550.62	102%	0.00	102%	(1,300.62)
<b>Report Totals:</b>		<b>19,589,797.00</b>	<b>357,933.44</b>	<b>20,285,617.64</b>	<b>104%</b>	<b>193,917.17</b>	<b>105%</b>	<b>(889,737.81)</b>

**Electronic Fund Transfers for ISD #317**

	<u>Amount</u>	<u>Date</u>	<u>Initiated By</u>
<b>MSDLAF+ to Woodland Payroll</b>	<b>\$500,000.00</b>	<b>8/2/2021</b>	<b>JD</b>
<b>PMA to Woodland Savings</b>	<b>\$350,000.00</b>	<b>8/2/2021</b>	<b>JD</b>
<b>PMA to Woodland Savings</b>	<b>\$1,075,000.00</b>	<b>8/17/2021</b>	<b>JD</b>
<b>PMA to MSDLAF+</b>	<b>\$25,000.00</b>	<b>8/26/2021</b>	<b>JD</b>

**Deer River ISD #317**  
**Check Register by Bank and Check**

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0317		2	47183	1334101022	Check	1	4022		HEALTH PARTNERS	Yes	Yes	No	USD	08/04/2021	358.00
			47185	1334101023	Check	1	5583	R1	LONG, ALANNA	Yes	Yes	No	USD	08/04/2021	350.00
			47184	1334101024	Check	1	5005		MADISON NATIONAL LIFE	Yes	Yes	No	USD	08/04/2021	9.50
			47186	1334101025	Check	1	5630		MN PEIP	Yes	Yes	No	USD	08/04/2021	2,351.40
			47198	1334101026	Check	1	4037		SCHIMEK, BRENT	Yes	Yes	No	USD	08/12/2021	150.00
			47215	1334101027	Check	1	2954		ABILITY FURNACE	Yes	Yes	No	USD	08/17/2021	735.00
			47232	1334101028	Check	1	5171	R1	ACME TOOLS BEMIDJI	Yes	Yes	No	USD	08/17/2021	73.98
			47205	1334101029	Check	1	17215	R1	APG MEDIA OF MN	Yes	Yes	No	USD	08/17/2021	292.00
			47199	1334101030	Check	1	02954		ARCC	Yes	Yes	No	USD	08/17/2021	47,676.44
			47229	1334101031	Check	1	4697		AUDIO COMMUNICATIONS	Yes	Yes	No	USD	08/17/2021	210.10
			47200	1334101032	Check	1	04959		BROTHERS FIRE PROTECTION CO	Yes	Yes	No	USD	08/17/2021	1,100.00
			47201	1334101033	Check	1	07020		CITY OF DEER RIVER	Yes	Yes	No	USD	08/17/2021	1,698.03
			47237	1334101034	Check	1	5567	R1	CONSTELLATION ENERGY-GAS DIVIS	Yes	Yes	No	USD	08/17/2021	2,733.43
			47234	1334101035	Check	1	5331	R1	CULINEX	Yes	Yes	No	USD	08/17/2021	127.52
			47206	1334101036	Check	1	1838		ECOLAB	Yes	Yes	No	USD	08/17/2021	863.46
			47240	1334101037	Check	1	6096		FORECAST5 ANALYTICS INC	Yes	Yes	No	USD	08/17/2021	9,865.00
			47204	1334101038	Check	1	1619		FRABONI WHOLESALE INC	Yes	Yes	No	USD	08/17/2021	1,220.27
			47202	1334101039	Check	1	1065		GRAINGER, INC	Yes	Yes	No	USD	08/17/2021	497.07
			47238	1334101040	Check	1	6071		HANDYMANS INC	Yes	Yes	No	USD	08/17/2021	72.98
			47208	1334101041	Check	1	19222		HILLYARD / HUTCHINSON	Yes	Yes	No	USD	08/17/2021	3,129.05
			47218	1334101042	Check	1	3399		ISD 6070 - IASC	Yes	Yes	No	USD	08/17/2021	68,917.33
			47211	1334101043	Check	1	25001		LEARNING LINKS	Yes	Yes	No	USD	08/17/2021	21.95
			47222	1334101044	Check	1	4088		MECA SPORTSWEAR	Yes	Yes	No	USD	08/17/2021	142.55
			47216	1334101045	Check	1	2994	R1	MN ENERGY RESOURCES	Yes	Yes	No	USD	08/17/2021	272.83
			47213	1334101046	Check	1	28900		MN POWER & LIGHT CO	Yes	Yes	No	USD	08/17/2021	28,424.92
			47233	1334101047	Check	1	5211	R1	NATIONAL FFA ORGANIZATION	Yes	Yes	No	USD	08/17/2021	25.00
			47239	1334101048	Check	1	6095		NAVIGATE 360 LLC	Yes	Yes	No	USD	08/17/2021	3,838.00
			47221	1334101049	Check	1	40600		NESC	Yes	Yes	No	USD	08/17/2021	1,170.00
			47210	1334101050	Check	1	2309		NICKLASSON ATHLETIC COMPANY	Yes	Yes	No	USD	08/17/2021	343.50
			47223	1334101051	Check	1	42172		NORTHERN LAKES CONFERENCE	Yes	No	No	USD	08/17/2021	450.00
			47212	1334101052	Check	1	2610		NOR-TRAN INC	Yes	No	No	USD	08/17/2021	1,254.77
			47214	1334101053	Check	1	2930		OREILLY AUTOMOTIVE INC	Yes	Yes	No	USD	08/17/2021	38.98
			47224	1334101054	Check	1	43022		PAUL BUNYAN RURAL TELEPHONE	Yes	Yes	No	USD	08/17/2021	920.32
			47207	1334101055	Check	1	1861		PITNEY BOWES-PURCHASE POWER	Yes	Yes	No	USD	08/17/2021	2,015.00
			47225	1334101056	Check	1	45575		QUALITY REFRIGERATION & HEATIN	Yes	Yes	No	USD	08/17/2021	1,096.55
			47226	1334101057	Check	1	45794		RAPID PEST CONTROL	Yes	Yes	No	USD	08/17/2021	95.00
			47227	1334101058	Check	1	45845		RAPIDS WELDING SUPPLY	Yes	Yes	No	USD	08/17/2021	107.37
			47209	1334101059	Check	1	1927		REGENTS OF THE UNIV OF MN	Yes	Yes	No	USD	08/17/2021	300.00
			47203	1334101060	Check	1	1384		RESOURCES FOR READING, INC	Yes	No	No	USD	08/17/2021	85.47
			47219	1334101061	Check	1	4019		RTS	Yes	No	No	USD	08/17/2021	47.22
			47228	1334101062	Check	1	46375		SANDSTROM'S	Yes	Yes	No	USD	08/17/2021	948.88

## Deer River ISD #317 Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0317		2	47230	1334101063	Check	1	47291	R1	SIEMENS INDUSTRY	Yes	Yes	No	USD	08/17/2021	58.87
			47220	1334101064	Check	1	4044		SPORT DECALS	Yes	Yes	No	USD	08/17/2021	120.00
			47217	1334101065	Check	1	3272		SVL SERVICE CORPORATION	Yes	Yes	No	USD	08/17/2021	1,830.00
			47241	1334101066	Check	1	6097		TECH DEFENDERS	Yes	Yes	No	USD	08/17/2021	2,225.47
			47235	1334101067	Check	1	5358		THOMPSON, SARA	Yes	No	No	USD	08/17/2021	440.00
			47231	1334101068	Check	1	4829		TRI-STATE BOBCAT INC	Yes	Yes	No	USD	08/17/2021	548.35
			47236	1334101069	Check	1	54801	R1	XEROX CORP	Yes	Yes	No	USD	08/17/2021	2,038.92
			47242	1334101070	Check	1	1338		NORTHERN BUSINESS PRODUCTS	Yes	Yes	No	USD	08/18/2021	823.39
			47243	1334101071	Check	1	5719	R1	HUDL	Yes	Yes	No	USD	08/24/2021	8,700.00
			47244	1334101072	Check	1	28878		MN GRADUATE SERVICES	Yes	No	No	USD	08/24/2021	1,255.00
			47251	1334101073	Check	1	4860		IRON RANGE CONFERENCE	Yes	No	No	USD	08/25/2021	750.00
			47252	1334101074	Check	1	5478		ISD 2170 - STAPLES MOTLEY	Yes	No	No	USD	08/25/2021	150.00
			47253	1334101075	Check	1	5996		ISD 2909 - ROCK RIDGE	Yes	No	No	USD	08/25/2021	100.00
			47245	1334101076	Check	1	21500		ISD 318 - GRAND RAPIDS	Yes	Yes	No	USD	08/25/2021	4,634.45
			47249	1334101077	Check	1	4538		MASPA	Yes	No	No	USD	08/25/2021	120.00
			47247	1334101078	Check	1	29100		MN STATE HIGH SCHOOL LEAGUE	Yes	No	No	USD	08/25/2021	3,442.00
			47246	1334101079	Check	1	2610		NOR-TRAN INC	Yes	No	No	USD	08/25/2021	423.00
			47250	1334101080	Check	1	45575		QUALITY REFRIGERATION & HEATIN	Yes	No	No	USD	08/25/2021	856.60
			47248	1334101081	Check	1	3662		RSCHOOLSTODAY (DWC)	Yes	No	No	USD	08/25/2021	562.50
			47254	1334101082	Check	1	4037		SCHIMEK, BRENT	Yes	Yes	No	USD	08/25/2021	1,000.00
														Bank Total: 2	\$214,107.42
														Report Total:	\$214,107.42

**Deer River High School**  
101 First Avenue NE  
PO Box 307  
Deer River, MN 56636



**King Elementary School**  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636

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Consent Agenda  
September, 2021

*~Any Board Member may request that any item be removed from this consent agenda  
and moved to a regular agenda item~*

1. Appointments:  
Angela Hennessy; Nurse  
Tessa Donnell; Anishinaabe Education Tutor  
Tonya Tubbs; Long-Term Substitute Teacher  
Jacob Natrass; Custodian  
Alexis Dudley; Elementary Secretary, effective August 31, 2021  
Amanada Bonestell; Elementary Secretary, effective August 31, 2021  
Rebecca Bidney; Paraprofessional, effective September 14, 2021  
Justin Irvine; .3 FTE Assistant Football Coach  
Nikki Bebeau; Paraprofessional, effective September 7, 2021  
Sondra Tokarczyk; .15 FTE Careers in Education Instructor  
Chloe Berntson; Paraprofessional
  
2. Resignations/Retirements:  
Deborah Sernett; Paraprofessional effective August 9, 2021.  
Karen Storlie; Paraprofessional effective 9/3/2021.  
Lauren Rabbit; Paraprofessional effective 8/24/2021  
Vicki Gullickson; Paraprofessional effective 8/19/2021  
Amanda Leppanen; Paraprofessional effective 8/19/2021

Deer River High School  
101 First Avenue NE  
PO Box 307  
Deer River, MN 56636  
"Home of the Warriors"



King Elementary School  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636  
"King Pride"

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Dedicated to develop lifelong learners prepared to succeed in an ever-changing world

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## Memorandum

To: Deer River School Board  
CC: Ashley Evans  
From: Joseph G. Akre  
Date: 9/1/2021  
Re: Recommendation for Anishinaabe Cultural Advisor

On 08/30/2021, an interview committee consisting of, Gerald White and I interviewed one candidate for the Anishinaabe Cultural Advisor position available at Deer River Schools for the 2021/22 school year. After discussing the strengths and qualities of the candidates at length with the committee, I would like to recommend Ms. Tessa Donnell for the position.

CONTRACT FOR ANISHINAABE EDUCATION TUTOR  
INDEPENDENT SCHOOL DISTRICT NO. 317  
DEER RIVER, MINNESOTA

The School Board of Independent School District #317, Deer River, Minnesota enters into this agreement with **Tessa Donnell** who agrees to provide services as an ANISHINAABE EDUCATION TUTOR in the public schools for the 2021-2022 school year.

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

**I. Basic Services**

Said ANISHINAABE EDUCATION TUTOR shall faithfully perform the services prescribed by the School Board or its designated representative, whether or not such services are specifically described in this contract or general job description, abide by the rules, regulations and policies as established by the School Board, the State Board of Education and the Federal rules and Regulations of the Success for the Future Program and any additions or amendments thereto, for the hourly rate indicated below, and agrees to provide services in the school of said district as assigned.

**II. Duty Year**

The duty year shall be 173 days (student days + 2 additional days). The ANISHINAABE EDUCATION TUTOR shall work 7 hours per day, Monday through Friday.

**III. Leaves**

1. *Sick leave:* The ANISHINAABE EDUCATION TUTOR shall earn one (1) day of sick leave per month of service accrued at the end of each month. Unused sick leave may accumulate to a maximum of 130 days. Use of sick leave must be reported on the Aesop absence reporting system.
2. *Personal leave:* The ANISHINAABE EDUCATION TUTOR may be granted three (3) days of personal leave per contract year by prior approval of the Superintendent if the ANISHINAABE EDUCATION TUTOR requires time off to attend to matters requiring his/her attention that cannot be taken care of outside the normal work day. Personal leave will be accrued to the ANISHINAABE EDUCATION TUTOR at the start of the contract year. Use of personal leave must be reported on the Aesop absence reporting system.

**IV. Insurance**

1. *Health Insurance:* The School District will pay up to \$545.00 per month toward the monthly premium cost for single group health coverage (plus \$125.00 per month VEBA contribution), and \$900.00 toward the monthly premium cost for family group health coverage (plus \$175.00 per month HAS/VEBA contribution).
2. *Dental Insurance:* The School District will pay \$40.00 per month toward the monthly premium cost for single or family group dental coverage.
3. *Life Insurance:* The School District will pay the premium, not to exceed \$61.00 per year, for \$25,000 term life insurance coverage under the existing group life insurance plan.
4. *Long-term Disability Insurance:* The School District will pay the premium for long-term disability insurance under the existing group insurance plan.

Deer River High School  
101 First Avenue NE  
PO Box 307  
Deer River, MN 56636  
*"Home of the Warriors"*



King Elementary School  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636  
*"King Pride"*

# Memorandum

To: Deer River School Board

CC: Ashley Evans

From: Jennifer Stefan

Date: August 26, 2021

Re: Recommendation for long term substitute teacher hire

On August 16, 2021, I interviewed a candidate for an open long term substitute teaching position available at the King Elementary for the 2021-2022 school year. After discussing the strengths and qualities of the candidate at length, I would like to recommend Tonya Tubbs for the position.



NON TENURED

*TEACHER CONTRACT FOR MINNESOTA  
PUBLIC SCHOOL DISTRICTS*

The School Board of Independent School District No. 0317 of the State of Minnesota, Deer River, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with Tonya Tubbs, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Long Term Substitute for the school year 2020 to 2021 (August 31, 2021 until appx. December, 2021).

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

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

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

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

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:  
**\$ \$220.62 per day** For basic services (**BS; Step 1**; based on 2019-2021 DREA Master Agreement)  
**\$ \_\_\_\_\_** For additional services as set forth in paragraph 6  
**\$ \$220.62 per day** Total salary, exclusive of fringe benefits based on 2019-2021 DREA Master Agreement  
*\*Salary is not final as the 2021-2023 DREA Master Agreement is to be negotiated.*

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

IN WITNESS THEREOF, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_\_, 2021

Teacher .....

IN WITNESS THEREOF, we have subscribed our signatures this 13<sup>th</sup> day of September, 2021

INDEPENDENT SCHOOL DISTRICT NO. 0317 – DEER RIVER SCHOOL

Chairperson .....

Clerk .....



## **Deer River High School**

**ISD #317**

**101 1<sup>st</sup> Avenue NE**

**Deer River, MN 56636**

**Brent Schimek**  
**Activities Director/Dean**

**[bschimek@isd317.org](mailto:bschimek@isd317.org)**  
**Phone: 218-246-3410**

# **Memorandum**

**To: Deer River School Board**

**CC: Ashley Evans**

**From: Brent Schimek**

**Date Sept 3, 2021**

**Re: Recommendation for Custodial**

**I would like to recommend Jacob Natrass to be hired as the Custodian Float position for the 2021-22 school year**

Deer River High School  
101 First Avenue NE  
PO Box 307  
Deer River, MN 56636  
"Home of the Warriors"



King Elementary School  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636  
"King Pride"

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## Memorandum

To: Deer River School Board  
CC: Ashley Evans  
From: Jennifer Stefan  
Date: 9/8/2021  
Re: Recommendation for secretary hire

On August 30, 2021, an administrator reviewed candidates for an open secretary position available at King Elementary. After considering the strengths and qualities of the candidates at length, I would like to recommend Amanda Bonestell for the secretary position.

Deer River High School  
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*"Home of the Warriors"*



King Elementary School  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636  
*"King Pride"*

---

## Memorandum

To: Deer River School Board  
CC: Ashley Evans  
From: Jennifer Stefan  
Date: 9/8/2021  
Re: Recommendation for secretary hire

On August 30, 2021, an administrator reviewed candidates for an open secretary position available at King Elementary. After considering the strengths and qualities of the candidates at length, I would like to recommend Alexis Dudley for the secretary position.

Deer River High School  
101 First Avenue NE  
PO Box 307  
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"Home of the Warriors"



King Elementary School  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636  
"King Pride"

---

## Memorandum

To: Deer River School Board  
CC: Ashley Evans  
From: Jennifer Stefan  
Date: 9/8/2021  
Re: Recommendation for paraprofessional hire

On August 30, 2021, an administrator reviewed candidates for an open paraprofessional position available at King Elementary. After considering the strengths and qualities of the candidates at length, I would like to recommend Rebecca Bidney for a paraprofessional position.



## Deer River High School

ISD #317

101 1<sup>st</sup> Avenue NE

Deer River, MN 56636

Brent Schimek  
Activities Director/Dean

[bschimek@isd317.org](mailto:bschimek@isd317.org)  
Phone: 218-246-3410

# Memorandum

To: Deer River School Board

CC: Ashley Evans

From: Brent Schimek

Date Aug 16, 2021

Re: Recommendation for ~~Custodial~~ *asst. football coach*

I would like to recommend Justin Irvine to be hired as the .3 Asst Coach position for the 2021-22 school year

Deer River High School  
101 First Avenue NE  
PO Box 307  
Deer River, MN 56636  
"Home of the Warriors"



King Elementary School  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636  
"Kina Pride"

---

Dedicated to develop lifelong learners prepared to succeed in an ever-changing world

---

## Memorandum

**To:** Deer River School Board  
**CC:** Ashley Evans  
**From:** Joseph G. Akre  
**Date:** 9/6/2021  
**Re:** Recommendation for Paraprofessional

On 8/24/2021, I interviewed one candidate for the Paraprofessional position available at Deer River Schools for the 2021/21 school year. I would like to recommend Nikki Bebeau for the position.

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PO Box 307  
Deer River, MN 56636  
"King Pride"

---

Dedicated to develop lifelong learners prepared to succeed in an ever-changing world

---

## Memorandum

**To:** Deer River School Board  
**CC:** Ashley Evans  
**From:** Joseph G. Akre  
**Date:** 9/6/2021  
**Re:** Recommendation for the .15 teaching position at High School

On 08/09/2021, I interviewed one candidate for the .15 Careers in Education class teaching position available at Deer River Schools for the 2021/22 school year. I would like to recommend Ms. Sondra Tokarczyk for the position.

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Deer River, MN 56636  
"King Pride"

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Dedicated to develop lifelong learners prepared to succeed in an ever-changing world

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## Memorandum

To: Deer River School Board  
CC: Ashley Evans  
From: Joseph G. Akre  
Date: 9/7/2021  
Re: Recommendation for Paraprofessional

On 09/07/2021, I interviewed two candidates for the Paraprofessional position available at Deer River Schools for the 2021-22 school year. I would like to recommend Chloe Berntson for the position.

07/09/2021  
Leborah L. Sernett  
01 Emerson CT.  
Montrose, MN. 55363  
[sernett1@gmail.com](mailto:sernett1@gmail.com)

Dear Mr. Akre,

It is with regret that I find myself writing to inform you of my resignation as a paraprofessional at Deer River High School.

After a period of consideration, I have decided to move near my family, children and grandchildren.

I would like to take this opportunity to thank you for the support and opportunities I have had in the fantastic years I have been working as part of the Deer River family.

As my friend "Winnie the Pooh" would say, "How lucky I am to have something that makes saying goodbye so hard."

Sincerely,

Leborah L Sernett

August 13, 2021

School District #317

This letter is to inform you that I will be retiring from my position as District  
317 Para effective September 3, 2021.

Sincerely,

A handwritten signature in cursive script that reads "Karen Storlie".

Karen Storlie

to whom it may concern,

Please consider this my letter of resignation. Due to a change in family dynamics, I will no longer be able to hold my position as a paraprofessional at the Deer River High School. My last day holding this position will be 8/19/2021. I will return my keys and iPad on this date. Please let me know if there is anything else you need from me.

Thank you for your time,  
Auren Rabbit.

On Tue, Aug 17, 2021 at 2:43 PM VICKI GUMICKSON <[vgumickson@isusd.org](mailto:vgumickson@isusd.org)> wrote.

Hey there

I wanted to let you know if possible I'd like to drop down to an on call basis like a sub for the school year 2021-22.

This wasn't an easy decision as I will miss seeing y'all daily.

Thank you,

Vicki

Sent from my iPhone

---

**Letter of resignation**

message

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**Amanda Leppanen** <aleppanen@isd317.org>

Tue, Aug 17, 2021 at 9:49 AM

to: Ashley Evans <aevans@isd317.org>, Jeff Pesta <jpesta@isd317.org>, Jennifer Stefan <jstefan@isd317.org>

It is with a heavy heart that I will be having to put my letter of resignation in since I am still having troubles since my last acceleration/flare up I am in the process of filing for disability. I might be able to do some volunteering on my good days. I just would like to thank you all for all your love and support during my time working at King School and will miss working with you guys.

Thanks Amanda Leppanen



# DEER RIVER SCHOOLS

HOPE. HAPPINESS. SUCCESS.

bagosendam. minawaanigozi. gashkitoon.

## SAFE SCHOOLS PLAN

Updated August 30, 2021

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## **Table of Contents**

Appendix A – ESSER Funding Chart

Appendix B – Minnesota Department of Health Tips



ISD 317: COMMITMENT TO  
HOPE. HAPPINESS. SUCCESS

It's the Warrior Wau



## Introduction

**The Deer River Safe Schools Plan is a working document to be updated as indicated by changes in public health data.** The cover page will contain the date when updated versions have been released.

On June 4, 2021, The Minnesota Safe Learning Plan, as applicable to the Deer River Schools ended. This terminated the requirements in Executive Orders 20-19, 20-82, 20-94 and 20-95. On June 14, the Deer River Board of Education approved a plan to relax most pandemic related restrictions effective June 15. The Board looked forward with the intent to monitor the school district case rate. They planned to meet in special session, should the local case rate rise and sustain above 20 positive cases per 10,000 residents at any time during the summer. Our summer programs were completed successfully, with local case rates very low and no significant transmission through school activities.

Our public health data on August 30 indicates a case rate within the school district boundaries of 48 per 10,000 residents. Therefore, the Board has taken into consideration precautions that can assist in mitigating the spread of COVID-19 to our students, staff, and visitors. The Board will regularly evaluate the risk level and add or remove precautions as indicated by all sources of local data. The Board is regularly informed by recommendations from the Minnesota Department of Health (MDH) and the Centers for Disease Control (CDC), Itasca and Cass County Public Health, and the Leech Lake Band of Ojibwe Tribal Government.

The district's liability insurance policy, Minnesota Department of Education (MDE) guidelines and the Elementary and Secondary Schools Emergency Relief (ESSER III) Funds all require the district to post a Safe Return to In-Person Learning Plan. The plan must describe how the district intends to safely and responsibly operate in the new school year. The plan was presented to the Board and posted in a public format with engagement opportunities available to the public prior to June 21.

## Communication

### Our Mission

This Safe Schools Plan is based on a foundation of RESPECT. There are no easy answers for each family in assessing the benefits and risks of returning to in-person instruction. The Deer River Public schools will create options that are legal and reasonably safe with regard to local public health information. We will respect the options selected by each family and staff member. Our strategic mission of hope, happiness, and success will not be abandoned despite these unique challenges.

**Please take care of yourself and take care of each other!**

The customized schedule developed for each student constitutes private educational data. Staff will only discuss an individual student's educational program with people having a legitimate educational interest.

## Communication Methods

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The District will release regular communication updates in the following ways:

- District website notices and Infinite Campus messages supplemented with mass/social media options. A new website format has been introduced to more effectively share COVID related information <https://www.isd317.org/>
- Infinite Campus messages sent to the contacts selected in your family profile.
- School Board meeting updates <https://meetings.boardbook.org/Public/Organization/2476>
- Outdoor digital messaging board at the high school campus.

Safety reminders will be present within the facility, including at the following locations:

- At all hand washing sinks to remind everyone of good hand washing practices.
- On entry doors to remind people who have symptoms or possible exposure not to enter.
- At entries notifying people of the screening methods being utilized.

## Urgent Messaging

---

- The district website and Infinite Campus messaging will be the **official forms of notification** regarding the daily status of school operations.
- The school board has approved an emergency closing protocol, which will be applied to weather, pandemic, or any other reason for closing of the schools on short notice. [https://2c8ec67b-9cb2-44c0-b482-a56c2da8c233.filesusr.com/ugd/2e554b\\_e485f923befd4d2aba04d6c51251934b.pdf](https://2c8ec67b-9cb2-44c0-b482-a56c2da8c233.filesusr.com/ugd/2e554b_e485f923befd4d2aba04d6c51251934b.pdf)

# Pandemic Etiquette

The Warrior Way: Take care of yourself and take care of each other!

## Universal Disease Prevention Strategies

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The District will promote universal strategies to reduce the spread of COVID-19 and other communicable diseases in all school settings. These include: Vaccination when possible, stay home when sick, face coverings, personal protective equipment (PPE), personal hygiene, practical spacing and outdoor activity. The application of these strategies will intensify if local case rates increase or there is evidence of disease transmission occurring in a school setting.

## Face Coverings

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All district programs welcome and support the use of face coverings and PPE in all settings! Effective August 31, face coverings are **strongly recommended** for all individuals at King Elementary and King Learning Center. Face coverings are also **strongly recommended** on the Deer River High School campus for all individuals who have not completed a COVID-19 vaccination series. The core value of **RESPECT** should be demonstrated at all times. The basis for personal decisions on protection are considered private school data. Students, activity participants and drivers are **required to wear face coverings while riding on school provided transportation** per directive of the CDC. Please contact school principals to discuss requests for valid exemptions.

## Hand Washing and Personal Hygiene

---

Proper hand washing and personal hygiene practices are very important to reduce the spread of any communicable disease. Posters will be placed at all sinks to remind everyone of good hand washing practices. Hand sanitizer will be placed at strategic locations.

Hand sanitizer and cleaning wipes will be provided to all staff members for their desks and workspaces. Routine or spot cleaning (upon request) during the day will be the most effective strategy for maintaining a safe environment. The custodial staff will conduct a thorough cleaning of instructional and workspaces once daily. School-wide disinfectant strategies may be utilized during weekends and holidays dependent on current recommendations.

## Special Precautions

---

- Music education staff may adapt procedures to align with MDH guidelines for instruction.  
<https://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf>
- Staff who provide necessary close contact and direct support services will follow state health department guidelines for personal protection.  
<https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>
- Extra-curricular sports, co-curricular activities, physical education/recess, laboratory classes, and other similar settings may adapt procedures at any time to align with MDH guidelines.

## **DAILY HEALTH SCREENING CHECKLIST**

***CONDUCT HEALTH SCREENING EVERY MORNING BEFORE YOUR CHILD GETS ON THE BUS OR ARRIVES TO SCHOOL***

Does your child have any of the following?

- Temperature 100.4 degrees Fahrenheit or higher
- A new cough that causes difficulty in breathing
- A new severe headache
- A sore throat, congestion, or loss of taste or smell
- Diarrhea, vomiting, or stomach pain

**If you answered “Yes” to ANY of the above screening questions, your child must stay home and away from other people and contact your health care provider.**

Please notify your child's school:  
King Elementary at 218-246-8860 or DRHS at 218-246-8241.

## Case Reporting, Quarantines and On-site Testing

The district will be informed by MDH guidance in developing its Safe Schools Plan.  
<https://www.health.state.mn.us/diseases/coronavirus/schools/index.html>

Our Health Services Office requests parents, guardians and staff to self-report if they or their student have COVID-19 symptoms, a positive test or have been in close contact with someone with COVID-19 or awaiting test results.

District Health Services are required to report suspected or confirmed cases of COVID-19: Minnesota Rule 4605.7070 requires any person in charge of any institution, school, childcare facility, or camp to report cases of COVID-19 to the Minnesota Department of Health (MDH).

- Reportable Disease Rule [www.health.state.mn.us/diseases/reportable/rule/index.html](http://www.health.state.mn.us/diseases/reportable/rule/index.html)

Effective August 31, the superintendent and district nurse will collaborate on quarantine protocol and individual case decisions:

- Any student or employee with a positive COVID-19 test will be placed on a written quarantine plan. The individual will complete the full quarantine period, unless they can present evidence of an acceptable negative test for an earlier return.
- Any student who is ill will be sent home and required to stay home until they are healthy.
- The district will provide courtesy notices to the families of students who were in close contact with a positive case in a school setting.
- Any student or employee who is exposed to a positive COVID-19 case is strongly recommended to test (3-5 days after exposure) and self-quarantine under the guidance of the district nurse. Remember the Warrior Way: Take care of yourself and take care of each other! We can't offer in-person instruction if community transmission is occurring at our schools.
- Any extra-curricular or co-curricular participant may be required to present evidence of an acceptable negative test at any time during their season. Activities are a privilege that require teamwork and cooperation.
- No student will be tested at a school site without parental consent.

The district health office will offer multiple types of optional, free COVID-19 tests. The tests that are available will be dependent upon our access to testing supplies. Testing at the school health office is offered as a convenience when possible. Students and employees may test at any provider available to them. The following link provides additional options for testing and support:  
<https://www.health.state.mn.us/diseases/coronavirus/testsites/index.html>

Screening and monitoring systems will be in place at both school sites. Any student, visitor, or staff member determined by the administration to be at risk or to potentially put others at risk will be restricted from the school site. A designated containment area will be established at each site to safely isolate individuals who are waiting for transportation. Students restricted from school will be quarantined at school until a family member has picked up the student or health services staff has transported the student home with parent permission. A designated vehicle has been purchased and is

restricted for quarantine use only. Class III licensed drivers will follow protocol for donning PPE when operating the designated vehicle for this purpose.

## Learning Models

**Deer River strives to be a district of choice.** We specialize in providing in-person, customized instruction built upon strong interpersonal relationships. During the past two years, various executive orders have required that we provide multiple learning models to our students. Our staff has responded to that challenge and provided instruction in many flexible ways out of necessity.

Presently, we are operating with only two mandates: face coverings on transportation and reporting of COVID-19 cases to MDH. All remaining decisions fall under the authority of our local Board of Education.

Therefore, we will strive to provide **in-person** instruction in as safe of a learning environment as possible. There is no scenario in which in-person instruction can be offered without some risk of exposure to COVID-19 or other communicable diseases. The school year will begin on September 7 with buses and schools at full capacity. In the event of local public health data that necessitates a change in instruction model, we will consider the following options:

1. Temporary closure of a classroom or school campus. Students would continue to complete daily assignments utilizing their Learning Management Systems (LMS) during the temporary closure. King students will use Seesaw and High School students will use Schoology as their LMS. Attendance will be derived from participation in daily assignments.
2. If circumstances prevent the reasonably safe continuation at full occupancy, a classroom or school campus may be designated to schedule most students on an every other day basis. At approximately 50% occupancy, most students would attend school on an alternating day schedule. Students would remain at home on the opposite day and participate through their LMS.
3. There is currently **no option for Deer River students to participate in full-time or alternating day online instruction this year**, except for regular high school online programming options offered through the Itasca Area Schools Collaborative (IASC). Families who believe that an online program is the best match for their child (short or long term) should contact their child's principal for guidance.

We will be returning to our **early dismissal schedule on Wednesdays** to facilitate professional learning communities. Please review, print, or pick up the district calendar from your school site <https://www.isd317.org/district-calendar>

## Food Service

### Meals

---

District Food Service programs will continue to be informed by safe health practices according to guidelines established by the Centers for Disease Control (CDC) and Minnesota Department of Health (MDH).

<https://www.health.state.mn.us/people/foodsafety/emergency/covid.html>

Most aspects of food service will return to normal operations for the start the school year. Each site will adapt meal protocols and schedules to create the safest environment possible.

Deer River will continue to offer breakfast and lunch on site each school day. A combined breakfast and lunch bag is also available for any person 18 years old or younger enrolled or residing in the school district. These meals can be picked up at King Elementary School (Door #1) between 11:00 a.m. and noon each school day. Families in need of meal delivery should inquire with Deanna Hron, Director of the Full Service Community Schools program at [dhron@isd317.org](mailto:dhron@isd317.org) . Evening meals will be available to residents of all ages at King Elementary through the Community Café (Door #9).

In March, 2019, the federal government provided waivers to create an open site meal program in which all student meals were free of charge. Those waivers became available again on September 15, 2021 and the Deer River Schools are eligible to participate. For the duration of the waivers, breakfast and lunch will be free for all students.

Our district typically receives approximately \$3000 in federal compensatory aid and grants for each student who qualifies for federal education benefits (Free and Reduced Price Lunch). Because meals will be free for all students again this year, it is extremely important that families continue to complete the confidential application for benefits if their household income is anywhere close to the eligibility limits. The traditional paper application and a new easy to use online application are available this year. Access to the applications will be posted on our website at this link <https://www.isd317.org/food-and-nutrition>

District staff members will be following up with families to assist in collecting these applications. All funds generated are used directly in educating our students. Please help us access all resources available to our kids!

## Transportation

### Bus Ridership

Parents and Guardians are expected to screen their children each day prior to sending them to the bus. Students will be screened and monitored again at their school site. Families will be responsible for retrieving students who arrive at school with any symptoms that may indicate a safety risk. Students unable to participate will be assigned to a designated quarantine waiting area until picked up or transported back home. Parents/guardians or siblings may also provide personal transportation to and from school for their household members.

All people are required by a CDC order to wear face coverings on all public transportation conveyances (airports, public buses, etc.), including school buses.

▪ CDC: Requirement for Face Masks on Public Transportation Conveyances and at Transportation Hubs [www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html](http://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html)

District provided student transportation is a privilege and passengers are expected to board wearing a face covering. Each bus will have a limited supply of disposable masks to prevent delays in boarding. Any special circumstances will be communicated by staff to route/van drivers. Drivers will be responsible for assigning seats to create the maximum space between riders. Following the instructions

of the driver is critical to creating the safest environment and to maintain a daily seating chart if contact tracing becomes necessary.

Drivers will utilize windows and roof vents to promote fresh air circulation. Transportation staff will be responsible for cleaning high touch areas as needed during and between routes. NorTran will implement a daily cleaning protocol for all vehicles provided for district use.

## **Facilities**

Public schools serve as a primary facility provider for youth and adult organizations in Minnesota. Most state restrictions for community use of school facilities have now ended. All requests for use permits from outside organizations will be considered on a case by case basis by the facilities scheduler.

### Physical Barriers

---

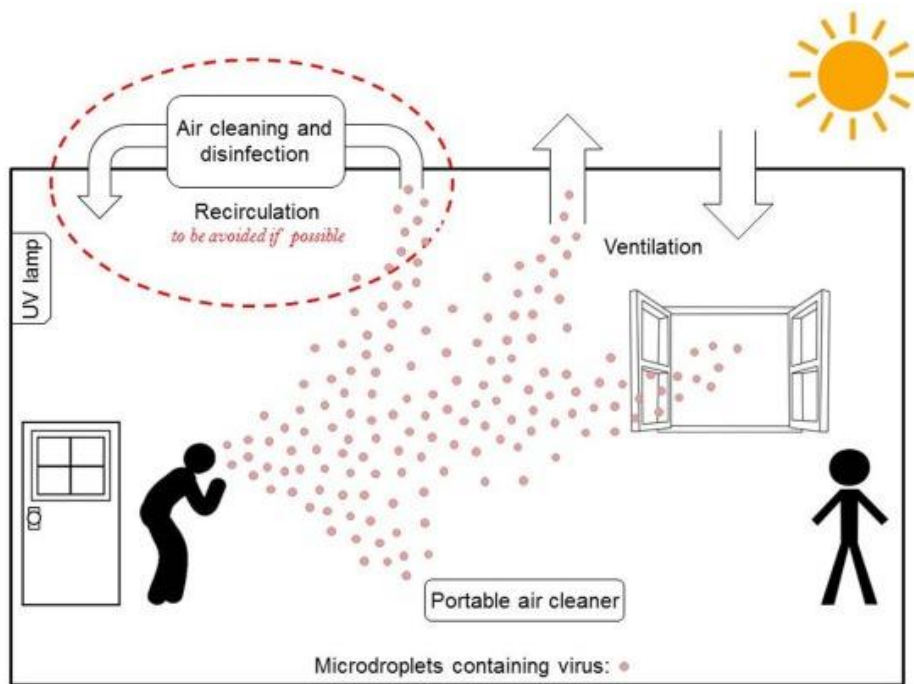
The District has installed barriers in some work areas or high interaction areas.

### Water and Ventilation Systems

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Most drinking fountains will be turned back on. Water bottle filling stations are operational, and students are encouraged to carry and clean their own water bottles to stay hydrated and healthy. Locker rooms are available for use when authorized by the Activities Director or Physical Education teachers.

The school buildings will operate with the maximum outside air exchange possible for our current Heating Ventilating and Air Conditioning (HVAC) units. The sites will be equipped with the most efficient air filters recommended for our mechanical systems. All staff will receive training on the comprehensive air quality site plan for each school and will be expected to follow guidelines set by the Director of Building and Grounds. Staff may also select alternate spaces to include outdoor locations at their discretion. Targeted rooms at each school will feature high efficiency room filtration systems or other recommended air cleaning apparatus. Both the cleaning protocol and ventilation plans are intended to reduce exposure to pathogens, which may present themselves as droplets or aerosols.



All windows will remain closed to maximize the volume of fresh air turnover and minimize recirculation. Closed windows also improve the efficiency of individual room air cleaners.

### Routine Cleaning

Routine cleaning of high touch points will be conducted as listed below, per Centers for Disease Control (CDC) guidelines. In addition, staff members who occupy a space will be provided with hand sanitizer and recommended disinfectant wipes to use frequently during the day. When technology items are in need of cleaning, alcohol wipes will be utilized to prevent damage to the equipment.

### Professional Cleaning Plan

Although staff users will provide routine cleaning of their spaces during the day, our custodial staff is prepared to use professional products for requested spot cleaning and regular daily maintenance. The frequency of these two approaches is most likely to limit contact transmission of any communicable disease. If a school is required to temporarily close to investigate a possible COVID-19 exposure, an intensive cleaning process will be developed to trace the footprint of the suspected source individual. Building-wide cleaning treatments will also be explored as trials suggest possible effectiveness:

- Building and Grounds staff will utilize Arsenal Q.T.3 from Hillyard, which is a disinfectant on American Chemistry Council approved list.  
<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>
- The dwell time of product is five minutes.
- Personal Protective Equipment (PPE) which includes chemical resistant rubber gloves and eye protection is required to apply this product.

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
<b>COMMON AREAS</b>			
Main Entrance/Vestibule Door Handles and Electronic Door Assist Buttons	1 time/day	Evening- After 3:30	Custodial
Main Office Door Handles			
Bottle Fillers			
Check-in Counters/Front Office Counters			
Handrails			
Elevator Buttons			
Vending Machine Buttons, cash input/output surfaces, pickup slot door			
Tables/Chairs in HS Commons Area			

<b>MAIN OFFICE &amp; DISTRICT OFFICE &amp; TEACHERS LOUNGE (ROOM 130)</b>			
Door Handles/Inside Outside Custodial	1 time/day	Evenings – After 3:30	Custodial and Users
Conference Room Tables Custodial			
Desks BY USER			
Chairs - Armrests, Grip areas By USER			
Phones and Computers BU USER			
Break Room : Tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors *Removing all other shared condiments Custodial			

<b>GENERAL CLASSROOM</b>			
Door Handles *Identify all touch points during open/closing	1 time/day		Custodial
Door Frames			
Light Switches			
Table Tops			
Student Desks 5 times per day Instructor			

Student Chairs (Include hand grip locations) 5 times per day instructor			
Cabinet Handles/Pulls and Front of Doors			
Sink Faucets and Front Edge of Sink			
TEACHER DESKS, PHONE, CHAIRS, Cleaned by USER			

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
<b>BATHROOMS</b>			
Cold/Hot Water Faucets and Front of Sinks	3 times/day	9 AM 1 PM Evenings After 3:30 PM	Custodial
Toiler Flusher			
Toilet/Toilet Bowl			
Push Locations Inside/Outside Stall Doors			
Mirrors			
Soap Dispensers			
Handle/Push Spot on Main Door Inside/Outside			
Accessible Grab Bars			
Cabinet Handles/Pulls and Front of Doors			
Baby Changing Stations			
Hand Dryers/Paper Towel Dispenser			

<b>Computer Labs/ MEDIA</b>			
	5 times/day	After Classes	Instructor
Computer Keyboards Covers & Mouse			
Counters/Tables			
Student Chairs (Hand Grip Locations)			

PLAYGROUNDS			
Swing Chains	1 time/day	Before School	Custodial
Slides			
Overhead Bars			
Grab Handles			

GYMNASIUM			
Entrance Door Handle	1 time/day	Before School 11:30 AM	Instructors
Shared Equipment/Used Equipment Bin			

## Unique Space Considerations

### Playgrounds

Playgrounds at King Elementary will remain open and will be cleaned daily, per CDC guidelines. This includes cleaning high touch surfaces (swing chains, slides and grab handles) using soap and water. Students will be directed to wash hands before and after playground use.

### Classrooms

Some rugs may be removed from pre-kindergarten and kindergarten rooms and may be replaced with labeled, individual yoga style mats.

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, most rugs, and all other non-standard furniture (couches, chairs, bean bag chairs, lamps, food prep appliances, etc.) will not be allowed in the classroom as they present cleaning challenges.

### Special Cleaning Considerations

#### **Toys in Classrooms**

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used. After use they are placed in a separate bin and cleaned by the instructor by cleaning with water and detergent, rinsing, sanitizing with an EPA-registered disinfectant, rinsing again, and air-drying.

#### **Porous Surfaces**

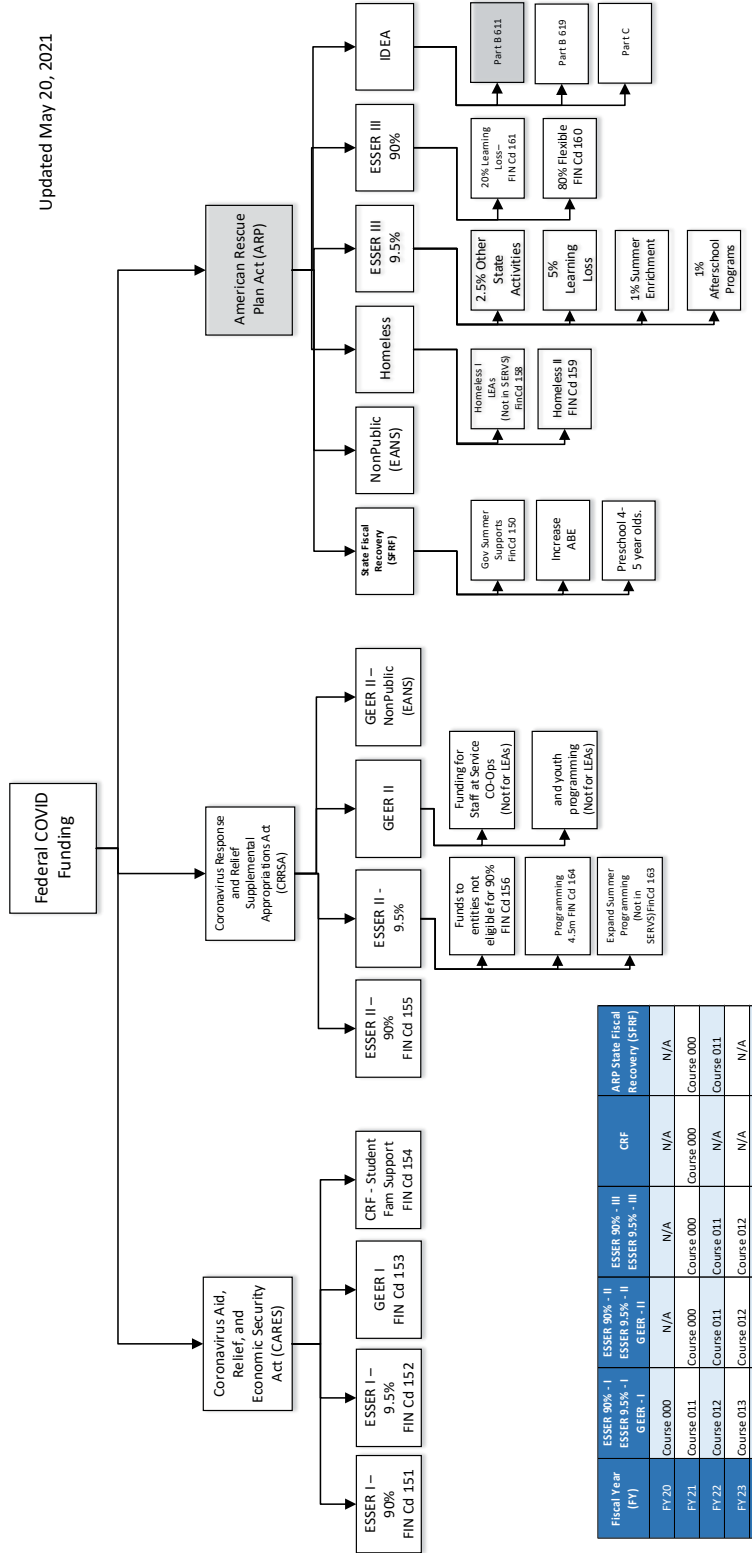
During this time, unnecessary rugs and other porous objects will be removed from classrooms. Other porous surfaces may include: chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves

- Transport laundry in disposable garbage bags when possible or clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent
- Dry thoroughly

# Appendix A

## *ESSER Funding Chart*



Fiscal Year (FY)	ESSER 90% - I ESSER 9.5% - I GEER - I	ESSER 90% - II ESSER 9.5% - II GEER - II	ESSER 90% - III ESSER 9.5% - III	CRF	ARP State Fiscal Recovery (SFR)
FY20	Course 000	N/A	N/A	N/A	N/A
FY21	Course 011	Course 000	Course 000	Course 000	Course 000
FY22	Course 012	Course 011	Course 011	N/A	Course 011
FY23	Course 013	Course 012	Course 012	N/A	N/A
FY24	N/A	N/A	Course 013	N/A	N/A

Signed into Law: March 27, 2020  
 Eligible: to September 30, 2022 (CRF available through December 31, 2020)

Signed into Law: December 27, 2020  
 Eligible: to September 30, 2023

Signed into Law: March 11, 2021  
 Eligible: to September 30, 2024 (EANS available through September 30, 2023)

# Appendix B

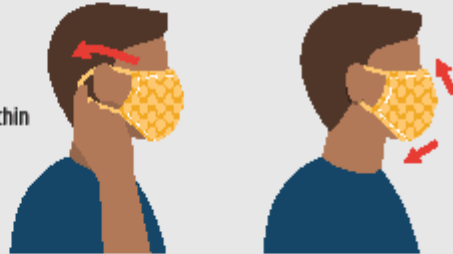
## Minnesota Department of Health Tips and Screening Checklists

### How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/diy-doth-face-coverings.html>

#### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



#### USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

#### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



#### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS170424 06/18/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

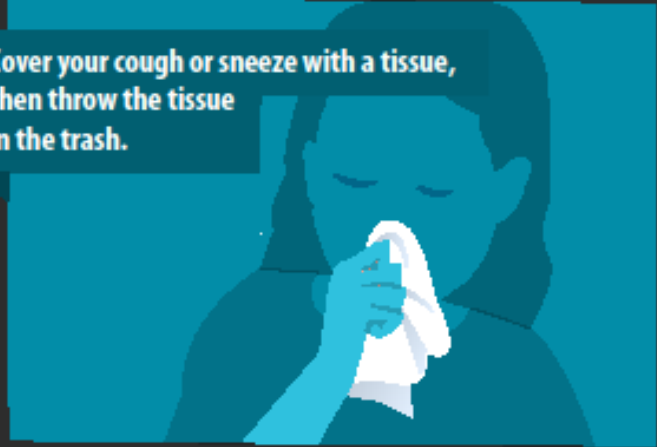
# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

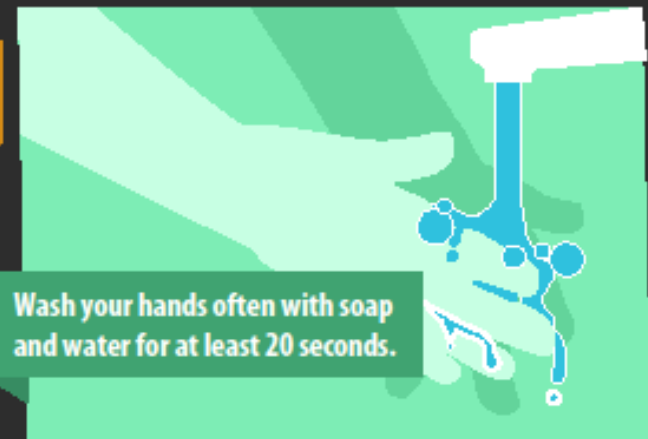


When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



316531-A April 7, 2020 9:58 AM

**CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.**

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.



## Visitor and Employee Health Screening Checklist

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Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- Fever (100.4°F or higher), or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?



## Deer River Public Schools

Adopted: June, 1996

Policy 102

Reviewed: September, 2021

### 102 EQUAL EDUCATIONAL OPPORTUNITY

#### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

#### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

## Deer River Public Schools

Adopted: January, 2006

Policy 214

Reviewed: September, 2021

### **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

#### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

#### **II. GENERAL STATEMENT OF POLICY**

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

#### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

#### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

#### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

- Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
- Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**Deer River Public Schools**

*Adopted:* June, 1996

*Policy 401*

*Reviewed:* September, 2021

**401 EQUAL EMPLOYMENT OPPORTUNITY**

**I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Superintendent of Schools.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 405 (Veteran's Preference)  
MSBA/MASA Model Policy 413 (Harassment and Violence)

**Deer River Public Schools**

*Adopted:* June, 1996

*Policy 402*

*Reviewed:* September, 2021

**402 DISABILITY NONDISCRIMINATION POLICY**

**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 Director of Human Resources. This individual is the school district's appointed ADA/Section 504 coordinator for employment purposes.

**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

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

**Deer River Public Schools**

*Adopted:* June, 1996

*Policy 406*

*Reviewed:* September, 2021

**406 PUBLIC AND PRIVATE PERSONNEL DATA**

**I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

**II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

**III. DEFINITIONS**

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee’s social security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  - 10. job title;
  - 11. bargaining unit;
  - 12. job description;
  - 13. education and training background;
  - 14. previous work experience;

15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
  - 1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
    - i. veteran status.
  - 2. Once an individual is appointed to a public body, the following additional items of data are public:
    - a. residential address;
    - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
    - c. first and last dates of service on the public body;
    - d. the existence and status of any complaints or charges against an appointee; and
    - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee

from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the

maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the

disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

#### **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

#### **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

#### **VIII. RESPONSIBLE AUTHORITY**

The school district has designated the Superintendent as the authority responsible for personnel data. If you have any questions, contact the District office.

#### **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)

Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)



**DEER RIVER HIGH SCHOOL**  
101 First Avenue NE  
PO Box 307  
Deer River, MN 56636  
*Home of the Warriors*

**KING ELEMENTARY SCHOOL**  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636  
*King Pride*

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TO: ISD 317 Board of Directors  
FROM: Jennifer Stefan  
Date: September 9, 2021

**Resilient and Supported Students**

King School Open House - September 1

Early Childhood Open House - September 13

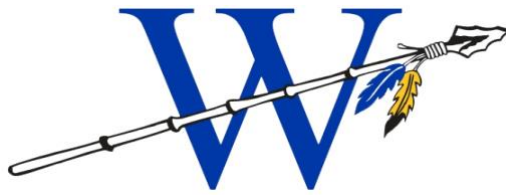
PBIS King Pride lessons

**High Quality Instruction and Equipped and Supported Staff**

Deer River Teaching and Learning Relaunch

Respectfully Submitted,

Jennifer Stefan



TO: ISD 317 Board of Directors  
FROM:  
DATE: September 13, 2021

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**Safe, Welcoming and Trusting Environment:**

Opening day was a great success, Great to have students back in the building. Opening day does not happen without a great deal of teamwork. I would like to thank all staff for their hard work and dedication to our students

**Effective and Efficient Systems:**

Workshop week as well was a great success. I would like to recognize the great work of preparing for the Thursday In-Service by our coaches, Tess Drotts, Lisa Box, Sondra Tokarczyk and Ara Anderson. Also would like to recognize Dr. Smith for her expertise in bringing the staff together in cultural teachings and creating lots of fun in doing so. Lastly, I would like to thank Jen Stefan for her leadership facilitating the day and getting us back on track for what we do best, Teaching and Learning.

**Upcoming Events:**

Respectfully Submitted  
Joseph G. Akre

## ***AUG 2021 Happenings in the Buildings and Grounds Dept***

- ❑ Completed a recommissioning of the HVAC system at King. Working with Siemens to make corrections to new Desigo Program and other HVAC issues
- ❑ Completed tile and cabinet installation in HS Nurses office and exam room
- ❑ Completed Annual fire alarm test and inspection both schools
- ❑ Installing new hospital grade air filters in all HVAC units, both schools
- ❑ Completed painting of KLC
- ❑ Completed cable inspection and repair of backstop rigging in West Gym
- ❑ Completed repairs to King Lunch Room Lighting
- ❑ Received new Tool Cat and Bobcat mower
- ❑ Advertised for new Floater Custodian Position

School Board  
Sept 13, 2021

|

**Integrated Student Supports**

Working with Ross Resources and Leech Lake Truancy on plans for addressing chronic absences  
Distributing school supply donations

**Expanded and Enriched Learning Time and Opportunities**

Community Garden Event-September 16

**Active Family and Community Engagement**

Participated in Party in the Park, 6th grade transition evening, King Open House  
Pop Up Pantry September 7: 59 families

**Collaborative Leadership and Practices**

Needs Assessment, Community and Families  
Focus Group with United Way



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### Negotiations Committee Report for September 13, 2021

Committee Assignment: Chair Travis Antilla, Members Amanda Reed and Lloyd Kongsjord, and Superintendent Jeff Pesta

The board negotiations committee has engaged the Deer River Education Association (DREA) negotiators with four sessions to date. The most recent session was August 4.

The committee held a strategy planning session on August 25. Negotiations are ongoing with the next meeting date to be determined following the first week of school.



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**Ad Hoc Comprehensive Facilities Committee Report for September 13, 2021**

Committee Assignment: Chair Travis Antilla, Member Lloyd Kongsjord, and Superintendent Jeff Pesta

An Ad Hoc committee was designated by the chair to meet with representatives of ICS Construction Management. The parties met on August 25, prior to the regular school board meeting to review the terms of a consulting agreement originated December 18, 2018. A second meeting will be scheduled to close the timeline and terms of the agreement at a date yet to be determined.



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To: ISD 317 Board of Directors  
Date: September 13, 2021

- Full Service Community Schools Staff and Members of the S.T.E.P. Coalition/The Movement participated in the Community Party in the Park on August 14.
- DRHS Social Studies teacher Matt Carlstrom has been awarded a \$23,100 instructional grant from National Geographic.
- Grand Itasca Clinic and Hospital have recognized the Deer River Schools Health Services Team with their Grand Care Award for their contributions to the community during the pandemic.
- Initial K-12 enrollment on the first day was 864 and is trending upward with new enrollments being processed this week. This is an increase of 20 students from the end of last school year. It is two less than the projected starting enrollment from last September, and 18 more than the official state attendance count in October of last year.
- Local Public Health Statistics: 14-day average case rate per 10,000 residents

Itasca County = 41 (1/3 of the cases are age 17 and under)

Cass County = 57

ISD 317 = 42 on September 8 (August weekly trend was 2, 21, 43, 53, & 48)

Respectfully submitted,  
Jeff Pesta, Superintendent

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding by and between [Independent School District 317] ("Employer") and [Deer River Education Association] ("Union"), collectively referred to hereinafter as "the parties," is entered into on this 13<sup>th</sup> day of September, 2021. This Memorandum of Understanding sets forth the protocol and terms that the Parties have agreed upon to govern the COVID-19 vaccine incentive.

Whereas, the Parties recognize the importance of maintaining healthy workplaces; and

Whereas, COVID-19 puts students, staff, and their families at risk; and

Whereas, vaccines represent one necessary part of a plan to control the spread of COVID-19 in our community.

The Parties hereby agree to the following:

1. **Vaccine Incentive.** The parties will observe the following protocols regarding the vaccine incentive:
  - a. Employees shall receive a one-time \$500 lump sum payment when they show proof of a completed COVID-19 vaccination. Payment shall be provided as soon as it can be processed by payroll following submission of evidence of a completed vaccination series.
  - b. Employees who have shown proof of COVID-19 vaccination and maintain employment with the District through the 2021-2022 school year shall receive an additional one-time \$500 lump sum payment by June 15, 2022.
  
2. **Duration.** This MOU is non-precedent setting and is governed by the underlying terms and conditions of the current collective bargaining agreement ("CBA") between the Parties. Nothing in this Agreement shall constitute a waiver or modification of any provision of the CBA unless expressly identified as such. This MOU will sunset on June 30, 2022, unless the Parties agree to extend in writing.

**For the Employer:**

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**For the Union:**



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## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding by and between [Independent School District 317] ("Employer") and [Minnesota Council 65, American Federation of State, County and Municipal Employees, AFL-CIO Local Union No. 48] ("Union"), collectively referred to hereinafter as "the parties," is entered into on this 13th day of September, 2021. This Memorandum of Understanding sets forth the protocol and terms that the Parties have agreed upon to govern the COVID-19 vaccine incentive.

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**For the Employer:**

**For the Union:**

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September 13, 2021

Pre-Sale Report for

# Independent School District No. 317 (Deer River), Minnesota

\$1,445,000 General Obligation School Building  
Refunding Bonds, Series 2021A



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**Prepared by:**

Ehlers  
3060 Centre Pointe Drive  
Roseville, MN 55113

**Advisors:**

Jeff Seeley, Senior Municipal Advisor  
Matthew Hammer, Municipal Advisor

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**BUILDING COMMUNITIES. IT'S WHAT WE DO.**

# EXECUTIVE SUMMARY OF PROPOSED DEBT

## Proposed Issue:

\$1,445,000 General Obligation School Building Refunding Bonds, Series 2021A

## Purposes:

This issue will finance the current refunding of the 2023 through 2025 maturities of the District's \$4,980,000 General Obligation School Building Refunding Bonds, Series 2013A.

The existing bond maturities have an interest rates of 3.00% (see page 7). Based on current market conditions, we estimate that the new refunding bonds will have interest rates of 3.00% with an expected true interest cost of 0.64% (see page 8). We also estimate that the underwriter of the bonds will pay a premium (a price in excess of the par amount of the bonds) to purchase the bonds (see page 6). The combination of the premium and the new interest rates would reduce future debt service payments by an estimated \$27,800 (see page 9). The Net Present Value Benefit of the refunding is estimated to be \$27,600. Actual results will be determined based on market conditions on the day of sale.

This refunding is considered a Current Refunding as the new Bonds will be issued within 90 days of the call date of the 2013A bonds. Debt service on the Bonds will be paid from the District's annual debt service property tax levy.

## Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Section 475.67. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.

## Term/Call Feature:

The Bonds are being issued for a term of 3 years, 3 months. Principal on the Bonds will be due on February 1 in the years 2023 through 2025. Interest is payable every six months beginning August 1, 2022.

The Bonds are being offered without option of prior redemption.

## Bank Qualification:

Because the District is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the District will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.

## **State Credit Enhancement:**

By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

## **Rating:**

Under current bond ratings, the state credit enhancement would bring a Standard & Poor's "AAA" rating.

The District's most recent bond issues were rated by Standard & Poor's. The current ratings on those bonds are "A" (underlying rating) and "AAA" (credit-enhanced rating). The District will request a new rating for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District's bond rating in the event that the bond rating of the insurer is higher than that of the District.

## **Basis for Recommendation:**

Based on our knowledge of your situation and characteristics of various municipal financing options, we are recommending the issuance of General Obligation School Building Refunding Bonds as a suitable option to meet the District's objective of reducing future debt service payments. General Obligation Bonds will result in lower interest rates than some other financing options.

## **Method of Sale/Placement:**

We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

## **Premium Pricing:**

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or "discount") but will pay the remainder of the premium to the District. Any net premium received may be used to reduce the principal amount of the Bonds.

## **Review of Existing Debt:**

We have reviewed all outstanding indebtedness for the District and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.

We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.

## **Risk Factors:**

The Bonds are being issued to finance a current refunding of prior District debt obligations. Those prior debt obligations are "callable" on February 1, 2022, so refunding bonds can be issued 90 days or less prior to that date. Because the new Bonds will not be callable, there will not be an opportunity to refund them again in the future. This refunding is being undertaken based in part on an assumption that market conditions warrant the refinancing at this time.

## **Continuing Disclosure:**

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

## **Arbitrage Monitoring:**

The District must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The District's specific arbitrage responsibilities will be detailed in the Signature, No-Litigation, Arbitrage Certificate and Purchase Price Receipt (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

We recommend that the District review its specific responsibilities related to the Bonds with an arbitrage expert in order to utilize one or more of the exceptions listed above.

## Investment of Bond Proceeds:

Proceeds from the new Bonds will be available for investment by the District from the closing date (November 10, 2021) until shortly before the February 1, 2022 call date. Ehlers is a registered investment advisor, and can assist the District in developing an appropriate investment strategy if needed.

## Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

**Bond Counsel:** Dorsey & Whitney LLP

**Paying Agent:** Bond Trust Services Corporation

**Rating Agency:** Standard & Poor's Global Ratings (S&P)

*This presale report summarizes our understanding of the District's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the District's objectives.*

## PROPOSED DEBT ISSUANCE SCHEDULE

School Board Approves Resolution Authorizing Sale of the Bonds:	September 13, 2021
Due Diligence Call to review Official Statement:	Week of Oct. 4, 2021
Distribute Official Statement:	October 7, 2021
Conference with Rating Agency:	Week of Sept. 27, 2021
Ehlers Receives and Evaluates Proposals for Purchase of Bonds; School Board Meeting to Award Sale of Bonds:	October 18, 2021
Estimated Closing Date:	November 10, 2021
Redemption Date for the Obligations Being Refunded:	February 1, 2022

**Attachments**

- Estimated Sources and Uses of Funds
- Existing Debt Service Schedule for Existing Bonds (2013A)
- Estimated Debt Service Schedule for Refunding Bonds (2021A)
- Estimated Debt Service Comparison/Refunding Savings Analysis
- Resolution Authorizing Ehlers to Proceed with Bonds Sale/Credit Enhancement (provided separately)

**EHLERS' CONTACTS**

Jeff Seeley, Senior Municipal Advisor	(651) 697-8585
Matthew Hammer, Municipal Advisor	(651) 697-8592
Rose Xiong, Public Finance Analyst	(651) 697-8589
Brian Shannon, Manager, Senior Financial Analyst	(651) 697-8515

The Preliminary Official Statement for this financing will be sent to the School Board at their home or email address for review prior to the sale date.

## I.S.D. No. 317 (Deer River), MN

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\$1,445,000 G.O. School Building Refunding Bonds, Series 2021

Dated: November 10, 2021 - Proposed Current Refunding of

\$4,980,000 G.O. School Building Refunding Bonds, Series 2013A

### Sources & Uses

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Dated 11/10/2021 | Delivered 11/10/2021

#### Sources Of Funds

Par Amount of Bonds	\$1,445,000.00
Reoffering Premium	87,632.55

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<b>Total Sources</b>	<b>\$1,532,632.55</b>
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#### Uses Of Funds

Total Underwriter's Discount (0.800%)	11,560.00
Costs of Issuance	40,450.00
Deposit to Current Refunding Fund	1,480,000.00
Rounding Amount	622.55

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<b>Total Uses</b>	<b>\$1,532,632.55</b>
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## I.S.D. No. 317 (Deer River), MN

\$4,980,000 G.O. School Building Refunding Bonds, Series 2013A

Current Refunding of

\$6,430,000 G.O. School Building Refunding Bonds, Series 2004

### Total Refunded Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2022	-	-	22,200.00	22,200.00	-
02/01/2023	480,000.00	3.000%	22,200.00	502,200.00	524,400.00
08/01/2023	-	-	15,000.00	15,000.00	-
02/01/2024	490,000.00	3.000%	15,000.00	505,000.00	520,000.00
08/01/2024	-	-	7,650.00	7,650.00	-
02/01/2025	510,000.00	3.000%	7,650.00	517,650.00	525,300.00
<b>Total</b>	<b>\$1,480,000.00</b>	<b>-</b>	<b>\$89,700.00</b>	<b>\$1,569,700.00</b>	<b>-</b>

### Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	11/10/2021
Average Life	2.245 Years
Average Coupon	2.6993680%
Weighted Average Maturity (Par Basis)	2.245 Years
Weighted Average Maturity (Original Price Basis)	2.239 Years

### Refunding Bond Information

Refunding Dated Date	11/10/2021
Refunding Delivery Date	11/10/2021

## I.S.D. No. 317 (Deer River), MN

\$1,445,000 G.O. School Building Refunding Bonds, Series 2021

Dated: November 10, 2021 - Proposed Current Refunding of

\$4,980,000 G.O. School Building Refunding Bonds, Series 2013A

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/10/2021	-	-	-	-	-
08/01/2022	-	-	31,428.75	31,428.75	-
02/01/2023	465,000.00	3.000%	21,675.00	486,675.00	518,103.75
08/01/2023	-	-	14,700.00	14,700.00	-
02/01/2024	480,000.00	3.000%	14,700.00	494,700.00	509,400.00
08/01/2024	-	-	7,500.00	7,500.00	-
02/01/2025	500,000.00	3.000%	7,500.00	507,500.00	515,000.00
<b>Total</b>	<b>\$1,445,000.00</b>	<b>-</b>	<b>\$97,503.75</b>	<b>\$1,542,503.75</b>	<b>-</b>

### Yield Statistics

Bond Year Dollars	\$3,250.13
Average Life	2.249 Years
Average Coupon	3.0000000%
Net Interest Cost (NIC)	0.6593962%
True Interest Cost (TIC)	0.6359907%
Bond Yield for Arbitrage Purposes	0.2914235%
All Inclusive Cost (AIC)	1.8705180%

### IRS Form 8038

Net Interest Cost	0.2843382%
Weighted Average Maturity	2.265 Years

# I.S.D. No. 317 (Deer River), MN

\$1,445,000 G.O. School Building Refunding Bonds, Series 2021

Dated: November 10, 2021 - Proposed Current Refunding of

\$4,980,000 G.O. School Building Refunding Bonds, Series 2013A

## Debt Service Comparison

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2022	-	491,850.00	491,227.45	491,850.00	622.55
02/01/2023	518,103.75	-	518,103.75	524,400.00	6,296.25
02/01/2024	509,400.00	-	509,400.00	520,000.00	10,600.00
02/01/2025	515,000.00	-	515,000.00	525,300.00	10,300.00
<b>Total</b>	<b>\$1,542,503.75</b>	<b>\$491,850.00</b>	<b>\$2,033,731.20</b>	<b>\$2,061,550.00</b>	<b>\$27,818.80</b>

## PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings	26,996.34
Net PV Cashflow Savings @ 0.291%(Bond Yield)	26,996.34
Contingency or Rounding Amount	622.55
Net Present Value Benefit	\$27,618.89
Net PV Benefit / \$1,480,000 Refunded Principal	1.866%
Net PV Benefit / \$1,445,000 Refunding Principal	1.911%

## Refunding Bond Information

Refunding Dated Date	11/10/2021
Refunding Delivery Date	11/10/2021

**EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 317 (DEER RIVER)  
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 317 (Deer River), Minnesota, was duly held on September 13, 2021 at 6:00 PM.

MEMBERS PRESENT:

MEMBERS ABSENT:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION SCHOOL  
BUILDING REFUNDING BONDS, SERIES 2021A; AND COVENANTING AND  
OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF  
MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF  
THE PRINCIPAL AND INTEREST ON THESE BONDS**

BE IT RESOLVED by the School Board of Independent School District No. 317 (Deer River), Minnesota, as follows:

**1. Bond Authorization.** The School Board has determined that it is necessary and expedient to issue \$1,525,000 General Obligation School Building Refunding Bonds, Series 2021A.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent municipal advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

**3. Official Statement; Negotiation of Sale.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

**4. Minnesota School District Credit Enhancement Program.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA            )  
  ) ss.  
ITASCA COUNTY                    )

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this resolution, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this \_\_\_\_ day of \_\_\_\_\_,  
2021.

\_\_\_\_\_  
School District Clerk

**SCHOOL DISTRICT CREDIT ENHANCEMENT  
APPLICATION FOR PROGRAM  
PARTICIPATION**

**GENERAL INFORMATION AND INSTRUCTIONS:** To ensure participation in the Credit Enhancement Program (CEP), a school district or intermediate school district must covenant and obligate itself to be bound by Minnesota Statutes, section 126C.55 prior to the issuance of debt obligations. The statute defines debt obligation as tax or aid anticipation certificates, certificates of participation, or general obligation bonds and provides a procedure for the State to preclude payment default on these debt obligations issued by school districts. The purpose of this application is to (1) inform the Minnesota Department of Education (MDE) that participation in the program is desired; (2) identify and provide information related to the Paying Agent and (3) request a certification providing evidence of State participation in the program. Please return the completed application and the signed copies to the above address. Maintain in the school district files copies of the board resolution, corresponding meeting minutes and all CEP documentation for any future state verification requests (*Unless requested, please DO NOT send CEP documentation to MDE*).

**TO BE COMPLETED BY THE SCHOOL DISTRICT OR PAYING AGENT**

Name of School District: Independent School District No. 317 (Deer River)	District Number: 317	District Type: ISD
Name of District Contact Person/Title: Jennifer Drotts/Business Manager	Telephone Number: 218-246-3407	E-Mail Address: jdrotts@isd317.org

**BOND/CERTIFICATION INFORMATION**

Total Estimated Amount to be Issued: \$ 1,525,000	Bond or Certificate Type, Description and Series: G.O. School Building Refunding Bonds, Series 2021A	<b>FOR BONDS</b> , send <i>final</i> maturity schedules (Excel format) as soon as available.
Anticipated Bond Sale Date: 10/18/2021	Dated Date: 11/10/2021	Maturity Date for Certificates:

<b>BONDS REQUIRE VOTER OR MDE APPROVAL</b>	Is the debt LONG-TERM FACILITIES MAINTENANCE (LTFM) bonds?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	Is voter approval required?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	If YES, did the question pass?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	Is MDE approval required?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	If YES, record date of Commissioner approval.		
<b>REFUNDING</b>	If this is a REFUNDING issue, were the original bonds in the Credit Enhancement Program? If YES, provide <b>Complete Description, Dated Date, Series and Maturities</b> of original bonds to be refunded:	<input checked="" type="radio"/> YES	<input type="radio"/> NO
	\$4,980,000 G.O, School Building Refunding Bonds, Series 2013A. dated 11/6/2013, 2023 through 2025 maturities. Provide a schedule of debt service the issuer remains responsible to pay after the refunding.		
<b>AID ANTICIPATION CERTIFICATES</b>	Request for Commissioner approval submitted to MDE?	<input type="radio"/> YES	<input type="radio"/> NO
	Record date of Commissioner approval.	\$	
<b>TAX ANTICIPATION CERTIFICATES</b>	Record 75 percent Commissioner approved amount.		
	Amount of Tax Anticipation Certificates complies with the authority in Minnesota Statutes, section 126C.52, Subdivision 1.	<input type="radio"/> YES	<input type="radio"/> NO

**MUNICIPAL ADVISOR INFORMATION**

Municipal Advisor Corporation Name: Ehlers & Associates, Inc.	Address: 3060 Centre Pointe Dr.	
City: Roseville	State: MN	Zip Code: 55113
Municipal Advisor Contact Person: Jeff Seeley	Telephone Number: (651) 697-8585	E-Mail Address: jseeley@ehlers-inc.com



## **Independent School District No. 317 (Deer River), Minnesota Post-Issuance Debt Compliance Policy**

The School Board (the “Board”) of Independent School District No. 317 (Deer River), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

### **Background**

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

### **Post-Issuance Debt Compliance Policy Objective**

The District desires to monitor these obligations to ensure compliance with the Code and Treasury Regulations. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

### **Post-Issuance Debt Compliance Policy**

The Business Manager is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Business Manager shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General post-issuance compliance;
2. Proper and timely use of obligation proceeds and obligation-financed property;
3. Arbitrage yield restriction and rebate;
4. Timely filings and other general requirements;
5. Additional undertakings or activities that support points 1 through 4 above;
6. Maintenance of proper records related to the obligations and the investment of proceeds of obligations;
7. Other requirements that become necessary in the future.

The Business Manager shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Business Manager will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Business Manager or any other individuals responsible for assisting the Business Manager in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Business Manager shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

#### **Private Activity Bonds**

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Business Manager shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Business Manager may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Business Manager is concerned about the compliance ability of a private party, the Business Manager may require that a trustee be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Business Manager is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date 09/10/12 by the School Board of Independent School District No. 317  
(Deer River), Minnesota

September 7, 2021

**VIA ELECTRONIC MAIL**

Ms. Jennifer Drotts  
Business Manager  
Independent School District No. 317  
P.O. Box 307  
Deer River, MN 56636  
[jdrotts@isd317.org](mailto:jdrotts@isd317.org)

Re: General Obligation Refunding Bonds, Series 2021A  
Independent School District No. 317 (Deer River), Minnesota

Dear Ms. Drotts:

We are pleased to be working with you as bond counsel in connection with the issuance of the above-referenced obligations (the Bonds) by Independent School District No. 317 (Deer River), Minnesota (the District). We appreciate the opportunity to assist the District with this financing. The purpose of this letter is to discuss the scope of our engagement as bond counsel.

Bond counsel is engaged to render an objective legal opinion with respect to the authorization and issuance of the Bonds. As bond counsel, we will examine applicable law, prepare authorizing and operative resolutions and closing certificates, consult with the parties to the transaction prior to the issuance of the Bonds, review certified proceedings, and undertake such additional duties as we deem necessary to render our approving opinion. Subject to the completion of the proceedings to our satisfaction, we will render our opinion that:

- (1) the Bonds are valid and binding general obligations of the District; and
- (2) interest paid on the Bonds will be: (i) excluded from gross income for federal income tax purposes, and (ii) excluded from taxable net income of individuals, estates and trusts for Minnesota income tax purposes (subject to certain limitations which may be expressed in the opinion).

The bond counsel opinion will be executed and delivered by us in written form on the date the Bonds are exchanged for their purchase price (the Closing) and will be based on facts and law existing as of its date. Upon delivery of the opinion, our responsibilities as bond counsel will be concluded with respect to this financing; specifically, but without implied limitation, we do not undertake (unless specifically engaged and requested to do so) to provide continuing advice to the District or any other party concerning any actions necessary to assure that interest paid on the Bonds will continue to be

Ms. Jennifer Drotts  
September 7, 2021  
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excluded from gross income for federal and State of Minnesota (State) income tax purposes after the Closing.

In performing our services as bond counsel, our client will be the District and we will represent your interests. It is mutually understood that these services are solely for the benefit of the District and we will not represent any other party in this financing.

We understand that you have engaged Ehlers & Associates, Inc. as municipal advisor for the issuance of the Bonds, and therefore we will not assume a role in the financial planning and structuring of the Bonds. We further understand that you, with assistance from the municipal advisor, will prepare an Official Statement in connection with the sale of the Bonds. As bond counsel, we will not assume or undertake responsibility for the preparation of the Official Statement or any other disclosure document with respect to the Bonds, nor are we responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document or compliance with State and federal securities laws.

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing; (ii) the duties we will undertake pursuant to this letter; (iii) the time we anticipate devoting to the financing; and (iv) the responsibilities we assume, we estimate that our fee as bond counsel will be \$5,000.00. Such fee may vary: (i) if the principal amount of the Bonds actually issued differs significantly from our present understanding, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time responsibility. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. Our fee is usually paid at the Closing out of Bond proceeds, and we customarily do not submit any statement until the Closing unless there is a substantial delay in completing the financing.

Since the Bonds have not yet been marketed, the actual purchaser of the Bonds (the Purchaser) cannot be identified at this time. We wish to point out that it is highly likely that the eventual Purchaser will be a broker-dealer or other financial institution that has been or is a client of this office with respect to matters other than the proposed Bond issue. Under applicable ethics rules, we do not believe our representation of you will be either (A) materially limited by the Purchaser being our client on other matters or (B) "directly adverse" to the Purchaser under these circumstances since (i) the terms of the Bond offering, Official Statement, the Bond Resolution and our opinion will have been established prior to the acceptance of the low bid for the Bonds from the Purchaser, (ii) the terms of said documents will not be modified in any material manner following the sale of the Bonds, and (iii) all that remains to be completed subsequent to the Bond sale is the delivery of the Bonds to the Purchaser in accordance with the terms of the Official Statement.

We greatly appreciate the opportunity to be of service. If there are any questions about our services or the fee and billing arrangements, please call me. If our participation as bond counsel and the scope of our engagement as bond counsel outlined herein are acceptable to you and this letter accurately outlines our fee arrangements, please sign the Acknowledgment below and return the same to us at your earliest convenience by email ([hedtke.andrea@dorsey.com](mailto:hedtke.andrea@dorsey.com)).

Ms. Jennifer Drotts  
September 7, 2021  
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We look forward to working with you.

Very truly yours,

*Andrea B. Hedtke*

Andrea B. Hedtke

ABH/ph

cc: Jeff Seeley, Ehlers & Associates, Inc.

Ms. Jennifer Drotts  
September 7, 2021  
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**ACKNOWLEDGMENT**

The undersigned acknowledges receipt of the attached and foregoing engagement letter and confirm the consent of the District to the representation described therein.

Independent School District No. 317  
(Deer River), Minnesota

By:   
Its: Business Manager