



LAKE OF THE WOODS

**Lake of the Woods School ISD #390**  
**May 22, 2023**  
**Board of Education Meeting @ 7:00 PM**  
**ITV Room**

**Board Meeting Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Board Presenters
5. Written Communications
  - a. Chamber of Commerce - 4th of July Sponsorship Form
6. Old Business
7. New Business
  - a. Approval of the April 24, 2023 board meeting minutes.
  - b. Approval of the invoices, financial statements, bank reconciliation, wire transfers, and purchase card statements.
  - c. Approval of Personnel-Resignations, Retirements and Appointments
    - i. Appointments
      1. Nasreen Majaahid - Lifeguard
      2. Sarah Eck - Lifeguard
      3. Halle Holen- Lifeguard
      4. Susie Neist - Special Education Teacher
  - d. Approval of Policies
    - i. Policies up for 1 of 3 readings.
      1. 417 - Chemical Use and Abuse
      2. 516.5 - Overdose Medication (*new policy*)
  - e. Approval of the TeamLab quote for the football, baseball, and softball fields.
  - f. Approval to remove Jeff Pera and Nancy Olson from the security box at RiverWood Bank, and to give permission to add Jeff Nelson and Harley Poppitz to the account.
  - g. Approval of either 1, 2, or 3 years of the Proposal for Environmental/Occupational Health and Safety Management contract with Northwest Community Action.
  - h. Approval to increase Water Safety Instructor rate from \$15.00 to \$16.00
  - i. Approval of Resolution 2022/2023-30 to accept a \$200.00 donation from Ruby's Pantry for the PBIS program.
  - j. Approval of recommendation to contract with BerganKDV for auditing services
8. Other Business
9. Adjourn



**Lake of the Woods School ISD #390**  
**April 24, 2023**  
**Board of Education Meeting @ 7:00 PM**  
**ITV Room**  
**Board Meeting Minutes**

**Members Present:** Corryn Trask (Chair), Boyd Johnson (Vice Chair), Lynnette Ellis (Clerk), Robyn Sonstegard (Director), Tim Lyon (Director)

**Members Absent:** Karla Robida (Treasurer)

**Others Present:** Jeff Nelson, Mary Merchant, Woody Fiala, Seth Putz, Sam Lyon, Jill Olson

**1. Call to Order by Chair Trask at 7:38 PM.**

**2. Pledge of Allegiance**

**3. Agenda**

Motion by Boyd Johnson second by Tim Lyon to approve the agenda to include through letter "k".  
**Motion passes.**

**4. Board Presenters**

**5. Written Communication**

- a. Notice of Desire to Negotiate, Terry Knutson, MSEA Representative
- b. Notice of MSBA training available in May 2023.

**6. Old Business**

**7. New Business**

- a. Motion by Boyd Johnson second by Tim Lyon to approve the March 27, 2023 board meeting minutes.  
**Motion passes**
- b. Motion by Lynnette Ellis second by Robyn Sonstegard to approve the Invoices, Financial Statements, Bank Reconciliation, Wire Transfers, and Purchase Card Statement.  
**Motion passes**
- c. Approval of Personnel - Resignations, Retirements, and Appointments
  - i. Motion by Boyd Johnson second by Tim Lyon to approve appointments as presented.
    - i. Appointments
      - 1. Sam Longseth - Junior High Golf Coach

2. Jen Otto - Junior High Track Coach

**Motion passes**

- d. Motion by Lynnette Ellis second by Boyd Johnson to approve the proposed 2023-24 school year calendar.  
**Motion passes**
- e. Motion by Robyn Sonstegard second by Tim Lyon to approve Resolution 2022/2023-25 to accept a \$500.00 donation from the Northwestern Minnesota Manufacturing Association for the Welding program.  
**Motion passes**
- f. Motion by Lynnette Ellis second by Tim Lyon to approve Resolution 2022/2023-26 to accept a \$150.00 donation from Scott and Marcia Schmisek for the Backpack Program.  
**Motion passes**
- g. Motion by Lynnette Ellis second by Robyn Sonstegard to approve Resolution 2022/2023-27 to accept a \$500.00 donation from Ruby's Pantry for the Angel Fund in Food Services.  
**Motion passes**
- h. Motion by Boyd Johnson second by Tim Lyon to approve the quote for the AIM gym scoreboard as presented in its entirety, with a contingency. The AIM scoreboard system appears to be the best option as it is the same system used at the football field and the hockey arena, therefore it should be universal and user friendly for game workers across most sports.  
**Motion passes**
- i. Motion by Boyd Johnson second by Tim Lyon to approve Resolution 2022/2023-28 to accept a \$2,500.00 donation from Whitetails Unlimited for the School Forest.  
**Motion passes**
- j. Motion by Boyd Johnson second by Tim Lyon to approve Resolution 2022/2023-29 to accept a \$814.89 donation from the Lake of the Woods Soil and Water Conservation District for the School Forest.  
**Motion passes**
- k. Motion by Robyn Sonstegard second by Lynnette Ellis to award the health insurance bid to Northwest Minnesota Service Co-Op.  
**Motion passes**

**8. Other Business**

**9. Adjourn by Chair Trask at 7:54 PM.**

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Chair, Corryn Trask

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Date

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Clerk, Lynnette Ellis

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Date

**Lake of the Woods School District  
Cash Report as of April 30, 2023**

|  |    |              |                       |
|--|----|--------------|-----------------------|
| <b>Border Bank Simple Business Checking Account</b>            |    |              |                       |
| Beginning Checking Account Balance                             |    |              | <b>\$369,305.60</b>   |
| Receipts   |    | \$7,420.49   |                       |
| Wire Trans (in)  |    | \$599,000.00 |                       |
| Total Receipts   |    | \$606,420.49 |                       |
| Disbursements  | \$ | 630,326.36   |                       |
| Ending Checking Account Balance                                |    |              | <b>\$345,399.73</b>   |
| <b>Border Bank Premier Business Investment Savings Account</b> |    |              |                       |
| Beginning Checking Account Balance                             |    |              | <b>\$149,319.29</b>   |
| Receipts   |    | \$14,293.75  |                       |
| Interest Earned  |    | \$25.45      |                       |
| Wire Trans (out)   |    | \$125,000.00 |                       |
| Wire Trans (in)  |    | \$0.00       |                       |
| Disbursements  |    | \$467.48     |                       |
| Ending Savings Account Balance                                 |    |              | <b>\$38,171.01</b>    |
| <b>MSDLAF Liquid Asset Fund</b>                                |    |              |                       |
| Beginning Balance  |    |              | <b>\$3,363.85</b>     |
| Receipts   | \$ | 111,516.19   |                       |
| Interest Earned  | \$ | 101.75       |                       |
| Transfer (in)  | \$ | -            |                       |
| Transfer (out)   | \$ | 29,000.00    |                       |
| Ending Balance   |    |              | <b>\$85,981.79</b>    |
| Average Monthly Balance was \$126,451.21 at 4.70%              |    |              |                       |
| <b>MSDLAF MAX Fund</b>   |    |              |                       |
| Beginning Balance  |    |              | <b>\$372,774.31</b>   |
| Receipts   | \$ | 480,462.96   |                       |
| Interest Earned  | \$ | 1,060.11     |                       |
| Transfer (in)  | \$ | -            |                       |
| Transfer (out)   | \$ | 445,000.00   |                       |
| Ending Balance   |    |              | <b>\$409,297.38</b>   |
| Average Monthly Balance was \$267,683.87 at 4.83%              |    |              |                       |
| <b>MN Trust</b>  |    |              |                       |
| Beginning Balance  |    |              | <b>\$389,118.14</b>   |
| Receipts   | \$ | -            |                       |
| Interest Earned  | \$ | 1,549.10     |                       |
| Transfer Out   | \$ | -            |                       |
| Ending Balance   |    |              | <b>\$390,667.24</b>   |
| Average Monthly Interest Rate 4.641%                           |    |              |                       |
| <b>TOTAL CASH AND INVESTMENTS</b>                              |    |              | <b>\$1,269,517.15</b> |

**Lake of the Woods Public Schools #390**  
**Reconciliation Worksheet Report**  
**04/30/2023**

| Audit No | Statement Date | Co   | Bank Code | Bank Name/Description                  |
|----------|----------------|------|-----------|--|
| 1204     | 04/30/2023     | 0390 | BOR       | Border States Bank<br>General Checking |

**Worksheet has been Finalized**

Statement Amount 1,269,517.15

Deposits in Transit 0.00

**Outstanding Payments**

Checks 16,191.17

Wires 117,066.31

SHR - Payments 3,056.60

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 1,133,203.07

GL Account Balance 1,133,203.07

Difference 0.00

Co L Fd Org Pro Fin O/S Crs  
0390 B 01 101 000

Ty  
F

**Adjustments**

00/00/0000

# Lake of the Woods Public Schools #390

## 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    |
|-------|----|------|---------|----------|----------|-----|-------|-----|---------------------------------------|-------|-------|------|----------|---------------|-----------|
| 0390  |    | BOR  | 47674   | 9475208  | Check    | 1   | 4683  |     | Fresh Alternative Fundraising         | Yes   | Yes   | No   | USD      | 04/03/2023    | 4,002.50  |
|       |    |      | 47675   | 9475209  | Check    | 1   | 00154 |     | Baudette Municipal Light/Water        | Yes   | Yes   | No   | USD      | 04/04/2023    | 3,099.54  |
|       |    |      | 47676   | 9475210  | Check    | 1   | 09546 |     | CenturyLink                           | Yes   | Yes   | No   | USD      | 04/04/2023    | 254.96    |
|       |    |      | 47678   | 9475211  | Check    | 1   | 5320  |     | Gary Gambill                          | Yes   | No    | No   | USD      | 04/04/2023    | 240.00    |
|       |    |      | 47677   | 9475212  | Check    | 1   | 4954  |     | North Country Food Bank, Inc.         | Yes   | Yes   | No   | USD      | 04/04/2023    | 271.50    |
|       |    |      | 47679   | 9475213  | Check    | 1   | 2899  |     | AMAZON CAPITAL SERVICES               | Yes   | Yes   | No   | USD      | 04/04/2023    | 26.84     |
|       |    |      | 47681   | 9475214  | Check    | 1   | 5031  |     | Kemps LLC                             | Yes   | Yes   | No   | USD      | 04/04/2023    | 282.66    |
|       |    |      | 47680   | 9475215  | Check    | 1   | 4096  |     | Wikstom Telecom-Internet              | Yes   | Yes   | No   | USD      | 04/04/2023    | 565.44    |
|       |    |      | 47683   | 9475216  | Check    | 1   | 4723  |     | CPM                                   | Yes   | No    | No   | USD      | 04/04/2023    | 1,506.50  |
|       |    |      | 47685   | 9475217  | Check    | 1   | 5342  |     | Kathryn Nordine                       | Yes   | Yes   | No   | USD      | 04/04/2023    | 291.44    |
|       |    |      | 47682   | 9475218  | Check    | 1   | 2836  |     | School Nutrition Association          | Yes   | Yes   | No   | USD      | 04/04/2023    | 61.50     |
|       |    |      | 47684   | 9475219  | Check    | 1   | 5195  |     | Williams Youth Recreation Association | Yes   | Yes   | No   | USD      | 04/04/2023    | 50.00     |
|       |    |      | 47687   | 9475220  | Check    | 1   | 1771  |     | EARTHGRAINS BAKING CO'S INC           | Yes   | Yes   | No   | USD      | 04/04/2023    | 49.32     |
|       |    |      | 47686   | 9475221  | Check    | 1   | 08899 |     | Grainger, Inc.                        | Yes   | Yes   | No   | USD      | 04/04/2023    | 714.73    |
|       |    |      | 47688   | 9475222  | Check    | 1   | 4898  |     | Bemidji Welders Supply                | Yes   | Yes   | No   | USD      | 04/04/2023    | 10.50     |
|       |    |      | 47690   | 9475223  | Check    | 1   | 00433 |     | Howard's Oil Co.                      | Yes   | Yes   | No   | USD      | 04/04/2023    | 4,059.32  |
|       |    |      | 47691   | 9475224  | Check    | 1   | 5031  |     | Kemps LLC                             | Yes   | Yes   | No   | USD      | 04/04/2023    | 573.50    |
|       |    |      | 47692   | 9475226  | Check    | 1   | 00414 |     | Hillyard/Hutchinson                   | Yes   | Yes   | No   | USD      | 04/04/2023    | 2,067.36  |
|       |    |      | 47693   | 9475227  | Check    | 1   | 00760 |     | Poppler's Music                       | Yes   | Yes   | No   | USD      | 04/04/2023    | 106.10    |
|       |    |      | 47694   | 9475228  | Check    | 1   | 00760 |     | Poppler's Music                       | Yes   | Yes   | No   | USD      | 04/04/2023    | 14.99     |
|       |    |      | 47713   | 9475229  | Check    | 1   | 5291  |     | CCN Services                          | Yes   | Yes   | No   | USD      | 04/11/2023    | 6,175.00  |
|       |    |      | 47711   | 9475230  | Check    | 1   | 1771  |     | EARTHGRAINS BAKING CO'S INC           | Yes   | Yes   | No   | USD      | 04/11/2023    | 128.67    |
|       |    |      | 47712   | 9475231  | Check    | 1   | 5031  |     | Kemps LLC                             | Yes   | Yes   | No   | USD      | 04/11/2023    | 426.50    |
|       |    |      | 47716   | 9475232  | Check    | 1   | 4728  |     | Lakewood Health Center Clinic         | Yes   | Yes   | No   | USD      | 04/11/2023    | 90.00     |
|       |    |      | 47715   | 9475233  | Check    | 1   | 04047 |     | Minnesota Energy Rsesources           | Yes   | Yes   | No   | USD      | 04/11/2023    | 6,121.08  |
|       |    |      | 47714   | 9475234  | Check    | 1   | 00709 |     | North Star Electric Coop, Inc.        | Yes   | Yes   | No   | USD      | 04/11/2023    | 9,214.82  |
|       |    |      | 47717   | 9475235  | Check    | 1   | 5329  |     | Pro Vision Solutions, LLC             | Yes   | Yes   | No   | USD      | 04/11/2023    | 10,027.23 |
|       |    |      | 47721   | 9475236  | Check    | 1   | 5308  |     | AT&T MOBILITY                         | Yes   | Yes   | No   | USD      | 04/12/2023    | 366.09    |
|       |    |      | 47719   | 9475237  | Check    | 1   | 08899 |     | Grainger, Inc.                        | Yes   | Yes   | No   | USD      | 04/12/2023    | 288.20    |
|       |    |      | 47720   | 9475238  | Check    | 1   | 4956  |     | i3-MPN, LLC                           | Yes   | No    | No   | USD      | 04/12/2023    | 400.00    |
|       |    |      | 47718   | 9475239  | Check    | 1   | 08770 |     | Northwest Service Coop                | Yes   | Yes   | No   | USD      | 04/12/2023    | 550.00    |
|       |    |      | 47722   | 9475240  | Check    | 1   | 5343  |     | Sanford Health                        | Yes   | Yes   | No   | USD      | 04/12/2023    | 105.00    |
|       |    |      | 47725   | 9475241  | Check    | 1   | 3348  |     | CENEX CO-OP SERVICES OF BAUDE         | Yes   | Yes   | No   | USD      | 04/12/2023    | 9,051.69  |
|       |    |      | 47724   | 9475242  | Check    | 1   | 3035  |     | Hometown Hardware                     | Yes   | Yes   | No   | USD      | 04/12/2023    | 250.61    |
|       |    |      | 47723   | 9475243  | Check    | 1   | 00364 |     | US Foods                              | Yes   | Yes   | No   | USD      | 04/12/2023    | 1,505.12  |
|       |    |      | 47727   | 9475244  | Check    | 1   | 5344  |     | David Kendle                          | Yes   | Yes   | No   | USD      | 04/12/2023    | 134.95    |
|       |    |      | 47726   | 9475245  | Check    | 1   | 3727  |     | Pat LeClaire Electric                 | Yes   | Yes   | No   | USD      | 04/12/2023    | 915.00    |
|       |    |      | 47730   | 9475246  | Check    | 1   | 4138  |     | AFSCME Council 65                     | Yes   | Yes   | No   | USD      | 04/18/2023    | 260.30    |
|       |    |      | 47728   | 9475247  | Check    | 1   | 00619 |     | Lake of the Woods Education Assoc.    | Yes   | Yes   | No   | USD      | 04/18/2023    | 1,840.72  |
|       |    |      | 47729   | 9475248  | Check    | 1   | 03261 |     | MSEA                                  | Yes   | Yes   | No   | USD      | 04/18/2023    | 250.97    |
|       |    |      | 47731   | 9475249  | Check    | 1   | 4325  |     | rSchool Today                         | Yes   | No    | No   | USD      | 04/18/2023    | 817.50    |

# Lake of the Woods Public Schools #390

## 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   |
|-------|----|------|---------|----------|----------|-----|-------|-----|---------------------------------------|-------|-------|------|----------|---------------|----------|
| 0390  |    | BOR  | 47735   | 9475250  | Check    | 1   | 3888  |     | Dacotah Paper Co.                     | Yes   | Yes   | No   | USD      | 04/18/2023    | 533.78   |
|       |    |      | 47733   | 9475251  | Check    | 1   | 08899 |     | Grainger, Inc.                        | Yes   | Yes   | No   | USD      | 04/18/2023    | 28.85    |
|       |    |      | 47738   | 9475252  | Check    | 1   | 5128  |     | Lake of the Woods County Public Works | Yes   | No    | No   | USD      | 04/18/2023    | 20.00    |
|       |    |      | 47734   | 9475253  | Check    | 1   | 2315  |     | Lake of the Woods Foods               | Yes   | Yes   | No   | USD      | 04/18/2023    | 365.59   |
|       |    |      | 47737   | 9475254  | Check    | 1   | 4530  |     | Marco Technologies LLC                | Yes   | Yes   | No   | USD      | 04/18/2023    | 4,257.01 |
|       |    |      | 47736   | 9475255  | Check    | 1   | 3955  |     | Northern Light Region                 | Yes   | Yes   | No   | USD      | 04/18/2023    | 640.70   |
|       |    |      | 47732   | 9475256  | Check    | 1   | 00364 |     | US Foods                              | Yes   | Yes   | No   | USD      | 04/18/2023    | 1,540.59 |
|       |    |      | 47740   | 9475257  | Check    | 1   | 04286 |     | Perala, John                          | Yes   | Yes   | No   | USD      | 04/18/2023    | 920.00   |
|       |    |      | 47741   | 9475258  | Check    | 1   | 4287  |     | Pieper, Katie                         | Yes   | Yes   | No   | USD      | 04/18/2023    | 375.00   |
|       |    |      | 47739   | 9475259  | Check    | 1   | 5281  |     | Warroad Threads                       | Yes   | Yes   | No   | USD      | 04/18/2023    | 874.00   |
|       |    |      | 47747   | 9475260  | Check    | 1   | 2899  |     | AMAZON CAPITAL SERVICES               | Yes   | Yes   | No   | USD      | 04/19/2023    | 44.48    |
|       |    |      | 47746   | 9475261  | Check    | 1   | 1771  |     | EARTHGRAINS BAKING CO'S INC           | Yes   | Yes   | No   | USD      | 04/19/2023    | 41.10    |
|       |    |      | 47744   | 9475263  | Check    | 1   | 01005 |     | Hawkins, Inc.                         | Yes   | Yes   | No   | USD      | 04/19/2023    | 920.86   |
|       |    |      | 47742   | 9475264  | Check    | 1   | 00414 |     | Hillyard/Hutchinson                   | Yes   | Yes   | No   | USD      | 04/19/2023    | 872.74   |
|       |    |      | 47743   | 9475265  | Check    | 1   | 00419 |     | Hoglund Bus Company                   | Yes   | Yes   | No   | USD      | 04/19/2023    | 178.48   |
|       |    |      | 47748   | 9475266  | Check    | 1   | 4506  |     | Horizon Pool Supply                   | Yes   | No    | No   | USD      | 04/19/2023    | 460.35   |
|       |    |      | 47749   | 9475267  | Check    | 1   | 5031  |     | Kemps LLC                             | Yes   | Yes   | No   | USD      | 04/19/2023    | 426.50   |
|       |    |      | 47750   | 9475268  | Check    | 1   | 5341  |     | True North Equipment                  | Yes   | No    | No   | USD      | 04/19/2023    | 167.36   |
|       |    |      | 47751   | 9475269  | Check    | 1   | 04065 |     | Cole Papers, Inc.                     | Yes   | Yes   | No   | USD      | 04/20/2023    | 886.78   |
|       |    |      | 47752   | 9475270  | Check    | 1   | 2756  |     | Northland Fire Protection             | Yes   | Yes   | No   | USD      | 04/20/2023    | 3,025.58 |
|       |    |      | 47753   | 9475271  | Check    | 1   | 5345  |     | Upper Mississippi Softball Conference | Yes   | Yes   | No   | USD      | 04/20/2023    | 300.00   |
|       |    |      | 47754   | 9475272  | Check    | 1   | 04679 |     | Walleye Capital Sanitation            | Yes   | Yes   | No   | USD      | 04/20/2023    | 484.65   |
|       |    |      | 47756   | 9475273  | Check    | 1   | 3271  |     | Peterson Sheet Metal                  | Yes   | Yes   | No   | USD      | 04/20/2023    | 2,340.00 |
|       |    |      | 47757   | 9475275  | Check    | 1   | 00364 |     | US Foods                              | Yes   | Yes   | No   | USD      | 04/24/2023    | 271.68   |
|       |    |      | 47758   | 9475276  | Check    | 1   | 1771  |     | EARTHGRAINS BAKING CO'S INC           | Yes   | No    | No   | USD      | 04/25/2023    | 76.06    |
|       |    |      | 47759   | 9475277  | Check    | 1   | 05212 |     | Lincoln High School                   | Yes   | No    | No   | USD      | 04/25/2023    | 200.00   |
|       |    |      | 47766   | 9475278  | Check    | 1   | 5087  |     | BSN Sports LLC                        | Yes   | Yes   | No   | USD      | 04/25/2023    | 122.15   |
|       |    |      | 47762   | 9475279  | Check    | 1   | 08899 |     | Grainger, Inc.                        | Yes   | No    | No   | USD      | 04/25/2023    | 916.91   |
|       |    |      | 47760   | 9475280  | Check    | 1   | 00414 |     | Hillyard/Hutchinson                   | Yes   | No    | No   | USD      | 04/25/2023    | 172.44   |
|       |    |      | 47765   | 9475281  | Check    | 1   | 5031  |     | Kemps LLC                             | Yes   | No    | No   | USD      | 04/25/2023    | 593.35   |
|       |    |      | 47768   | 9475282  | Check    | 1   | 5346  |     | Muriel Crandall                       | Yes   | No    | No   | USD      | 04/25/2023    | 20.00    |
|       |    |      | 47761   | 9475283  | Check    | 1   | 05173 |     | Northern Door & Hardware              | Yes   | Yes   | No   | USD      | 04/25/2023    | 1,216.16 |
|       |    |      | 47763   | 9475284  | Check    | 1   | 3081  |     | SandPieper Design                     | Yes   | Yes   | No   | USD      | 04/25/2023    | 452.50   |
|       |    |      | 47767   | 9475285  | Check    | 1   | 5118  |     | United Refrigeration                  | Yes   | No    | No   | USD      | 04/25/2023    | 1,448.31 |
|       |    |      | 47764   | 9475286  | Check    | 1   | 4962  |     | Wildewood Learning                    | Yes   | Yes   | No   | USD      | 04/25/2023    | 1,650.00 |
|       |    |      | 47769   | 9475287  | Check    | 1   | 00760 |     | Poppler's Music                       | Yes   | No    | No   | USD      | 04/25/2023    | 325.08   |
|       |    |      | 47770   | 9475288  | Check    | 1   | 08652 |     | MN Bureau of Criminal Apprehen        | Yes   | No    | No   | USD      | 04/25/2023    | 15.00    |
|       |    |      | 47771   | 9475289  | Check    | 1   | 3271  |     | Peterson Sheet Metal                  | Yes   | Yes   | No   | USD      | 04/25/2023    | 2,122.32 |
|       |    |      | 47772   | 9475290  | Check    | 1   | 00364 |     | US Foods                              | Yes   | Yes   | No   | USD      | 04/25/2023    | 1,861.15 |
|       |    |      | 47773   | 9475291  | Check    | 1   | 4311  |     | RTS                                   | Yes   | No    | No   | USD      | 04/25/2023    | 62.04    |
|       |    |      | 47774   | 9475292  | Check    | 1   | 3644  |     | Minnesota True Team Track             | Yes   | No    | No   | USD      | 04/26/2023    | 130.00   |



| Batch           | Co | Bank | Pymt No | Check No | Pay Type | Grp | Code  | Rcd | Vendor                         | Print | Recon | Void | Currency | Pmt/Void Date | Amount       |
|-----------------|----|------|---------|----------|----------|-----|-------|-----|--------------------------------|-------|-------|------|----------|---------------|--------------|
| 0390            |    | BOR  | 47775   | 9475293  | Check    | 1   | 09205 |     | Carolina Biological Supply     | Yes   | No    | No   | USD      | 04/27/2023    | 209.00       |
|                 |    |      | 47777   | 9475294  | Check    | 1   | 1771  |     | EARTHGRAINS BAKING CO'S INC    | Yes   | No    | No   | USD      | 04/27/2023    | 49.32        |
|                 |    |      | 47779   | 9475295  | Check    | 1   | 5029  |     | Jean Zayic                     | Yes   | No    | No   | USD      | 04/27/2023    | 1,475.00     |
|                 |    |      | 47776   | 9475296  | Check    | 1   | 08652 |     | MN Bureau of Criminal Apprehen | Yes   | No    | No   | USD      | 04/27/2023    | 15.00        |
|                 |    |      | 47778   | 9475297  | Check    | 1   | 4955  |     | Warroad Chiropractic Clinic    | Yes   | No    | No   | USD      | 04/27/2023    | 80.00        |
|                 |    |      | 47780   | 9475298  | Check    | 1   | 5122  |     | Jim Olson                      | Yes   | No    | No   | USD      | 04/27/2023    | 1,475.00     |
| Bank Total: BOR |    |      |         |          |          |     |       |     |                                |       |       |      |          |               | \$101,831.02 |
| Report Total:   |    |      |         |          |          |     |       |     |                                |       |       |      |          |               | \$101,831.02 |

| Co   | Bank | Check No   | Code  | Rcd     | Vendor                         |     |     |     |     | Pmt/Vold Date                        | Pmt Type                 |
|------|------|------------|-------|---------|--------------------------------|-----|-----|-----|-----|--------------------------------------|--------------------------|
| 0390 | BOR  | 9475208    | 4683  |         | Fresh Alternative Fundraising  |     |     |     |     |                                      | Check                    |
|      |      |            |       | E 21    | 005                            | 298 | 301 | 401 | 725 | Class of 2025 Butterbraid Fundraiser | \$4,002.50               |
|      | PO#: | Voucher #: | 71647 | Invoice | Invoice No: 123030060R2        |     |     |     |     | 4/3/2023                             | Paid Amt: \$4,002.50     |
|      |      |            |       |         |                                |     |     |     |     |                                      | Check Amount: \$4,002.50 |
| 0390 | BOR  | 9475209    | 00154 |         | Baudette Municipal Light/Water |     |     |     |     |                                      | Check                    |
|      |      |            |       | E 01    | 005                            | 810 | 000 | 330 | 000 | Utility Service                      | \$2,324.66               |
|      |      |            |       | E 04    | 005                            | 590 | 321 | 330 | 811 | Utility Service-Pool                 | \$774.88                 |
|      | PO#: | Voucher #: | 71650 | Invoice | Invoice No: 3/30/2023          |     |     |     |     | 4/4/2023                             | Paid Amt: \$3,099.54     |
|      |      |            |       |         |                                |     |     |     |     |                                      | Check Amount: \$3,099.54 |
| 0390 | BOR  | 9475210    | 09546 |         | CenturyLink                    |     |     |     |     |                                      | Check                    |
|      |      |            |       | E 01    | 005                            | 810 | 000 | 320 | 000 | Communications Serv.                 | \$254.96                 |
|      | PO#: | Voucher #: | 71651 | Invoice | Invoice No: 04/03/2023         |     |     |     |     | 4/4/2023                             | Paid Amt: \$254.96       |
|      |      |            |       |         |                                |     |     |     |     |                                      | Check Amount: \$254.96   |
| 0390 | BOR  | 9475211    | 5320  |         | Gary Gambill                   |     |     |     |     |                                      | Check                    |
|      |      |            |       | E 01    | 300                            | 258 | 000 | 350 | 000 | Piano Tuned                          | \$240.00                 |
|      | PO#: | Voucher #: | 71649 | Invoice | Invoice No: 04/03/2023         |     |     |     |     | 4/4/2023                             | Paid Amt: \$240.00       |
|      |      |            |       |         |                                |     |     |     |     |                                      | Check Amount: \$240.00   |
| 0390 | BOR  | 9475212    | 4954  |         | North Country Food Bank, Inc.  |     |     |     |     |                                      | Check                    |
|      |      |            |       | E 21    | 005                            | 298 | 301 | 401 | 732 | Backpack Program                     | \$271.50                 |
|      | PO#: | Voucher #: | 71648 | Invoice | Invoice No: 54153-1            |     |     |     |     | 4/4/2023                             | Paid Amt: \$271.50       |
|      |      |            |       |         |                                |     |     |     |     |                                      | Check Amount: \$271.50   |
| 0390 | BOR  | 9475213    | 2899  |         | AMAZON CAPITAL SERVICES        |     |     |     |     |                                      | Check                    |
|      |      |            |       | E 01    | 005                            | 105 | 000 | 401 | 000 | Pens                                 | \$26.84                  |
|      | PO#: | Voucher #: | 71652 | Invoice | Invoice No: 1VYP-NYHM-7JHC     |     |     |     |     | 4/4/2023                             | Paid Amt: \$26.84        |
|      |      |            |       |         |                                |     |     |     |     |                                      | Check Amount: \$26.84    |
| 0390 | BOR  | 9475214    | 5031  |         | Kemps LLC                      |     |     |     |     |                                      | Check                    |
|      |      |            |       | E 02    | 005                            | 770 | 701 | 495 | 000 | Milk                                 | \$282.66                 |
|      | PO#: | Voucher #: | 71654 | Invoice | Invoice No: 4529174            |     |     |     |     | 4/4/2023                             | Paid Amt: \$282.66       |
|      |      |            |       |         |                                |     |     |     |     |                                      | Check Amount: \$282.66   |
| 0390 | BOR  | 9475215    | 4096  |         | Wikstom Telecom-Internet       |     |     |     |     |                                      | Check                    |
|      |      |            |       | E 01    | 005                            | 810 | 000 | 320 | 000 | Local Line Charge                    | \$415.20                 |
|      |      |            |       | E 01    | 005                            | 810 | 000 | 320 | 000 | Interest Access Charge               | \$104.00                 |
|      |      |            |       | E 01    | 005                            | 810 | 000 | 320 | 000 | Universal Service Charge             | \$32.32                  |
|      |      |            |       | E 01    | 005                            | 810 | 000 | 320 | 000 | Tele Assistance Plan Surcharge       | \$0.48                   |
|      |      |            |       | E 01    | 005                            | 810 | 000 | 320 | 000 | TACIP Surcharge                      | \$0.64                   |
|      |      |            |       | E 01    | 005                            | 810 | 000 | 320 | 000 | State 911 Charge                     | \$12.80                  |
|      | PO#: | Voucher #: | 71653 | Invoice | Invoice No: 04/04/2023         |     |     |     |     | 4/4/2023                             | Paid Amt: \$565.44       |
|      |      |            |       |         |                                |     |     |     |     |                                      | Check Amount: \$565.44   |

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## Detail Payment Register By Check

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| Co   | Bank | Check No   | Code  | Rcd     | Vendor  | Pmt/Void Date | Pmt Type                 |
|------|------|------------|-------|---------|---|---------------|--------------------------|
| 0390 | BOR  | 9475216    | 4723  |         | CPM   |               | Check                    |
|      |      |            |       | E 01    | 300 211 000 460 000 MN TE Bundle w/3yr eBook                      |               | \$540.00                 |
|      |      |            |       | E 01    | 300 211 000 460 000 MN TE Bundle w/3yr eBook                      |               | \$270.00                 |
|      |      |            |       | E 01    | 300 211 000 460 000 MN TE Bundle w/3yr eBook                      |               | \$270.00                 |
|      |      |            |       | E 01    | 300 211 000 460 000 TE Bundle w/3yr eBook                         |               | \$270.00                 |
|      |      |            |       | E 01    | 300 211 000 460 000 Freight                                       |               | \$156.50                 |
| PO#: |      | Voucher #: | 71655 | Invoice | Invoice No: 2300725   | 4/4/2023      | Paid Amt: \$1,506.50     |
|      |      |            |       |         |   |               | Check Amount: \$1,506.50 |
| 0390 | BOR  | 9475217    | 5342  |         | Kathryn Nordline  |               | Check                    |
|      |      |            |       | E 01    | 222 298 000 820 116 Hosting region 8A Subsection 32 vocal ensembl |               | \$291.44                 |
| PO#: |      | Voucher #: | 71657 | Invoice | Invoice No: 04/04/2023  | 4/4/2023      | Paid Amt: \$291.44       |
|      |      |            |       |         |   |               | Check Amount: \$291.44   |
| 0390 | BOR  | 9475218    | 2836  |         | School Nutrition Association                                      |               | Check                    |
|      |      |            |       | E 02    | 005 770 701 820 000 SNA Membership Dues                           |               | \$61.50                  |
| PO#: |      | Voucher #: | 71656 | Invoice | Invoice No: 04/04/2023  | 4/4/2023      | Paid Amt: \$61.50        |
|      |      |            |       |         |   |               | Check Amount: \$61.50    |
| 0390 | BOR  | 9475219    | 5195  |         | Williams Youth Recreation Association                             |               | Check                    |
|      |      |            |       | R 01    | 005 000 000 099 000 Ticket to read                                |               | \$50.00                  |
| PO#: |      | Voucher #: | 71658 | Invoice | Invoice No: 04/04/2023  | 4/4/2023      | Paid Amt: \$50.00        |
|      |      |            |       |         |   |               | Check Amount: \$50.00    |
| 0390 | BOR  | 9475220    | 1771  |         | EARTHGRAINS BAKING CO'S INC                                       |               | Check                    |
|      |      |            |       | E 02    | 005 770 701 490 000 Sara Lee                                      |               | \$49.32                  |
| PO#: |      | Voucher #: | 71659 | Invoice | Invoice No: 52163990002160  | 4/4/2023      | Paid Amt: \$49.32        |
|      |      |            |       |         |   |               | Check Amount: \$49.32    |
| 0390 | BOR  | 9475221    | 08899 |         | Grainger, Inc.  |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 530 000 General Supplies                              |               | \$458.55                 |
| PO#: |      | Voucher #: | 71660 | Invoice | Invoice No: 9651541352  | 4/4/2023      | Paid Amt: \$458.55       |
|      |      |            |       | E 01    | 005 810 000 530 000 General Supplies                              |               | \$256.18                 |
| PO#: |      | Voucher #: | 71661 | Invoice | Invoice No: 9653038670  | 4/4/2023      | Paid Amt: \$256.18       |
|      |      |            |       |         |   |               | Check Amount: \$714.73   |
| 0390 | BOR  | 9475222    | 4898  |         | Bemidji Welders Supply  |               | Check                    |
|      |      |            |       | E 01    | 300 399 675 430 000 Supplies                                      |               | \$5.25                   |
| PO#: |      | Voucher #: | 71662 | Invoice | Invoice No: 003003364   | 4/4/2023      | Paid Amt: \$5.25         |
|      |      |            |       | E 01    | 300 399 675 430 000 Supplies                                      |               | \$5.25                   |
| PO#: |      | Voucher #: | 71663 | Invoice | Invoice No: 0030033108  | 4/4/2023      | Paid Amt: \$5.25         |
|      |      |            |       |         |   |               | Check Amount: \$10.50    |
| 0390 | BOR  | 9475223    | 00433 |         | Howard's Oil Co.  |               | Check                    |
|      |      |            |       | E 01    | 005 760 720 442 000 fuel  |               | \$3,989.90               |

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| Co   | Bank | Check No   | Code  | Rcd     | Vendor  | Pmt/Void Date | Pmt Type                  |
|------|------|------------|-------|---------|---|---------------|---------------------------|
| 0390 | BOR  | 9475231    | 5031  |         | Kemps LLC   |               | Check                     |
|      |      |            |       | E 02    | 005 770 701 495 000 Milk                                  |               | \$426.50                  |
| PO#: |      | Voucher #: | 71686 | Invoice | Invoice No: 4540718                                       | 4/11/2023     | Paid Amt: \$426.50        |
|      |      |            |       |         |   |               | Check Amount: \$426.50    |
| 0390 | BOR  | 9475232    | 4728  |         | Lakewood Health Center Clinic                             |               | Check                     |
|      |      |            |       | E 01    | 005 760 720 305 000 Guenin, Richard DOT                   |               | \$90.00                   |
| PO#: |      | Voucher #: | 71691 | Invoice | Invoice No: 26970   | 4/11/2023     | Paid Amt: \$90.00         |
|      |      |            |       |         |   |               | Check Amount: \$90.00     |
| 0390 | BOR  | 9475233    | 04047 |         | Minnesota Energy Rsesources                               |               | Check                     |
|      |      |            |       | E 01    | 005 810 000 330 000 Utility Service                       |               | \$4,590.81                |
|      |      |            |       | E 04    | 005 590 321 330 811 Utility Service                       |               | \$1,530.27                |
| PO#: |      | Voucher #: | 71692 | Invoice | Invoice No: 4535151767                                    | 4/11/2023     | Paid Amt: \$6,121.08      |
|      |      |            |       |         |   |               | Check Amount: \$6,121.08  |
| 0390 | BOR  | 9475234    | 00709 |         | North Star Electric Coop, Inc.                            |               | Check                     |
|      |      |            |       | E 01    | 005 810 000 330 000 Utility Service                       |               | \$6,825.16                |
|      |      |            |       | E 04    | 005 590 321 330 811 Utility Service-Pool                  |               | \$2,275.05                |
| PO#: |      | Voucher #: | 71688 | Invoice | Invoice No: 04/11/2023                                    | 4/11/2023     | Paid Amt: \$9,100.21      |
|      |      |            |       | E 01    | 005 810 000 330 000 Street Lights                         |               | \$72.61                   |
| PO#: |      | Voucher #: | 71689 | Invoice | Invoice No: 04/12/2023                                    | 4/11/2023     | Paid Amt: \$72.61         |
|      |      |            |       | E 01    | 005 810 000 330 000 Softball Fields                       |               | \$42.00                   |
| PO#: |      | Voucher #: | 71690 | Invoice | Invoice No: 04-11-23                                      | 4/11/2023     | Paid Amt: \$42.00         |
|      |      |            |       |         |   |               | Check Amount: \$9,214.82  |
| 0390 | BOR  | 9475235    | 5329  |         | Pro Vision Solutions, LLC                                 |               | Check                     |
|      |      |            |       | E 01    | 005 760 720 401 000 AHD Ultra wide low profile camera kit |               | \$9,405.00                |
|      |      |            |       | E 01    | 005 760 720 401 000 10M AHD Cable                         |               | \$450.00                  |
|      |      |            |       | E 01    | 005 760 720 401 000 Shipping and Handling                 |               | \$172.23                  |
| PO#: |      | Voucher #: | 71693 | Invoice | Invoice No: 2114505                                       | 4/11/2023     | Paid Amt: \$10,027.23     |
|      |      |            |       |         |   |               | Check Amount: \$10,027.23 |
| 0390 | BOR  | 9475236    | 5308  |         | AT&T MOBILITY   |               | Check                     |
|      |      |            |       | E 01    | 300 211 000 320 000 Diane Laine                           |               | \$45.13                   |
|      |      |            |       | E 01    | 005 810 000 320 000 Maint Phone                           |               | \$45.13                   |
|      |      |            |       | E 01    | 005 810 000 320 000 Maint Phone Seth                      |               | \$45.13                   |
|      |      |            |       | E 01    | 100 203 000 320 000 Tracy Cook                            |               | \$45.13                   |
|      |      |            |       | E 01    | 100 050 000 320 000 Kirby Borgen                          |               | \$45.13                   |
|      |      |            |       | E 01    | 005 020 000 320 000 Jeff Nelson                           |               | \$50.18                   |
|      |      |            |       | E 01    | 200 720 000 320 000 IT Department                         |               | \$45.13                   |

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| Co   | Bank | Check No   | Code  | Rcd     | Vendor   | Pmt/Void Date | Pmt Type                 |
|------|------|------------|-------|---------|--|---------------|--------------------------|
| 0390 | BOR  | 9475236    | 5308  |         | AT&T MOBILITY                                    |               | Check                    |
|      |      |            |       | E 01    | 200 720 000 320 000 Nurse Phone                  |               | \$45.13                  |
| PO#: |      | Voucher #: | 71694 | Invoice | Invoice No: 287320577698X0403202                 | 4/12/2023     | Paid Amt: \$366.09       |
|      |      |            |       |         |  |               | Check Amount: \$366.09   |
| 0390 | BOR  | 9475237    | 08899 |         | Grainger, Inc.                                   |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000 General Supplies             |               | \$151.26                 |
| PO#: |      | Voucher #: | 71698 | Invoice | Invoice No: 9658058210                           | 4/12/2023     | Paid Amt: \$151.26       |
|      |      |            |       | E 01    | 005 810 000 401 000 General Supplies             |               | \$136.94                 |
| PO#: |      | Voucher #: | 71699 | Invoice | Invoice No: 9659093588                           | 4/12/2023     | Paid Amt: \$136.94       |
|      |      |            |       |         |  |               | Check Amount: \$288.20   |
| 0390 | BOR  | 9475238    | 4956  |         | i3-MPN, LLC                                      |               | Check                    |
|      |      |            |       | E 01    | 005 105 000 305 000 MPN006                       |               | \$400.00                 |
| PO#: |      | Voucher #: | 71696 | Invoice | Invoice No: 2975                                 | 4/12/2023     | Paid Amt: \$400.00       |
|      |      |            |       |         |  |               | Check Amount: \$400.00   |
| 0390 | BOR  | 9475239    | 08770 |         | Northwest Service Coop                           |               | Check                    |
|      |      |            |       | E 01    | 222 298 000 820 117 Senior High Knowledge Bowl   |               | \$425.00                 |
|      |      |            |       | E 01    | 222 298 000 820 117 Junior High Knowledge Bowl   |               | \$125.00                 |
| PO#: |      | Voucher #: | 71697 | Invoice | Invoice No: 7666                                 | 4/12/2023     | Paid Amt: \$550.00       |
|      |      |            |       |         |  |               | Check Amount: \$550.00   |
| 0390 | BOR  | 9475240    | 5343  |         | Sanford Health                                   |               | Check                    |
|      |      |            |       | E 01    | 005 760 720 305 000 DOT Physical Jennifer Wilmer |               | \$105.00                 |
| PO#: |      | Voucher #: | 71695 | Invoice | Invoice No: 317549148                            | 4/12/2023     | Paid Amt: \$105.00       |
|      |      |            |       |         |  |               | Check Amount: \$105.00   |
| 0390 | BOR  | 9475241    | 3348  |         | CENEX CO-OP SERVICES OF BAUDET                   |               | Check                    |
|      |      |            |       | E 01    | 005 760 720 442 000 Fuel                         |               | \$9,051.69               |
| PO#: |      | Voucher #: | 71724 | Invoice | Invoice No: 03/31/2023                           | 4/12/2023     | Paid Amt: \$9,051.69     |
|      |      |            |       |         |  |               | Check Amount: \$9,051.69 |
| 0390 | BOR  | 9475242    | 3035  |         | Hometown Hardware                                |               | Check                    |
|      |      |            |       | E 01    | 005 760 720 401 000 Bus Garage                   |               | \$110.78                 |
|      |      |            |       | E 04    | 005 580 325 430 000 ECFE                         |               | \$73.87                  |
|      |      |            |       | E 01    | 005 810 174 401 000 Maint.                       |               | \$65.96                  |
| PO#: |      | Voucher #: | 71723 | Invoice | Invoice No: 03/31/2023                           | 4/12/2023     | Paid Amt: \$250.61       |
|      |      |            |       |         |  |               | Check Amount: \$250.61   |
| 0390 | BOR  | 9475243    | 00364 |         | US Foods   |               | Check                    |
|      |      |            |       | E 02    | 005 770 705 490 000 Food - Breakfast             |               | \$160.52                 |
|      |      |            |       | E 02    | 005 770 701 401 000 General Supplies             |               | \$93.25                  |
|      |      |            |       | E 02    | 005 770 701 490 000 Food                         |               | \$497.29                 |
| PO#: |      | Voucher #: | 71721 | Invoice | Invoice No: 3156673                              | 4/12/2023     | Paid Amt: \$751.06       |

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| Co   | Bank | Check No   | Code  | Rcd     | Vendor                             | Pmt/Vold Date | Pmt Type                 |
|------|------|------------|-------|---------|------------------------------------|---------------|--------------------------|
| 0390 | BOR  | 9475243    | 00364 |         | US Foods                           |               | Check                    |
|      |      |            |       | E 02    | 005 770 705 490 000                |               | \$124.27                 |
|      |      |            |       | E 02    | 005 770 701 401 000                |               | \$0.00                   |
|      |      |            |       | E 02    | 005 770 701 490 000                |               | \$629.79                 |
| PO#: |      | Voucher #: | 71722 | Invoice | Invoice No: 3325681                | 4/12/2023     | Paid Amt: \$754.06       |
|      |      |            |       |         |                                    |               | Check Amount: \$1,505.12 |
| 0390 | BOR  | 9475244    | 5344  |         | David Kendle                       |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000                |               | \$134.95                 |
| PO#: |      | Voucher #: | 71726 | Invoice | Invoice No: 01                     | 4/12/2023     | Paid Amt: \$134.95       |
|      |      |            |       |         |                                    |               | Check Amount: \$134.95   |
| 0390 | BOR  | 9475245    | 3727  |         | Pat LeClaire Electric              |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000                |               | \$75.00                  |
|      |      |            |       | E 01    | 005 810 000 401 000                |               | \$125.00                 |
|      |      |            |       | E 01    | 005 810 000 401 000                |               | \$30.00                  |
|      |      |            |       | E 01    | 005 810 000 401 000                |               | \$685.00                 |
| PO#: |      | Voucher #: | 71725 | Invoice | Invoice No: 4/12/2023              | 4/12/2023     | Paid Amt: \$915.00       |
|      |      |            |       |         |                                    |               | Check Amount: \$915.00   |
| 0390 | BOR  | 9475246    | 4138  |         | AFSCME Council 65                  |               | Check                    |
|      |      |            |       | B 01    | 215 031                            |               | \$260.30                 |
| PO#: |      | Voucher #: | 71701 | Invoice | Invoice No: S2023190               | 4/18/2023     | Paid Amt: \$260.30       |
|      |      |            |       |         |                                    |               | Check Amount: \$260.30   |
| 0390 | BOR  | 9475247    | 00619 |         | Lake of the Woods Education Assoc. |               | Check                    |
|      |      |            |       | B 01    | 215 027                            |               | \$1,840.72               |
| PO#: |      | Voucher #: | 71707 | Invoice | Invoice No: S2023190               | 4/18/2023     | Paid Amt: \$1,840.72     |
|      |      |            |       |         |                                    |               | Check Amount: \$1,840.72 |
| 0390 | BOR  | 9475248    | 03261 |         | MSEA                               |               | Check                    |
|      |      |            |       | B 01    | 215 031                            |               | \$250.97                 |
| PO#: |      | Voucher #: | 71711 | Invoice | Invoice No: S2023190               | 4/18/2023     | Paid Amt: \$250.97       |
|      |      |            |       |         |                                    |               | Check Amount: \$250.97   |
| 0390 | BOR  | 9475249    | 4325  |         | rSchool Today                      |               | Check                    |
|      |      |            |       | E 01    | 005 292 000 305 000                |               | \$450.00                 |
| PO#: |      | Voucher #: | 71719 | Invoice | Invoice No: 79231                  | 4/18/2023     | Paid Amt: \$450.00       |
|      |      |            |       | E 01    | 005 292 000 305 000                |               | \$367.50                 |
| PO#: |      | Voucher #: | 71720 | Invoice | Invoice No: 76486                  | 4/18/2023     | Paid Amt: \$367.50       |
|      |      |            |       |         |                                    |               | Check Amount: \$817.50   |
| 0390 | BOR  | 9475250    | 3888  |         | Dacotah Paper Co.                  |               | Check                    |
|      |      |            |       | E 01    | 005 790 000 401 999                |               | \$85.06                  |
| PO#: |      | Voucher #: | 71731 | Invoice | Invoice No: 455642                 | 4/18/2023     | Paid Amt: \$85.06        |

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| Co   | Bank | Check No   | Code  | Rcd     | Vendor   | Pmt/Void Date | Pmt Type                 |
|------|------|------------|-------|---------|--|---------------|--------------------------|
| 0390 | BOR  | 9475250    | 3888  |         | Dacotah Paper Co.                                |               | Check                    |
|      |      |            |       | E 01    | 005 790 000 401 999 Cleaning Supplies            |               | \$448.72                 |
| PO#: |      | Voucher #: | 71732 | Invoice | Invoice No: 45643                                | 4/18/2023     | Paid Amt: \$448.72       |
|      |      |            |       |         |  |               | Check Amount: \$533.78   |
| 0390 | BOR  | 9475251    | 08899 |         | Grainger, Inc.                                   |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000 General Supplies             |               | \$28.85                  |
| PO#: |      | Voucher #: | 71735 | Invoice | Invoice No: 96635567890                          | 4/18/2023     | Paid Amt: \$28.85        |
|      |      |            |       |         |  |               | Check Amount: \$28.85    |
| 0390 | BOR  | 9475252    | 5128  |         | Lake of the Woods County Public Works Department |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 305 000 Tires                        |               | \$20.00                  |
| PO#: |      | Voucher #: | 71729 | Invoice | Invoice No: 2645                                 | 4/18/2023     | Paid Amt: \$20.00        |
|      |      |            |       |         |  |               | Check Amount: \$20.00    |
| 0390 | BOR  | 9475253    | 2315  |         | Lake of the Woods Foods                          |               | Check                    |
|      |      |            |       | E 04    | 005 580 325 430 000 ECFE                         |               | \$220.90                 |
|      |      |            |       | E 01    | 005 760 720 401 000 Bus Garage                   |               | \$7.96                   |
|      |      |            |       | E 02    | 005 770 701 490 000 Kitchen                      |               | \$7.66                   |
|      |      |            |       | E 04    | 005 505 321 401 000 Swim Club                    |               | \$129.07                 |
| PO#: |      | Voucher #: | 71733 | Invoice | Invoice No: 03/31/2023                           | 4/18/2023     | Paid Amt: \$365.59       |
|      |      |            |       |         |  |               | Check Amount: \$365.59   |
| 0390 | BOR  | 9475254    | 4530  |         | Marco Technologies LLC                           |               | Check                    |
|      |      |            |       | E 01    | 005 105 000 370 000 Copier Lease-District Office |               | \$1,419.00               |
|      |      |            |       | E 01    | 100 203 000 370 000 Elem Workroom-Copier Lease   |               | \$1,419.00               |
|      |      |            |       | E 01    | 300 211 000 370 000 Elem Workroom-Copier Lease   |               | \$1,419.01               |
| PO#: |      | Voucher #: | 71730 | Invoice | Invoice No: 499062446                            | 4/18/2023     | Paid Amt: \$4,257.01     |
|      |      |            |       |         |  |               | Check Amount: \$4,257.01 |
| 0390 | BOR  | 9475255    | 3955  |         | Northern Light Region                            |               | Check                    |
|      |      |            |       | E 01    | 005 105 000 305 000 Advertising                  |               | \$640.70                 |
| PO#: |      | Voucher #: | 71728 | Invoice | Invoice No: 03/31/2023                           | 4/18/2023     | Paid Amt: \$640.70       |
|      |      |            |       |         |  |               | Check Amount: \$640.70   |
| 0390 | BOR  | 9475256    | 00364 |         | US Foods   |               | Check                    |
|      |      |            |       | E 02    | 005 770 705 490 000 Food - Breakfast             |               | \$249.39                 |
|      |      |            |       | E 02    | 005 770 701 401 000 General Supplies             |               | \$217.87                 |
|      |      |            |       | E 02    | 005 770 701 490 000 Food                         |               | \$1,073.33               |
| PO#: |      | Voucher #: | 71734 | Invoice | Invoice No: 3418449                              | 4/18/2023     | Paid Amt: \$1,540.59     |
|      |      |            |       |         |  |               | Check Amount: \$1,540.59 |
| 0390 | BOR  | 9475257    | 04286 |         | Perala, John                                     |               | Check                    |
|      |      |            |       | E 01    | 222 294 000 305 100 Football                     |               | \$460.00                 |



### Detail Payment Register By Check

| Co   | Bank      | Check<br>No | Code  | Rcd     | Vendor                      |     |     |     |     |  | Pmt/Void<br>Date | Pmt<br>Type |
|------|-----------|-------------|-------|---------|-----------------------------|-----|-----|-----|-----|--|------------------|-------------|
| 0390 | BOR       | 9475257     | 04286 |         | Perala, John                |     |     |     |     |  |                  | Check       |
|      |           |             |       | E 01    | 222                         | 296 | 000 | 305 | 102 | Volleyball                               | \$460.00         |             |
|      | PO#:      | Voucher #:  | 71738 | Invoice | Invoice No: 04/18/2023      |     |     |     |     | 4/18/2023                                | Paid Amt:        | \$920.00    |
|      |           |             |       |         |                             |     |     |     |     |  | Check Amount:    | \$920.00    |
| 0390 | BOR       | 9475258     | 4287  |         | Pieper, Katie               |     |     |     |     |  |                  | Check       |
|      |           |             |       | E 01    | 222                         | 296 | 000 | 820 | 103 | Reffing                                  | \$375.00         |             |
|      | PO#:      | Voucher #:  | 71739 | Invoice | Invoice No: 04/18/2023      |     |     |     |     | 4/18/2023                                | Paid Amt:        | \$375.00    |
|      |           |             |       |         |                             |     |     |     |     |  | Check Amount:    | \$375.00    |
| 0390 | BOR       | 9475259     | 5281  |         | Warroad Threads             |     |     |     |     |  |                  | Check       |
|      |           |             |       | E 04    | 005                         | 505 | 321 | 401 | 000 | Elem. Basketball T-Shirts                | \$550.00         |             |
|      | PO#:      | Voucher #:  | 71736 | Invoice | Invoice No: 17320           |     |     |     |     | 4/18/2023                                | Paid Amt:        | \$550.00    |
|      |           |             |       | E 01    | 222                         | 294 | 000 | 530 | 106 | LOW Baseball                             | \$324.00         |             |
|      | PO#:      | Voucher #:  | 71737 | Invoice | Invoice No: 17461           |     |     |     |     | 4/18/2023                                | Paid Amt:        | \$324.00    |
|      |           |             |       |         |                             |     |     |     |     |  | Check Amount:    | \$874.00    |
| 0390 | BOR       | 9475260     | 2899  |         | AMAZON CAPITAL SERVICES     |     |     |     |     |  |                  | Check       |
|      |           |             |       | E 01    | 005                         | 810 | 000 | 401 | 000 | B0BBTK2MQM TABYIK Space Heater for Indoo | \$37.49          |             |
|      |           |             |       | E 01    | 005                         | 810 | 000 | 401 | 000 | Amazon Shipping Charge                   | \$6.99           |             |
|      | PO#: 8928 | Voucher #:  | 71746 | Invoice | Invoice No: 1T13-4KRW-1G6J  |     |     |     |     | 4/19/2023                                | Paid Amt:        | \$44.48     |
|      |           |             |       |         |                             |     |     |     |     |  | Check Amount:    | \$44.48     |
| 0390 | BOR       | 9475261     | 1771  |         | EARTHGRAINS BAKING CO'S INC |     |     |     |     |  |                  | Check       |
|      |           |             |       | E 02    | 005                         | 770 | 701 | 490 | 000 | Sara Lee                                 | \$41.10          |             |
|      | PO#:      | Voucher #:  | 71741 | Invoice | Invoice No: 52163990002303  |     |     |     |     | 4/19/2023                                | Paid Amt:        | \$41.10     |
|      |           |             |       |         |                             |     |     |     |     |  | Check Amount:    | \$41.10     |
| 0390 | BOR       | 9475263     | 01005 |         | Hawkins, Inc.               |     |     |     |     |  |                  | Check       |
|      |           |             |       | E 01    | 005                         | 810 | 000 | 401 | 000 | General Supplies                         | \$920.86         |             |
|      | PO#:      | Voucher #:  | 71747 | Invoice | Invoice No: 6444193         |     |     |     |     | 4/19/2023                                | Paid Amt:        | \$920.86    |
|      |           |             |       |         |                             |     |     |     |     |  | Check Amount:    | \$920.86    |
| 0390 | BOR       | 9475264     | 00414 |         | Hillyard/Hutchinson         |     |     |     |     |  |                  | Check       |
|      |           |             |       | E 01    | 005                         | 810 | 000 | 401 | 000 | General Supplies                         | \$872.74         |             |
|      | PO#:      | Voucher #:  | 71748 | Invoice | Invoice No: 605088419       |     |     |     |     | 4/19/2023                                | Paid Amt:        | \$872.74    |
|      |           |             |       |         |                             |     |     |     |     |  | Check Amount:    | \$872.74    |
| 0390 | BOR       | 9475265     | 00419 |         | Hoglund Bus Company         |     |     |     |     |  |                  | Check       |
|      |           |             |       | E 01    | 005                         | 760 | 720 | 401 | 000 | General Supplies                         | \$88.92          |             |
|      | PO#:      | Voucher #:  | 71742 | Invoice | Invoice No: X226006585:01   |     |     |     |     | 4/19/2023                                | Paid Amt:        | \$88.92     |
|      |           |             |       | E 01    | 005                         | 760 | 720 | 401 | 000 | General Supplies                         | \$89.56          |             |
|      | PO#:      | Voucher #:  | 71743 | Invoice | Invoice No: X2260006055:02  |     |     |     |     | 4/19/2023                                | Paid Amt:        | \$89.56     |
|      |           |             |       |         |                             |     |     |     |     |  | Check Amount:    | \$178.48    |

## Lake of the Woods Public Schools #390

## Detail Payment Register By Check

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| Co   | Bank | Check No   | Code  | Rcd     | Vendor   | Pmt/Void Date | Pmt Type                 |
|------|------|------------|-------|---------|--|---------------|--------------------------|
| 0390 | BOR  | 9475266    | 4506  |         | Horizon Pool Supply  |               | Check                    |
|      |      |            |       | E 04    | 005 590 321 401 811 Valve multiport                        |               | \$395.00                 |
|      |      |            |       | E 04    | 005 590 321 401 811 Shipping                               |               | \$65.35                  |
| PO#: |      | Voucher #: | 71745 | Invoice | Invoice No: 36264  | 4/19/2023     | Paid Amt: \$460.35       |
|      |      |            |       |         |  |               | Check Amount: \$460.35   |
| 0390 | BOR  | 9475267    | 5031  |         | Kemps LLC  |               | Check                    |
|      |      |            |       | E 02    | 005 770 701 495 000 Milk                                   |               | \$426.50                 |
| PO#: |      | Voucher #: | 71740 | Invoice | Invoice No: 4560045  | 4/19/2023     | Paid Amt: \$426.50       |
|      |      |            |       |         |  |               | Check Amount: \$426.50   |
| 0390 | BOR  | 9475268    | 5341  |         | True North Equipment                                       |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000 General Supplies                       |               | \$167.36                 |
| PO#: |      | Voucher #: | 71744 | Invoice | Invoice No: 10345626                                       | 4/19/2023     | Paid Amt: \$167.36       |
|      |      |            |       |         |  |               | Check Amount: \$167.36   |
| 0390 | BOR  | 9475269    | 04065 |         | Cole Papers, Inc.  |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 530 000 General Supplies                       |               | \$886.78                 |
| PO#: |      | Voucher #: | 71750 | Invoice | Invoice No: 10281907                                       | 4/20/2023     | Paid Amt: \$886.78       |
|      |      |            |       |         |  |               | Check Amount: \$886.78   |
| 0390 | BOR  | 9475270    | 2756  |         | Northland Fire Protection                                  |               | Check                    |
|      |      |            |       | E 01    | 005 865 363 305 000 Anual inspection of fire alarm system. |               | \$2,660.00               |
|      |      |            |       | E 01    | 005 865 363 305 000 Alarm Labor                            |               | \$45.00                  |
|      |      |            |       | E 01    | 005 865 363 305 000 System Sensor 2 wire/horn              |               | \$320.58                 |
| PO#: |      | Voucher #: | 71751 | Invoice | Invoice No: 53306  | 4/20/2023     | Paid Amt: \$3,025.58     |
|      |      |            |       |         |  |               | Check Amount: \$3,025.58 |
| 0390 | BOR  | 9475271    | 5345  |         | Upper Mississippi Softball Conference                      |               | Check                    |
|      |      |            |       | E 01    | 222 296 000 820 107 2023 Softball Conference Dues          |               | \$300.00                 |
| PO#: |      | Voucher #: | 71752 | Invoice | Invoice No: 04/20/2023                                     | 4/20/2023     | Paid Amt: \$300.00       |
|      |      |            |       |         |  |               | Check Amount: \$300.00   |
| 0390 | BOR  | 9475272    | 04679 |         | Walleye Capital Sanitation                                 |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 305 000 Monthly Commercial Refuse Recycleables |               | \$242.00                 |
|      |      |            |       | E 01    | 005 810 000 305 000 Fuel Surcharge                         |               | \$56.59                  |
|      |      |            |       | E 01    | 005 810 000 305 000 Recycleables                           |               | \$135.30                 |
|      |      |            |       | E 01    | 005 810 000 305 000 Commercial SWMT                        |               | \$50.76                  |
| PO#: |      | Voucher #: | 71753 | Invoice | Invoice No: 22071  | 4/20/2023     | Paid Amt: \$484.65       |
|      |      |            |       |         |  |               | Check Amount: \$484.65   |
| 0390 | BOR  | 9475273    | 3271  |         | Peterson Sheet Metal                                       |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000 Maint.                                 |               | \$1,610.00               |
| PO#: |      | Voucher #: | 71754 | Invoice | Invoice No: 98710  | 4/20/2023     | Paid Amt: \$1,610.00     |

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## Detail Payment Register By Check

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| Co   | Bank | Check No   | Code  | Rcd     | Vendor                                   | Pmt/Void Date | Pmt Type                 |
|------|------|------------|-------|---------|--|---------------|--------------------------|
| 0390 | BOR  | 9475273    | 3271  |         | Peterson Sheet Metal                     |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000 Maint.               |               | \$730.00                 |
| PO#: |      | Voucher #: | 71756 | Invoice | Invoice No: 98489                        | 4/20/2023     | Paid Amt: \$730.00       |
|      |      |            |       |         |  |               | Check Amount: \$2,340.00 |
| 0390 | BOR  | 9475275    | 00364 |         | US Foods                                 |               | Check                    |
|      |      |            |       | E 02    | 005 770 701 401 000 General Supplies     |               | \$134.26                 |
| PO#: |      | Voucher #: | 71757 | Invoice | Invoice No: 4124403                      | 4/24/2023     | Paid Amt: \$134.26       |
|      |      |            |       | E 02    | 005 770 701 401 000 General Supplies     |               | \$137.42                 |
| PO#: |      | Voucher #: | 71758 | Invoice | Invoice No: 3953027                      | 4/24/2023     | Paid Amt: \$137.42       |
|      |      |            |       |         |  |               | Check Amount: \$271.68   |
| 0390 | BOR  | 9475276    | 1771  |         | EARTHGRAINS BAKING CO'S INC              |               | Check                    |
|      |      |            |       | E 02    | 005 770 701 490 000 Sara Lee             |               | \$76.06                  |
| PO#: |      | Voucher #: | 71759 | Invoice | Invoice No: 52163990002372               | 4/25/2023     | Paid Amt: \$76.06        |
|      |      |            |       |         |  |               | Check Amount: \$76.06    |
| 0390 | BOR  | 9475277    | 05212 |         | Lincoln High School                      |               | Check                    |
|      |      |            |       | E 01    | 222 292 000 820 105 Track meet entry fee |               | \$200.00                 |
| PO#: |      | Voucher #: | 71760 | Invoice | Invoice No: 04/25/2023                   | 4/25/2023     | Paid Amt: \$200.00       |
|      |      |            |       |         |  |               | Check Amount: \$200.00   |
| 0390 | BOR  | 9475278    | 5087  |         | BSN Sports LLC                           |               | Check                    |
|      |      |            |       | E 01    | 222 294 000 430 100 Composite Football   |               | \$117.45                 |
|      |      |            |       | E 01    | 222 294 000 430 100 Freight              |               | \$4.70                   |
| PO#: |      | Voucher #: | 71767 | Invoice | Invoice No: 921353767                    | 4/25/2023     | Paid Amt: \$122.15       |
|      |      |            |       |         |  |               | Check Amount: \$122.15   |
| 0390 | BOR  | 9475279    | 08899 |         | Grainger, Inc.                           |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000 General Supplies     |               | \$450.35                 |
| PO#: |      | Voucher #: | 71765 | Invoice | Invoice No: 9672962165                   | 4/25/2023     | Paid Amt: \$450.35       |
|      |      |            |       | E 01    | 005 810 000 401 000 General Supplies     |               | \$466.56                 |
| PO#: |      | Voucher #: | 71766 | Invoice | Invoice No: 9674620407                   | 4/25/2023     | Paid Amt: \$466.56       |
|      |      |            |       |         |  |               | Check Amount: \$916.91   |
| 0390 | BOR  | 9475280    | 00414 |         | Hillyard/Hutchinson                      |               | Check                    |
|      |      |            |       | E 01    | 005 810 000 401 000 General Supplies     |               | \$150.19                 |
| PO#: |      | Voucher #: | 71771 | Invoice | Invoice No: 605092793                    | 4/25/2023     | Paid Amt: \$150.19       |
|      |      |            |       | E 01    | 005 810 000 401 000 General Supplies     |               | \$22.25                  |
| PO#: |      | Voucher #: | 71772 | Invoice | Invoice No: 700542972                    | 4/25/2023     | Paid Amt: \$22.25        |
|      |      |            |       |         |  |               | Check Amount: \$172.44   |
| 0390 | BOR  | 9475281    | 5031  |         | Kemps LLC                                |               | Check                    |
|      |      |            |       | E 02    | 005 770 701 495 000 Milk                 |               | \$265.15                 |
| PO#: |      | Voucher #: | 71761 | Invoice | Invoice No: 4565635                      | 4/25/2023     | Paid Amt: \$265.15       |

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## Detail Payment Register By Check

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| Co   | Bank       | Check No | Code    | Rcd         | Vendor                                    | Pmt/Void Date | Pmt Type                 |
|------|------------|----------|---------|-------------|---|---------------|--------------------------|
| 0390 | BOR        | 9475281  | 5031    |             | Kemps LLC                                 |               | Check                    |
|      |            |          |         | E 02        | 005 770 701 495 000 Milk                  |               | \$328.20                 |
| PO#: | Voucher #: | 71763    | Invoice | Invoice No: | 4572983                                   | 4/25/2023     | Paid Amt: \$328.20       |
|      |            |          |         |             |   |               | Check Amount: \$593.35   |
| 0390 | BOR        | 9475282  | 5346    |             | Muriel Crandall                           |               | Check                    |
|      |            |          |         | E 01        | 100 203 320 430 000 Comics Refund         |               | \$20.00                  |
| PO#: | Voucher #: | 71764    | Invoice | Invoice No: | 01  | 4/25/2023     | Paid Amt: \$20.00        |
|      |            |          |         |             |   |               | Check Amount: \$20.00    |
| 0390 | BOR        | 9475283  | 05173   |             | Northern Door & Hardware                  |               | Check                    |
|      |            |          |         | E 01        | 005 865 369 305 000 Purchase order 8905   |               | \$1,216.16               |
| PO#: | Voucher #: | 71762    | Invoice | Invoice No: | 23-1383                                   | 4/25/2023     | Paid Amt: \$1,216.16     |
|      |            |          |         |             |   |               | Check Amount: \$1,216.16 |
| 0390 | BOR        | 9475284  | 3081    |             | SandPieper Design                         |               | Check                    |
|      |            |          |         | E 01        | 005 105 000 401 000 Receipt Books         |               | \$452.50                 |
| PO#: | Voucher #: | 71768    | Invoice | Invoice No: | 7858                                      | 4/25/2023     | Paid Amt: \$452.50       |
|      |            |          |         |             |   |               | Check Amount: \$452.50   |
| 0390 | BOR        | 9475285  | 5118    |             | United Refrigeration                      |               | Check                    |
|      |            |          |         | E 02        | 005 770 701 350 000 Parts                 |               | \$1,310.15               |
|      |            |          |         | E 02        | 005 770 701 350 000 Freight               |               | \$45.00                  |
|      |            |          |         | E 02        | 005 770 701 350 000 Taxes                 |               | \$93.16                  |
| PO#: | Voucher #: | 71769    | Invoice | Invoice No: | 89444624-00                               | 4/25/2023     | Paid Amt: \$1,448.31     |
|      |            |          |         |             |   |               | Check Amount: \$1,448.31 |
| 0390 | BOR        | 9475286  | 4962    |             | Wildewood Learning                        |               | Check                    |
|      |            |          |         | E 01        | 005 640 316 366 000 April Payment         |               | \$1,650.00               |
| PO#: | Voucher #: | 71770    | Invoice | Invoice No: | 21  | 4/25/2023     | Paid Amt: \$1,650.00     |
|      |            |          |         |             |   |               | Check Amount: \$1,650.00 |
| 0390 | BOR        | 9475287  | 00760   |             | Poppler's Music                           |               | Check                    |
|      |            |          |         | E 01        | 300 258 000 430 000 Take Time in Life     |               | \$38.35                  |
|      |            |          |         | E 01        | 300 258 000 430 000 Down by the Riverside |               | \$2.50                   |
|      |            |          |         | E 01        | 300 258 000 430 000 UPS Ground            |               | \$11.95                  |
| PO#: | Voucher #: | 71773    | Invoice | Invoice No: | 2724336                                   | 4/25/2023     | Paid Amt: \$52.80        |
|      |            |          |         | E 01        | 300 258 000 430 000 Pavane                |               | \$6.99                   |
| PO#: | Voucher #: | 71774    | Invoice | Invoice No: | 2724369                                   | 4/25/2023     | Paid Amt: \$6.99         |
|      |            |          |         | E 01        | 300 258 000 430 000 Music Supplies        |               | \$216.80                 |
| PO#: | Voucher #: | 71775    | Invoice | Invoice No: | 2725715                                   | 4/25/2023     | Paid Amt: \$216.80       |
|      |            |          |         | E 01        | 300 258 000 430 000 Rattlin Bog 2-part    |               | \$40.50                  |
| PO#: | Voucher #: | 71776    | Invoice | Invoice No: | 2725718                                   | 4/25/2023     | Paid Amt: \$40.50        |

### Detail Payment Register By Check

| Co                       | Bank      | Check No   | Code  | Rcd                            | Vendor                 |     |     |     |     | Pmt/Void Date          | Pmt Type             |
|--------------------------|-----------|------------|-------|--------------------------------|------------------------|-----|-----|-----|-----|------------------------|----------------------|
| 0390                     | BOR       | 9475287    | 00760 | Poppler's Music                |                        |     |     |     |     | Check                  |                      |
|                          |           |            |       | E 01                           | 300                    | 258 | 000 | 430 | 000 | Pavana                 | \$6.99               |
|                          | PO#:      | Voucher #: | 71777 | Invoice                        | Invoice No: 272188     |     |     |     |     | 4/25/2023              | Paid Amt: \$6.99     |
|                          |           |            |       | E 01                           | 300                    | 258 | 000 | 430 | 000 | Pavana                 | \$1.00               |
|                          | PO#:      | Voucher #: | 71778 | Invoice                        | Invoice No: 2728483    |     |     |     |     | 4/25/2023              | Paid Amt: \$1.00     |
| Check Amount: \$325.08   |           |            |       |                                |                        |     |     |     |     |                        |                      |
| 0390                     | BOR       | 9475288    | 08652 | MN Bureau of Criminal Apprehen |                        |     |     |     |     | Check                  |                      |
|                          |           |            |       | E 01                           | 005                    | 105 | 000 | 305 | 000 | Kellie Kristen Nordlof | \$15.00              |
|                          | PO#:      | Voucher #: | 71779 | Invoice                        | Invoice No: 04/25/2023 |     |     |     |     | 4/25/2023              | Paid Amt: \$15.00    |
| Check Amount: \$15.00    |           |            |       |                                |                        |     |     |     |     |                        |                      |
| 0390                     | BOR       | 9475289    | 3271  | Peterson Sheet Metal           |                        |     |     |     |     | Check                  |                      |
|                          |           |            |       | E 01                           | 005                    | 810 | 000 | 401 | 000 | Maint.                 | \$2,122.32           |
|                          | PO#:      | Voucher #: | 71780 | Invoice                        | Invoice No: 98745      |     |     |     |     | 4/25/2023              | Paid Amt: \$2,122.32 |
| Check Amount: \$2,122.32 |           |            |       |                                |                        |     |     |     |     |                        |                      |
| 0390                     | BOR       | 9475290    | 00364 | US Foods                       |                        |     |     |     |     | Check                  |                      |
|                          |           |            |       | E 02                           | 005                    | 770 | 705 | 490 | 000 | Food - Breakfast       | \$0.00               |
|                          |           |            |       | E 02                           | 005                    | 770 | 701 | 401 | 000 | General Supplies       | \$134.01             |
|                          |           |            |       | E 02                           | 005                    | 770 | 701 | 490 | 000 | Food                   | \$1,664.18           |
|                          | PO#:      | Voucher #: | 71781 | Invoice                        | Invoice No: 5118026    |     |     |     |     | 4/25/2023              | Paid Amt: \$1,798.19 |
|                          |           |            |       | E 02                           | 005                    | 770 | 701 | 401 | 000 | General Supplies       | \$62.96              |
|                          | PO#:      | Voucher #: | 71782 | Invoice                        | Invoice No: 3388196    |     |     |     |     | 4/25/2023              | Paid Amt: \$62.96    |
| Check Amount: \$1,861.15 |           |            |       |                                |                        |     |     |     |     |                        |                      |
| 0390                     | BOR       | 9475291    | 4311  | RTS                            |                        |     |     |     |     | Check                  |                      |
|                          |           |            |       | E 01                           | 005                    | 810 | 000 | 320 | 000 | Communications Serv.   | \$62.04              |
|                          | PO#:      | Voucher #: | 71783 | Invoice                        | Invoice No: 25621      |     |     |     |     | 4/25/2023              | Paid Amt: \$62.04    |
| Check Amount: \$62.04    |           |            |       |                                |                        |     |     |     |     |                        |                      |
| 0390                     | BOR       | 9475292    | 3644  | Minnesota True Team Track      |                        |     |     |     |     | Check                  |                      |
|                          |           |            |       | E 01                           | 222                    | 292 | 000 | 820 | 105 | Track Dues & Fees      | \$130.00             |
|                          | PO#:      | Voucher #: | 71784 | Invoice                        | Invoice No: 04/26/2023 |     |     |     |     | 4/26/2023              | Paid Amt: \$130.00   |
| Check Amount: \$130.00   |           |            |       |                                |                        |     |     |     |     |                        |                      |
| 0390                     | BOR       | 9475293    | 09205 | Carolina Biological Supply     |                        |     |     |     |     | Check                  |                      |
|                          |           |            |       | E 01                           | 300                    | 260 | 000 | 430 | 000 | Protozoa Set           | \$137.55             |
|                          |           |            |       | E 01                           | 300                    | 260 | 000 | 430 | 000 | Pond Mixture           | \$34.50              |
|                          |           |            |       | E 01                           | 300                    | 260 | 000 | 430 | 000 | Shipping and Handling  | \$36.95              |
|                          | PO#: 8939 | Voucher #: | 71807 | Invoice                        | Invoice No: 52147957   |     |     |     |     | 4/27/2023              | Paid Amt: \$209.00   |
| Check Amount: \$209.00   |           |            |       |                                |                        |     |     |     |     |                        |                      |

## Lake of the Woods Public Schools #390

## Detail Payment Register By Check

| Co   | Bank | Check No   | Code  | Rcd     | Vendor   | Pmt/Vold Date | Pmt Type                   |
|------|------|------------|-------|---------|--|---------------|----------------------------|
| 0390 | BOR  | 9475294    | 1771  |         | EARTHGRAINS BAKING CO'S INC                    |               | Check                      |
|      |      |            |       | E 02    | 005 770 701 490 000 Sara Lee                   |               | \$49.32                    |
|      | PO#: | Voucher #: | 71809 | Invoice | Invoice No: 52163990002397                     | 4/27/2023     | Paid Amt: \$49.32          |
|      |      |            |       |         |  |               | Check Amount: \$49.32      |
| 0390 | BOR  | 9475295    | 5029  |         | Jean Zayic                                     |               | Check                      |
|      |      |            |       | E 04    | 005 590 321 305 000 Lifeguard Recertification  |               | \$1,475.00                 |
|      | PO#: | Voucher #: | 71810 | Invoice | Invoice No: 04/27/2023                         | 4/27/2023     | Paid Amt: \$1,475.00       |
|      |      |            |       |         |  |               | Check Amount: \$1,475.00   |
| 0390 | BOR  | 9475296    | 08652 |         | MN Bureau of Criminal Apprehen                 |               | Check                      |
|      |      |            |       | E 01    | 005 105 000 305 000 Nasreen Amatullah Mujaahid |               | \$15.00                    |
|      | PO#: | Voucher #: | 71811 | Invoice | Invoice No: 04/27/23                           | 4/27/2023     | Paid Amt: \$15.00          |
|      |      |            |       |         |  |               | Check Amount: \$15.00      |
| 0390 | BOR  | 9475297    | 4955  |         | Warroad Chiropractic Clinic                    |               | Check                      |
|      |      |            |       | E 01    | 005 760 720 305 000 DOT Physical Linda Burk    |               | \$80.00                    |
|      | PO#: | Voucher #: | 71808 | Invoice | Invoice No: 04/27/2023                         | 4/27/2023     | Paid Amt: \$80.00          |
|      |      |            |       |         |  |               | Check Amount: \$80.00      |
| 0390 | BOR  | 9475298    | 5122  |         | Jim Olson                                      |               | Check                      |
|      |      |            |       | E 04    | 005 590 321 305 000 Lifeguard Certification    |               | \$1,475.00                 |
|      | PO#: | Voucher #: | 71812 | Invoice | Invoice No: 04/27/2023                         | 4/27/2023     | Paid Amt: \$1,475.00       |
|      |      |            |       |         |  |               | Check Amount: \$1,475.00   |
|      |      |            |       |         |  |               | Report Total: \$101,831.02 |



# MNTrust Monthly Statement

Lake of the Woods ISD 390

**Please Note:**  
THE FUND WILL BE CLOSED MAY 29TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

## Activity Summary (30967-101) Operating

4/1/2023 - 4/30/2023

| Investment Pool Summary   | IS                  |
|---------------------------|---------------------|
| Beginning Balance         | \$389,118.14        |
| Dividends                 | \$1,549.10          |
| Purchases                 | \$0.00              |
| Redemptions               | \$0.00              |
| Ending Balance            | \$390,667.24        |
| Average Monthly Rate      | 4.844%              |
| Share Price               | \$1.000             |
| <b>Total</b>              | <b>\$390,667.24</b> |
| <b>Total Fixed Income</b> | <b>\$0.00</b>       |
| <b>Account Total</b>      | <b>\$390,667.24</b> |

### Lake of the Woods ISD 390

Shena Brandt  
Po Box 310  
236 15th Avenue Sw  
Baudette, MN 56623

### Your PMA Representative

Angie Stillwell  
(612) 509-2562  
astillwell@pmanetwork.com



**PMA Financial Network**  
2135 CityGate Lane, 7th Floor  
Naperville, IL 60563



## MNTrust Monthly Statement

Lake of the Woods ISD 390

### Transaction Activity (30967-101) Operating

IS 4/1/2023 - 4/30/2023

| Transaction | Trade Date | Settle Date | Description       | Redemption | Purchase   | Share Price | Shares this Transaction |
|-------------|------------|-------------|-------------------|------------|------------|-------------|-------------------------|
| 10550413    | 04/30/2023 | 04/30/2023  | Dividend Reinvest | \$0.00     | \$1,549.10 | \$1.000     | 1,549.100               |
|             |            |             |                   | \$0.00     | \$1,549.10 |             | 1,549.100               |

Beginning Balance: \$389,118.14 | Ending Balance: \$390,667.24





# MNTrust Monthly Statement

Lake of the Woods ISD 390

## Current Portfolio

4/30/2023

| Type | Code | Holding Id | Trade Date | Settle Date | Maturity Date | Description        | Cost         | Rate   | NAV     | Face/Par     | Market Value |
|------|------|------------|------------|-------------|---------------|--------------------|--------------|--------|---------|--------------|--------------|
| IS   |      |            |            | 04/30/2023  |               | IS Account Balance | \$390,667.24 | 4.844% | \$1.000 | \$390,667.24 | \$390,667.24 |
|      |      |            |            |             |               |                    | \$390,667.24 |        |         | \$390,667.24 | \$390,667.24 |

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

## Portfolio Summary

| Type | Allocation (%) | Allocation (\$) | Description |
|------|----------------|-----------------|-------------|
| IS   | 100.000%       | \$390,667.24    | IS Account  |

## Index

**Cost** is comprised of the total amount you paid for the investment including any fees and commissions.

**Rate** is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

**Face/Par** is the amount received at maturity for fixed rate investments.

**Market Value** reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

## MNTrust MONTHLY STATEMENT DISCLAIMER

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from the issuance of municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

### Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security and DTC CD whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. Other CDs and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

### MNTrust Activity

This section shows all of the client's transactions in MNTrust. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date. Information regarding the MNTrust investment objectives, risks, charges and expenses can be found in the MNTrust Information Statement, which can be obtained at <http://investmntrust.org/> or by calling PMA at the phone number listed. An investment in any series of MNTrust is not a deposit of any bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or MNTrust. Investors could lose money investing in any series of MNTrust, and there can be no assurance that any series of MNTrust that seeks to maintain a stable net asset value of \$1.00 per share will be able to do so.

### Money Market

The Rate shown for the liquid money market portfolio, called Investment Shares represents the average net interest rate over the previous month which is then annualized. Information regarding the investment objectives, risks, charges and expenses can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

### Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any non-DTC CD listed is located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

### Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

**PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.**

#### How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

#### How to Contact Pershing, LLC

Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

PMA Securities, LLC provides the following items of information pursuant to the Financial Industry Regulatory Authority ("FINRA") Rule 2267. (1) The FINRA BrokerCheck Hotline Number is 1-800-289-9999; (2) The FINRA Web site address is: [www.finra.org](http://www.finra.org); and (3) FINRA publishes an investor brochure that includes information describing the FINRA BrokerCheck Program. This brochure is available by contacting FINRA at the above telephone number or on the FINRA website. PMA Securities, LLC is also registered as a municipal securities dealer and municipal advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB). The MSRB website address is [www.msrb.org](http://www.msrb.org). Investor brochures relating to municipal securities firms and municipal advisory firms are available and posted on the website of the MSRB that describe the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

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**Purchasing Card Electronic Payment Summary**  
**Lake of the Woods School**

**Statement Date: 03/27/2023**

**Payment Due: 04/23/2023**

| <b><u>Description</u></b>   | <b><u>UFARS Code</u></b> | <b><u>Amount</u></b> |
|-----------------------------|--------------------------|----------------------|
| Bus Travel                  | E-01-100-218-000-366-000 | \$140.51             |
| Fuel Transportation         | E-01-005-760-720-442-000 | \$161.30             |
| AIPAC                       | E-01-100-203-320-430-000 | \$2,634.29           |
| Media Center Supplies       | E-01-200-620-097-430-000 | \$251.16             |
| District Staff Development  | E-01-005-640-316-366-000 | -\$954.00            |
| District Staff Development  | E-01-005-640-316-366-000 | \$929.42             |
| Track Travel                | E-01-222-292-000-366-105 | \$27.95              |
| Community Ed                | E-04-005-505-321-401-000 | \$300.00             |
| School Forest               | E-01-100-203-000-430-505 | \$78.96              |
| Maintenace Grounds Gym      | E-01-005-850-000-522-000 | \$736.07             |
| Health and Safety Test Kit  | E-01-005-760-720-305-000 | \$87.14              |
| ECFE Travel/Conference      | E-04-005-580-325-366-000 | \$290.00             |
| Wellness                    | E-01-200-001-000401-200  | \$17.08              |
| Postage                     | E-01-005-105-000-329-000 | \$3.38               |
| Miscelaneous District       | E-01-005-105-000-899-000 | \$714.62             |
| Kitchen Food Serivce Supply | E-02-005-770-701-401-000 | \$13.25              |
| Softball Supplies/Equipment | E-01-222-296-000-430-000 | \$1,333.44           |
|                             | <b>TOTAL</b>             | <b>\$6,764.57</b>    |

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Finance - General Ledger

## Voucher 04/30/2023 202310 - New Mode

| Voucher   |         |              |            | Additional Information |            |   |  |
|---|---------|--------------|------------|------------------------|------------|---|--|
| Batch   |         | Company      | 0390       | Voucher No             | 71865      | No Route <input checked="" type="checkbox"/>                              |  |
| Type  | Invoice | Status       | Open       | PO No                  |            |   |  |
| Group   | 1       | Vendor       | 4831       | Invoice No             | 4/07/23ST  | BMO Financial Group<br>PO Box 187, Station F<br>Toronto ON M4Y 2L5<br>CAN |  |
| Terms   | RECEIPT | Inv Date     | 04/07/2023 | Due Date               | 04/07/2023 |   |  |
| Currency  | USD     | Loc          | L1         | Remit To               |            |   |  |
| Comment: Pcard March Statement Paid in April                        |         |              |            |                        |            |   |  |
| 1099 Key  |         | Payment Type | Wire       | W9-Date                | 00/00/0000 |   |  |
| Separate Check ? <input type="checkbox"/> PO Comment:<br>PO Vendor: |         |              |            |                        |            |   |  |

| Seq | Adj | Alloc | Multi | S | Description            | Units | Rate     | Discount % | Total Cost | Co   | L | Fd | Org | Pro | Fin | O/S | Crs | Type | Location |
|-----|-----|-------|-------|---|------------------------|-------|----------|------------|------------|------|---|----|-----|-----|-----|-----|-----|------|----------|
| 1   | No  | No    |       |   | Travel, Conv, Conf-En  | 1.00  | 140.51   | 0.00%      | 140.51     | 0390 | E | 01 | 100 | 218 | 000 | 366 | 000 | F    | L1       |
| 2   | No  | No    |       |   | Fuel Pupil Transp      | 1.00  | 161.30   | 0.00%      | 161.30     | 0390 | E | 01 | 005 | 760 | 720 | 442 | 000 | F    | L1       |
| 3   | No  | No    |       |   | American Indian Aid -  | 1.00  | 2,634.29 | 0.00%      | 2,634.29   | 0390 | E | 01 | 100 | 203 | 320 | 430 | 000 | F    | L1       |
| 4   | No  | No    |       |   | Instruct Supplies-Med  | 1.00  | 251.16   | 0.00%      | 251.16     | 0390 | E | 01 | 200 | 620 | 097 | 430 | 000 | F    | L1       |
| 5   | No  | No    |       |   | Travel, Conv, Conf-Die | -1.00 | 954.00   | 0.00%      | -954.00    | 0390 | E | 01 | 005 | 640 | 316 | 366 | 000 | F    | L1       |
| 6   | No  | No    |       |   | Travel, Conv, Conf-Die | 1.00  | 929.42   | 0.00%      | 929.42     | 0390 | E | 01 | 005 | 640 | 316 | 366 | 000 | F    | L1       |
| 7   | No  | No    |       |   | Track Travel           | 1.00  | 27.95    | 0.00%      | 27.95      | 0390 | E | 01 | 222 | 292 | 000 | 366 | 105 | F    | L1       |
| 8   | No  | No    |       |   | General Supplies       | 1.00  | 300.00   | 0.00%      | 300.00     | 0390 | E | 04 | 005 | 505 | 321 | 401 | 000 | F    | L1       |
| 9   | No  | No    |       |   | Instruct Supplies-Fore | 1.00  | 78.96    | 0.00%      | 78.96      | 0390 | E | 01 | 100 | 203 | 000 | 430 | 505 | F    | L1       |
| 10  | No  | No    |       |   | Site/Grounds Improve   | 1.00  | 736.07   | 0.00%      | 736.07     | 0390 | E | 01 | 005 | 850 | 000 | 522 | 000 | F    | L1       |
| 11  | No  | No    |       |   | Consulting Fees        | 1.00  | 87.14    | 0.00%      | 87.14      | 0390 | E | 01 | 005 | 760 | 720 | 305 | 000 | F    | L1       |
| 12  | No  | No    |       |   | WELLNESS SUPPLIES      | 1.00  | 17.08    | 0.00%      | 17.08      | 0390 | E | 01 | 200 | 001 | 000 | 401 | 200 | F    | L1       |
| 13  | No  | No    |       |   | Postage & Express      | 1.00  | 3.38     | 0.00%      | 3.38       | 0390 | E | 01 | 005 | 105 | 000 | 329 | 000 | F    | L1       |
| 14  | No  | No    |       |   | Miscellaneous          | 1.00  | 714.62   | 0.00%      | 714.62     | 0390 | E | 01 | 005 | 105 | 000 | 599 | 000 | F    | L1       |
| 15  | No  | No    |       |   | General Supplies       | 1.00  | 13.25    | 0.00%      | 13.25      | 0390 | E | 02 | 005 | 770 | 701 | 401 | 000 | F    | L1       |
| 16  | No  | No    |       |   | Instruct Supplies      | 1.00  | 1,333.44 | 0.00%      | 1,333.44   | 0390 | E | 01 | 222 | 296 | 000 | 430 | 000 | F    | L1       |
| 17  | No  | No    |       |   | ECFE Travel and Conf   | 1.00  | 290.00   | 0.00%      | 290.00     | 0390 | E | 04 | 005 | 580 | 325 | 366 | 000 | F    | L1       |

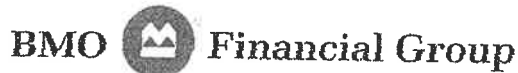
6,764.57

Transfer...

Distribution

Adjustments

Account Analysis



## Statement

|                                       |                          |                          |                     |
|---------------------------------------|--------------------------|--------------------------|---------------------|
| <b>Account Name:</b>                  | BILLING ACCOUNT 041545   | <b>Card Number:</b>      | xxxx-xxxx-xxxx-1545 |
| <b>Company Name:</b>                  | LAKE OF THE WOODS SCHOOL | <b>Account Limit:</b>    | \$ 30,000.00        |
| <b>Employee ID:</b>                   | 772190000033504          | <b>Available Credit:</b> | \$ 23,235.43        |
| <b>Statement Date (MM/DD/YYYY):</b>   | 03/27/2023               | <b>Currency:</b>         | U.S. DOLLAR         |
| <b>Payment Due Date (MM/DD/YYYY):</b> | 04/23/2023               |                          |                     |

### Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

|                             |              |
|-----------------------------|--------------|
| <b>Previous Balance:</b>    | \$ 9,298.04  |
| <b>Payments:</b>            | \$ -9,298.04 |
| <b>Adjustments:</b>         | \$ 0.00      |
| <b>Net Purchases:</b>       | \$ 6,764.57  |
| <b>Cash Advance:</b>        | \$ 0.00      |
| <b>Fees:</b>                | \$ 0.00      |
| <b>Other Charges:</b>       | \$ 0.00      |
| <b>New Account Balance:</b> | \$ 6,764.57  |

### Transaction Summary:

| Trans Date  | Posting Date<br>Trans ID | Description   | Pre-Tax Amount<br>Auth #                 | Total Tax | Trans Amount        |
|---|--------------------------|---|--|-----------|---------------------|
| <b>Card Number xxxx-xxxx-xxxx-1545 BILLING ACCOUNT 041545</b> |                          |   |  |           |                     |
| 03/06   | 03/06<br>462800185       | AUTOMATIC PYMT RECEIVED   | \$ -9,298.04                             | \$ 0.00   | \$ -9,298.04        |
|   |                          |   | <b>TOTAL CREDITS</b> xxxx-xxxx-xxxx-1545 |           | <b>\$ -9,298.04</b> |
|   |                          |   | <b>TOTAL DEBITS</b> xxxx-xxxx-xxxx-1545  |           | <b>\$ 0.00</b>      |
| <b>Card Number xxxx-xxxx-xxxx-2410 ABBEY, BRADLY</b>          |                          |   |  |           |                     |
| 03/01   | 03/01<br>462213188       | SUBWAY 10232 THIEF RIVER F MN<br><i>Bus. Driver Travel</i>                | \$ 13.99<br>045656                       | \$ 0.96   | \$ 14.95            |
|   |                          |   | <b>TOTAL CREDITS</b> xxxx-xxxx-xxxx-2410 |           | <b>\$ 0.00</b>      |
|   |                          |   | <b>TOTAL DEBITS</b> xxxx-xxxx-xxxx-2410  |           | <b>\$ 14.95</b>     |
| <b>Card Number xxxx-xxxx-xxxx-0636 BORGAN, KIRBY</b>          |                          |   |  |           |                     |
| 03/02   | 03/03<br>462624924       | SCHEELS ALL SPORTS 7013568264 ND<br><i>Softball Uniforms/Supply</i>       | \$ 160.00<br>082075                      | \$ 0.00   | \$ 160.00           |
| 03/02   | 03/06<br>462865353       | DOLLAR GENERAL #16529 BAUDETTE MN<br><i>Kitchenware/Food Service Misc</i> | \$ 13.25<br>044617                       | \$ 0.00   | \$ 13.25            |
| 03/03   | 03/06<br>462865428       | SP DIAMOND SPORT GEA FENTON MI<br><i>Softball Supplies</i>                | \$ 1,173.44<br>048832                    | \$ 0.00   | \$ 1,173.44         |
| 03/04   | 03/06<br>462865354       | SHELL OIL 10083973015 AKELEY MN<br><i>Track Travel</i>                    | \$ 10.09<br>053935                       | \$ 0.00   | \$ 10.09            |
| 03/04   | 03/06                    | ULTIMATE SPORTS BAR AN WAITE PARK MN<br><i>Track Travel</i>               | \$ 17.86                                 | \$ 0.00   | \$ 17.86            |

03/06  
462865352

VILLAGE ONE ST24010027 KELLIHER MN

\$ 89.85 \$ 0.00  
009231

03/24

03/27  
466221250

RONNINGS INC BAUDETTE MN

\$ 64.98 \$ 4.82 \$ 69.80  
097879

TOTAL CREDITS xxxx-xxxx-xxxx-0636

\$ 0.00

TOTAL DEBITS xxxx-xxxx-xxxx-0636

\$ 1,534.29

Card Number xxxx-xxxx-xxxx-3862 ISD 390, HA

01/31

03/09

LEARNING SOLUT 6505945955 CA

\$ -954.00 \$ 0.00 \$ -954.00

463528651

DSD Refund

004019

03/03

03/06

JERRYS ARTARAMA 8008278478 NC

\$ 79.63 \$ 0.00 \$ 79.63

462866344

AIPAC

074619

03/13

03/14

JERRYS ARTARAMA 8008278478 NC

\$ 33.86 \$ 0.00 \$ 33.86

464321408

AIPAC

005224

TOTAL CREDITS xxxx-xxxx-xxxx-3862

\$ -954.00

TOTAL DEBITS xxxx-xxxx-xxxx-3862

\$ 113.49

Card Number xxxx-xxxx-xxxx-2877 LYON, SAMANTHA

03/07

03/08

LAKE OF THE WOODS FO BAUDETTE MN

\$ 78.96 \$ 0.00 \$ 78.96

463320399

School Forest

057888

03/15

03/16

EB 38TH ANNUAL MINNES 8014137200 CA

\$ 1,650.00 \$ 0.00 \$ 1,650.00

464686907

AIPAC

068071

TOTAL CREDITS xxxx-xxxx-xxxx-2877

\$ 0.00

TOTAL DEBITS xxxx-xxxx-xxxx-2877

\$ 1,728.96

Card Number xxxx-xxxx-xxxx-2548 MAINTENANCE, MAINTENANCE

03/01

03/02

#AFETODAY ARLINGTON VA

\$ 174.00 \$ 0.00 \$ 174.00

462517230

LOW DSD Funds  
Staff Devlor Dues

043262

03/09

03/10

PORTLAND COMPRESSOR 503 235-0200 OR

\$ 736.07 \$ 0.00 \$ 736.07

463728605

Maintenance Grounds Gym

081943

03/23

03/23

UPS 2992MD1010M 800-811-1648 GA

\$ 13.00 \$ 0.00 \$ 13.00

465722041

Health Safety Test Kit

094104

03/23

03/23

UPS 1ZGT70Z60104668446 800-811-1648 GA

\$ 74.14 \$ 0.00 \$ 74.14

465722040

Health Safety Test Kit

093008

TOTAL CREDITS xxxx-xxxx-xxxx-2548

\$ 0.00

TOTAL DEBITS xxxx-xxxx-xxxx-2548

\$ 997.21

Card Number xxxx-xxxx-xxxx-8751 MERCHANT, MARY

03/01

03/03

371 DINER BAXTER MN

\$ 78.65 \$ 0.00 \$ 78.65

462624849

Staff Dev Travel

026802

03/02

03/06

THE WHITE HORSE SAINT CLOUD MN

\$ 105.04 \$ 0.00 \$ 105.04

462865351

()

008794

03/03

03/06

MARATHON PETRO20529 BEMIDJI MN

\$ 71.45 \$ 0.00 \$ 71.45

462865196

Fuel Transp.

076077

03/03

03/06

CULVERS OF BEMIDJI2 BEMIDJI MN

\$ 35.65 \$ 0.00 \$ 35.65

462865197

Staff Dev Travel

004388

03/03

03/06

BEST WESTERN ST CLOUD SAINT CLOUD MN

\$ 268.04 \$ 0.00 \$ 268.04

Staff Dev Travel



|       |           |  |           |          |                          |
|-------|-----------|--|-----------|----------|--------------------------|
| 03/03 | 03/06     | BEST WESTERN ST CLOUD SAINT CLOUD MN   | \$ 268.04 | \$ 0.00  | Page 3 of 6<br>\$ 268.04 |
|       | 462865199 | <i>Sub Total</i>                       | 088952    |          |                          |
| 03/06 | 03/07     | USPS PO 2606200174 BAUDETTE MN         | \$ 3.38   | \$ 0.00  | \$ 3.38                  |
|       | 463176036 | <i>Postage</i>                         | 017441    |          |                          |
| 03/10 | 03/13     | PAYPAL MNAFEE 4029357733 MN            | \$ 290.00 | \$ 0.00  | \$ 290.00                |
|       | 463953257 | <i>ECFE Co</i>                         | 089770    |          |                          |
| 03/15 | 03/16     | WALMART.COM 8009666546 800-966-6546 AR | \$ 251.16 | \$ 0.00  | \$ 251.16                |
|       | 464686983 | <i>Media Center Library</i>            | 055350    |          |                          |
| 03/17 | 03/20     | CENEX HOWARD S09897018 BAUDETTE MN     | \$ 17.08  | \$ 0.00  | \$ 17.08                 |
|       | 465003104 | <i>Walmart</i>                         | 099954    |          |                          |
| 03/18 | 03/20     | BARNES&NOBLE PAPERSOUR 800-843-2665 NY | \$ 689.54 | \$ 47.38 | \$ 736.92                |
|       | 465003101 | <i>AIPAC</i>                           | 098591    |          |                          |
| 03/19 | 03/20     | BARNES&NOBLE PAPERSOUR 800-843-2665 NY | \$ 14.99  | \$ 1.03  | \$ 16.02                 |
|       | 465003103 | <i>AIPAC</i>                           | 098591    |          |                          |
| 03/19 | 03/20     | BARNES&NOBLE PAPERSOUR 800-843-2665 NY | \$ 44.97  | \$ 3.09  | \$ 48.06                 |
|       | 465003102 | <i>AIPAC</i>                           | 098591    |          |                          |

TOTAL CREDITS xxxx-xxxx-xxxx-8751 \$ 0.00  
TOTAL DEBITS xxxx-xxxx-xxxx-8751 \$ 2,189.49

Card Number xxxx-xxxx-xxxx-8179 NELSON, JEFF *Bus driver - Travel*

|       |           |   |          |         |          |
|-------|-----------|---|----------|---------|----------|
| 02/28 | 03/02     | BURGER KING #28519 Q07 ROSEAU MN        | \$ 18.25 | \$ 0.00 | \$ 18.25 |
|       | 462517153 | <i>Benid Travel</i>                     | 068660   |         |          |
| 03/01 | 03/02     | NORTHDALE TRF PETRO THIEF RIVER F MN    | \$ 9.85  | \$ 0.00 | \$ 9.85  |
|       | 462517229 | <i>KB Travel Bus</i>                    | 013359   |         |          |
| 03/01 | 03/06     | TACO JOHNS 9848 THIEF RVR FLS MN        | \$ 14.14 | \$ 0.00 | \$ 14.14 |
|       | 462866343 | <i>Bus driver Travel</i>                | 053041   |         |          |
| 03/06 | 03/07     | CLARK 9562 ARGYLE MN                    | \$ 25.05 | \$ 0.00 | \$ 25.05 |
|       | 463176035 | <i>(( ((</i>                            | 066245   |         |          |
| 03/07 | 03/08     | CENEX HOWARD S09897018 BAUDETTE MN      | \$ 6.82  | \$ 0.00 | \$ 6.82  |
|       | 463320398 | <i>(( ((</i>                            | 058597   |         |          |
| 03/08 | 03/09     | ARBYS #7871 THIEF RIVE THIEF RIVER F MN | \$ 9.61  | \$ 0.00 | \$ 9.61  |
|       | 463527862 | <i>(( ((</i>                            | 054901   |         |          |
| 03/08 | 03/09     | BIFFS KITCHEN THIEF RIVER F MN          | \$ 15.84 | \$ 0.00 | \$ 15.84 |
|       | 463527861 | <i>(( ((</i>                            | 062186   |         |          |
| 03/10 | 03/13     | BUENA VISTA SKI AREA BEMIDJI MN         | \$ 10.00 | \$ 0.00 | \$ 10.00 |
|       | 463953180 | <i>(( ((</i>                            | 009191   |         |          |
| 03/10 | 03/13     | BUENA VISTA SKI AREA BEMIDJI MN         | \$ 16.00 | \$ 0.00 | \$ 16.00 |
|       | 463953181 | <i>(( ((</i>                            | 090333   |         |          |

TOTAL CREDITS xxxx-xxxx-xxxx-8179 \$ 0.00  
TOTAL DEBITS xxxx-xxxx-xxxx-8179 \$ 125.56

Card Number xxxx-xxxx-xxxx-0953 POPPITZ, HARLEY

|       |           |   |           |         |           |
|-------|-----------|---|-----------|---------|-----------|
| 03/03 | 03/06     | AMERICAN RED CROSS 800-733-2767 DC      | \$ 300.00 | \$ 0.00 | \$ 300.00 |
|       | 462865195 | <i>Community Ed</i>                     | 001993    |         |           |
| 03/19 | 03/20     | AMAZON.COM HC7TZ0M31 A AMZN.COM/BILL WA | \$ 24.03  | \$ 1.80 | \$ 25.83  |
|       | 465003024 |   | 044411    |         |           |
| 03/20 | 03/20     | AMZN MKTP US HC7RX8SZ1 AMZN.COM/BILL WA | \$ 19.97  | \$ 1.50 | \$ 21.47  |
|       | 465003025 |   | 063950    |         |           |

03/24

03/27  
466221180

AMAZON.COM H76VF9482 A AMZN.COM/BILL WA

\$ 28.00  
067442

\$ 2.10

Page 4 of 6  
\$ 30.10

**TOTAL CREDITS** xxxx-xxxx-xxxx-0953

**\$ 0.00**

**TOTAL DEBITS** xxxx-xxxx-xxxx-0953

**\$ 1,014.62**



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**CUSTOMER SERVICE:**

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Service Representatives are available to assist you 24 hours a day, seven days a week. Please have account number information ready.

**BMO**

Telephone Inquiries: 1-855-825-9234

Lost/Stolen cards: 1-844-227-0528

Outside USA and Canada call collect: 262-780-8662

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: [bmo.com/treasuryandpayment](http://bmo.com/treasuryandpayment)

**Diners Club**

Telephone Inquiries: 1-800-2-DINERS (1-800-234-6377)

Lost/Stolen cards: 1-800-234-6377

Outside USA and Canada call collect: 1-514-877-1577

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: [dinersclubnorthamerica.com](http://dinersclubnorthamerica.com)

**PAYMENT INFORMATION:**

|   | <b>BMO</b>  | <b>Diners Club</b>   |
|---|---|--|
| <b>You can mail your payment to:</b>                    | BMO Harris<br>P.O. Box 5732<br>Carol Stream, IL 60197-5732  | Diners Club<br>P.O. Box 5732<br>Carol Stream, IL 60197-5732  |
| <b>You may send your payment via overnight mail to:</b> | FIS<br>BMO Harris Bank Attn: Lockbox# 5732<br>270 Remington Blvd, Suite B<br>Bolingbrook, IL 60440        | FIS<br>BMO Harris Bank Attn: Lockbox# 5732<br>270 Remington Blvd, Suite B<br>Bolingbrook, IL 60440 |
| <b>IMPORTANT PAYMENT INFORMATION:</b>                   | For BMO Harris accounts, please make your cheque or money order payable to:<br><b>BMO Financial Group</b> | For Diners Club accounts, please make your cheque or money order payable to:<br><b>Diners Club</b> |

**If you are paying by mail:****Remember**

- Enclose your cheque or money order, payable in US dollars, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your cheque or money order.
- Please do not send cash.

**A fee will be assessed against returned cheques.**

® Registered trade-mark of Bank of Montreal.

**The balance due will be automatically debited from your bank account as you authorized.**

## Lake of the Woods Public Schools #390

## Student Activity Guideline

Period Ending April 30, 2023

Sequence: Group-Sub, Crs

|   |    |     |     |     |     |     |       |     |                            | B23           |               |              | % YTD  |              |        | Remaining   |
|---|----|-----|-----|-----|-----|-----|-------|-----|----------------------------|---------------|---------------|--------------|--------|--------------|--------|-------------|
| L | Fd | Org | Pro | Fin | O/S | Crs | Class | Sub | Description                | Annual Budget | Period 202310 | Year To Date | % YTD  | Encumbrances | + Enc  | Balance     |
|   |    |     |     |     |     |     |       |     | 00 ASSETS                  |               |               |              |        |              |        |             |
| B | 21 | 101 | 000 |     |     |     | 100   | 00  | Student Activity Cash      | 0.00          | (3,583.40)    | 81,371.49    | 0%     | 0.00         | 0%     | (81,371.49) |
|   |    |     |     |     |     |     |       |     | 00 ASSETS                  | 0.00          | (3,583.40)    | 81,371.49    | 0%     | 0.00         | 0%     | (81,371.49) |
|   |    |     |     |     |     |     |       |     | 703 Girls Basketball       |               |               |              |        |              |        |             |
| B | 21 | 401 | 703 |     |     |     | 400   | 703 | Girls Basketball           | 0.00          | 0.00          | (239.84)     | 0%     | 0.00         | 0%     | 239.84      |
| E | 21 | 005 | 298 | 301 | 401 | 703 | 401   | 703 | Girls Basketball           | 0.00          | 0.00          | 239.84       | 0%     | 0.00         | 0%     | (239.84)    |
|   |    |     |     |     |     |     |       |     | 703 Girls Basketball       | 0.00          | 0.00          | 0.00         | 0%     | 0.00         | 0%     | 0.00        |
|   |    |     |     |     |     |     |       |     | 704 Boys Basketball        |               |               |              |        |              |        |             |
| B | 21 | 401 | 704 |     |     |     | 400   | 704 | Boys Basketball            | 0.00          | 0.00          | (211.60)     | 0%     | 0.00         | 0%     | 211.60      |
| E | 21 | 005 | 298 | 301 | 401 | 704 | 401   | 704 | Boys Basketball            | 0.00          | 0.00          | 211.60       | 0%     | 0.00         | 0%     | (211.60)    |
|   |    |     |     |     |     |     |       |     | 704 Boys Basketball        | 0.00          | 0.00          | 0.00         | 0%     | 0.00         | 0%     | 0.00        |
|   |    |     |     |     |     |     |       |     | 710 Choir                  |               |               |              |        |              |        |             |
| B | 21 | 401 | 710 |     |     |     | 400   | 710 | Choir                      | 0.00          | 0.00          | (1,578.29)   | 0%     | 0.00         | 0%     | 1,578.29    |
| E | 21 | 005 | 298 | 301 | 401 | 710 | 401   | 710 | Choir                      | 1,578.00      | 0.00          | 1,578.29     | 100%   | 0.00         | 100%   | (0.29)      |
|   |    |     |     |     |     |     |       |     | 710 Choir                  | 1,578.00      | 0.00          | 0.00         | 0%     | 0.00         | 0%     | 1,578.00    |
|   |    |     |     |     |     |     |       |     | 711 Band                   |               |               |              |        |              |        |             |
| B | 21 | 401 | 711 |     |     |     | 400   | 711 | Band                       | 0.00          | 0.00          | (8,327.50)   | 0%     | 0.00         | 0%     | 8,327.50    |
| E | 21 | 005 | 298 | 301 | 401 | 711 | 401   | 711 | Band                       | 0.00          | 0.00          | 8,327.50     | 0%     | 0.00         | 0%     | (8,327.50)  |
|   |    |     |     |     |     |     |       |     | 711 Band                   | 0.00          | 0.00          | 0.00         | 0%     | 0.00         | 0%     | 0.00        |
|   |    |     |     |     |     |     |       |     | 712 High School Yearbook   |               |               |              |        |              |        |             |
| B | 21 | 401 | 712 |     |     |     | 400   | 712 | High School Yearbook       | 0.00          | 0.00          | (7,114.44)   | 0%     | 0.00         | 0%     | 7,114.44    |
| E | 21 | 005 | 298 | 301 | 401 | 712 | 401   | 712 | High School Yearbook       | 6,800.00      | 0.00          | 4,753.71     | 70%    | 0.00         | 70%    | 2,046.29    |
| R | 21 | 005 | 298 | 301 | 099 | 712 | 401   | 712 | High School Yearbook       | (5,000.00)    | 0.00          | (5,954.16)   | 119%   | 0.00         | 119%   | 954.16      |
|   |    |     |     |     |     |     |       |     | 712 High School Yearbook   | 1,800.00      | 0.00          | (8,314.89)   | (462%) | 0.00         | (462%) | 10,114.89   |
|   |    |     |     |     |     |     |       |     | 713 Student Council        |               |               |              |        |              |        |             |
| B | 21 | 401 | 713 |     |     |     | 400   | 713 | Student Council            | 0.00          | 0.00          | (2,727.77)   | 0%     | 0.00         | 0%     | 2,727.77    |
| E | 21 | 005 | 298 | 301 | 401 | 713 | 401   | 713 | Student Council            | 2,000.00      | 0.00          | 1,826.94     | 91%    | 0.00         | 91%    | 173.06      |
| R | 21 | 005 | 298 | 301 | 099 | 713 | 401   | 713 | Student Council            | (900.00)      | 0.00          | (986.92)     | 110%   | 0.00         | 110%   | 86.92       |
|   |    |     |     |     |     |     |       |     | 713 Student Council        | 1,100.00      | 0.00          | (1,887.75)   | (172%) | 0.00         | (172%) | 2,987.75    |
|   |    |     |     |     |     |     |       |     | 714 Special Ed Fundraising |               |               |              |        |              |        |             |
| B | 21 | 401 | 714 |     |     |     | 400   | 714 | Special Ed Fundraising     | 0.00          | 0.00          | (2,317.39)   | 0%     | 0.00         | 0%     | 2,317.39    |
| E | 21 | 005 | 298 | 301 | 401 | 714 | 401   | 714 | Special Ed Fundraising     | 2,317.00      | 0.00          | 0.00         | 0%     | 0.00         | 0%     | 2,317.00    |
| R | 21 | 005 | 298 | 301 | 099 | 714 | 401   | 714 | Special Ed Fundraising     | 0.00          | 0.00          | (467.00)     | 0%     | 0.00         | 0%     | 467.00      |
|   |    |     |     |     |     |     |       |     | 714 Special Ed Fundraising | 2,317.00      | 0.00          | (2,784.39)   | (120%) | 0.00         | (120%) | 5,101.39    |

## Lake of the Woods Public Schools #390

## Student Activity Guideline

Period Ending April 30, 2023

Sequence: Group-Sub, Crs

|                            |    |     |     |     |     |     |       |     |                        | B23           |               |              | % YTD   |              |         | Remaining  |
|----------------------------|----|-----|-----|-----|-----|-----|-------|-----|------------------------|---------------|---------------|--------------|---------|--------------|---------|------------|
| L                          | Fd | Org | Pro | Fin | O/S | Crs | Class | Sub | Description            | Annual Budget | Period 202310 | Year To Date | % YTD   | Encumbrances | + Enc   | Balance    |
| 715 Elementary Yearbook    |    |     |     |     |     |     |       |     |                        |               |               |              |         |              |         |            |
| B                          | 21 | 401 | 715 |     |     |     | 400   | 715 | Elementary Yearbook    | 0.00          | 0.00          | (2,648.84)   | 0%      | 0.00         | 0%      | 2,648.84   |
| E                          | 21 | 005 | 298 | 301 | 401 | 715 | 401   | 715 | Elementary Yearbook    | 400.00        | 0.00          | 0.00         | 0%      | 0.00         | 0%      | 400.00     |
| R                          | 21 | 005 | 298 | 301 | 099 | 715 | 401   | 715 | Elementary Yearbook    | (1,500.00)    | 0.00          | (360.00)     | 24%     | 0.00         | 24%     | (1,140.00) |
| 715 Elementary Yearbook    |    |     |     |     |     |     |       |     |                        | (1,100.00)    | 0.00          | (3,008.84)   | 274%    | 0.00         | 274%    | 1,908.84   |
| 716 Elementary Fundraising |    |     |     |     |     |     |       |     |                        |               |               |              |         |              |         |            |
| B                          | 21 | 401 | 716 |     |     |     | 400   | 716 | Elementary Fundraising | 0.00          | 0.00          | (12,812.73)  | 0%      | 0.00         | 0%      | 12,812.73  |
| E                          | 21 | 005 | 298 | 301 | 401 | 716 | 401   | 716 | Elementary Fundraising | 3,000.00      | 0.00          | 9,364.23     | 312%    | 558.08       | 331%    | (6,922.31) |
| R                          | 21 | 005 | 298 | 301 | 099 | 716 | 401   | 716 | Elementary Fundraising | (2,500.00)    | 0.00          | (4,308.78)   | 172%    | 0.00         | 172%    | 1,808.78   |
| 716 Elementary Fundraising |    |     |     |     |     |     |       |     |                        | 500.00        | 0.00          | (7,757.28)   | (1551%) | 558.08       | (1440%) | 7,699.20   |
| 717 Savings                |    |     |     |     |     |     |       |     |                        |               |               |              |         |              |         |            |
| B                          | 21 | 401 | 717 |     |     |     | 400   | 717 | Spanish Club           | 0.00          | 0.00          | (1,140.77)   | 0%      | 0.00         | 0%      | 1,140.77   |
| E                          | 21 | 005 | 298 | 301 | 401 | 717 | 401   | 717 | Spanish Club           | 0.00          | 0.00          | 1,140.77     | 0%      | 0.00         | 0%      | (1,140.77) |
| 717 Savings                |    |     |     |     |     |     |       |     |                        | 0.00          | 0.00          | 0.00         | 0%      | 0.00         | 0%      | 0.00       |
| 718 Spanish Club           |    |     |     |     |     |     |       |     |                        |               |               |              |         |              |         |            |
| B                          | 21 | 401 | 718 |     |     |     | 400   | 718 | Savings                | 0.00          | 0.00          | (94.63)      | 0%      | 0.00         | 0%      | 94.63      |
| E                          | 21 | 005 | 298 | 301 | 401 | 718 | 401   | 718 | Savings                | 0.00          | 0.00          | 94.63        | 0%      | 0.00         | 0%      | (94.63)    |
| 718 Spanish Club           |    |     |     |     |     |     |       |     |                        | 0.00          | 0.00          | 0.00         | 0%      | 0.00         | 0%      | 0.00       |
| 721 Class of 2021          |    |     |     |     |     |     |       |     |                        |               |               |              |         |              |         |            |
| B                          | 21 | 401 | 721 |     |     |     | 400   | 721 | Class of 2021          | 0.00          | 0.00          | 4,200.00     | 0%      | 0.00         | 0%      | (4,200.00) |
| E                          | 21 | 005 | 298 | 301 | 401 | 721 | 401   | 721 | Class of 2021          | 0.00          | 0.00          | (4,200.00)   | 0%      | 0.00         | 0%      | 4,200.00   |
| 721 Class of 2021          |    |     |     |     |     |     |       |     |                        | 0.00          | 0.00          | 0.00         | 0%      | 0.00         | 0%      | 0.00       |
| 722 Class of 2022          |    |     |     |     |     |     |       |     |                        |               |               |              |         |              |         |            |
| B                          | 21 | 401 | 722 |     |     |     | 400   | 722 | Class of 2022          | 0.00          | 0.00          | (17,022.42)  | 0%      | 0.00         | 0%      | 17,022.42  |
| E                          | 21 | 005 | 298 | 301 | 401 | 722 | 401   | 722 | Class of 2022          | 17,097.00     | 0.00          | 17,097.42    | 100%    | 0.00         | 100%    | (0.42)     |
| R                          | 21 | 005 | 298 | 301 | 099 | 722 | 401   | 722 | Class of 2022          | 0.00          | 0.00          | (75.00)      | 0%      | 0.00         | 0%      | 75.00      |
| 722 Class of 2022          |    |     |     |     |     |     |       |     |                        | 17,097.00     | 0.00          | 0.00         | 0%      | 0.00         | 0%      | 17,097.00  |
| 723 Class of 2023          |    |     |     |     |     |     |       |     |                        |               |               |              |         |              |         |            |
| B                          | 21 | 401 | 723 |     |     |     | 400   | 723 | Class of 2023          | 0.00          | 0.00          | (6,311.92)   | 0%      | 0.00         | 0%      | 6,311.92   |
| E                          | 21 | 005 | 298 | 301 | 401 | 723 | 401   | 723 | Class of 2023          | 12,929.00     | 0.00          | 3,990.65     | 31%     | 0.00         | 31%     | 8,938.35   |
| R                          | 21 | 005 | 298 | 301 | 099 | 723 | 401   | 723 | Class of 2023          | 0.00          | 0.00          | (8,230.82)   | 0%      | 0.00         | 0%      | 8,230.82   |
| 723 Class of 2023          |    |     |     |     |     |     |       |     |                        | 12,929.00     | 0.00          | (10,552.09)  | (82%)   | 0.00         | (82%)   | 23,481.09  |
| 724 Class of 2024          |    |     |     |     |     |     |       |     |                        |               |               |              |         |              |         |            |
| B                          | 21 | 401 | 724 |     |     |     | 400   | 724 | Class of 2024          | 0.00          | 0.00          | (14,727.90)  | 0%      | 0.00         | 0%      | 14,727.90  |
| R                          | 21 | 005 | 298 | 301 | 099 | 724 | 401   | 724 | Class of 2024          | (970.00)      | 0.00          | (973.00)     | 100%    | 0.00         | 100%    | 3.00       |

## Lake of the Woods Public Schools #390

## Student Activity Guideline

Period Ending April 30, 2023

Sequence: Group-Sub, Crs

|                        |    |     |     |     |     |     |       |     |                       | B23           |               |              | % YTD  |              |        | Remaining  |
|------------------------|----|-----|-----|-----|-----|-----|-------|-----|-----------------------|---------------|---------------|--------------|--------|--------------|--------|------------|
| L                      | Fd | Org | Pro | Fin | O/S | Crs | Class | Sub | Description           | Annual Budget | Period 202310 | Year To Date | % YTD  | Encumbrances | + Enc  | Balance    |
| 724 Class of 2024      |    |     |     |     |     |     |       |     |                       |               |               |              |        |              |        |            |
| E                      | 21 | 005 | 298 | 301 | 401 | 724 | 401   | 724 | Class of 2024         | 10,000.00     | 0.00          | 9,688.05     | 97%    | 0.00         | 97%    | 311.95     |
| 724 Class of 2024      |    |     |     |     |     |     |       |     |                       | 9,030.00      | 0.00          | (6,012.85)   | (67%)  | 0.00         | (67%)  | 15,042.85  |
| 725 Class of 2025      |    |     |     |     |     |     |       |     |                       |               |               |              |        |              |        |            |
| B                      | 21 | 401 | 725 |     |     |     | 400   | 725 | Class of 2025         | 0.00          | 0.00          | (7,233.62)   | 0%     | 0.00         | 0%     | 7,233.62   |
| E                      | 21 | 005 | 298 | 301 | 401 | 725 | 401   | 725 | Class of 2025         | 3,500.00      | 4,002.50      | 6,535.50     | 187%   | 0.00         | 187%   | (3,035.50) |
| R                      | 21 | 005 | 298 | 301 | 099 | 725 | 401   | 725 | Class of 2025         | (4,000.00)    | 0.00          | (9,924.00)   | 248%   | 0.00         | 248%   | 5,924.00   |
| 725 Class of 2025      |    |     |     |     |     |     |       |     |                       | (500.00)      | 4,002.50      | (10,622.12)  | 2124%  | 0.00         | 2124%  | 10,122.12  |
| 726 Class of 2026      |    |     |     |     |     |     |       |     |                       |               |               |              |        |              |        |            |
| B                      | 21 | 401 | 726 |     |     |     | 400   | 726 | Class of 2026         | 0.00          | 0.00          | (5,039.81)   | 0%     | 0.00         | 0%     | 5,039.81   |
| R                      | 21 | 005 | 298 | 301 | 099 | 726 | 401   | 726 | Class of 2026         | (5,500.00)    | 0.00          | (5,339.00)   | 97%    | 0.00         | 97%    | (161.00)   |
| E                      | 21 | 005 | 298 | 301 | 401 | 726 | 401   | 726 | Class of 2026         | 1,200.00      | 0.00          | 3,143.75     | 262%   | 0.00         | 262%   | (1,943.75) |
| 726 Class of 2026      |    |     |     |     |     |     |       |     |                       | (4,300.00)    | 0.00          | (7,235.06)   | 168%   | 0.00         | 168%   | 2,935.06   |
| 727 Class of 2027      |    |     |     |     |     |     |       |     |                       |               |               |              |        |              |        |            |
| B                      | 21 | 401 | 727 |     |     |     | 400   | 727 | Class of 2027         | 0.00          | 0.00          | (2,758.85)   | 0%     | 0.00         | 0%     | 2,758.85   |
| E                      | 21 | 005 | 298 | 301 | 401 | 727 | 401   | 727 | Class of 2027         | 1,200.00      | 0.00          | 1,054.60     | 88%    | 0.00         | 88%    | 145.40     |
| R                      | 21 | 005 | 298 | 301 | 099 | 727 | 401   | 727 | Class of 2027         | (650.00)      | 0.00          | (620.79)     | 96%    | 0.00         | 96%    | (29.21)    |
| 727 Class of 2027      |    |     |     |     |     |     |       |     |                       | 550.00        | 0.00          | (2,325.04)   | (423%) | 0.00         | (423%) | 2,875.04   |
| 729 Class of 2028      |    |     |     |     |     |     |       |     |                       |               |               |              |        |              |        |            |
| B                      | 21 | 401 | 729 |     |     |     | 400   | 729 | Class of 2028         | 0.00          | 0.00          | 5,458.49     | 0%     | 0.00         | 0%     | (5,458.49) |
| E                      | 21 | 005 | 298 | 301 | 401 | 729 | 401   | 729 | Class of 2028 Expense | 1,200.00      | 0.00          | 0.00         | 0%     | 0.00         | 0%     | 1,200.00   |
| R                      | 21 | 005 | 298 | 301 | 099 | 729 | 401   | 729 | Class of 2028 Revenue | (7,000.00)    | 0.00          | (6,930.00)   | 99%    | 0.00         | 99%    | (70.00)    |
| 729 Class of 2028      |    |     |     |     |     |     |       |     |                       | (5,800.00)    | 0.00          | (1,471.51)   | 25%    | 0.00         | 25%    | (4,328.49) |
| 730 Class of 2029      |    |     |     |     |     |     |       |     |                       |               |               |              |        |              |        |            |
| B                      | 21 | 401 | 730 |     |     |     | 400   | 730 | Class of 2029         | 0.00          | 0.00          | (4,427.10)   | 0%     | 0.00         | 0%     | 4,427.10   |
| R                      | 21 | 005 | 298 | 301 | 099 | 730 | 401   | 730 | Class of 2029         | 0.00          | 0.00          | (640.00)     | 0%     | 0.00         | 0%     | 640.00     |
| E                      | 21 | 005 | 298 | 301 | 401 | 730 | 401   | 730 | Class of 2029         | 4,000.00      | 0.00          | 1,602.00     | 40%    | 0.00         | 40%    | 2,398.00   |
| 730 Unreserved/Undesig |    |     |     |     |     |     |       |     |                       | 4,000.00      | 0.00          | (3,465.10)   | (87%)  | 0.00         | (87%)  | 7,465.10   |
| 731 HS Fund Raising    |    |     |     |     |     |     |       |     |                       |               |               |              |        |              |        |            |
| B                      | 21 | 401 | 731 |     |     |     | 400   | 731 | High School PBIS      | 0.00          | 0.00          | (196.29)     | 0%     | 0.00         | 0%     | 196.29     |
| E                      | 21 | 005 | 298 | 301 | 401 | 731 | 401   | 731 | High School PBIS      | 700.00        | 0.00          | 678.37       | 97%    | 0.00         | 97%    | 21.63      |
| R                      | 21 | 005 | 298 | 301 | 099 | 731 | 401   | 731 | High School PBIS      | (750.00)      | (540.60)      | (2,217.99)   | 296%   | 0.00         | 296%   | 1,467.99   |
| 731 HS Fund Raising    |    |     |     |     |     |     |       |     |                       | (50.00)       | (540.60)      | (1,735.91)   | 3472%  | 0.00         | 3472%  | 1,685.91   |
| 732 Backpack Program   |    |     |     |     |     |     |       |     |                       |               |               |              |        |              |        |            |
| R                      | 21 | 005 | 298 | 301 | 099 | 732 | 401   | 732 | Backpack Program      | (1,200.00)    | (150.00)      | (11,625.00)  | 969%   | 0.00         | 969%   | 10,425.00  |

## Lake of the Woods Public Schools #390

## Student Activity Guideline

Period Ending April 30, 2023

Sequence: Group-Sub, Crs

|                |    |     |     |     |     |     |       |     |                  | B23           |               |              | % YTD |              |       | Remaining  |
|----------------|----|-----|-----|-----|-----|-----|-------|-----|------------------|---------------|---------------|--------------|-------|--------------|-------|------------|
| L              | Fd | Org | Pro | Fin | O/S | Crs | Class | Sub | Description      | Annual Budget | Period 202310 | Year To Date | % YTD | Encumbrances | + Enc | Balance    |
|                |    |     |     |     |     |     | 732   |     | Backpack Program |               |               |              |       |              |       |            |
| E              | 21 | 005 | 298 | 301 | 401 | 732 | 401   | 732 | Backpack Program | 500.00        | 271.50        | 1,632.34     | 326%  | 28.89        | 332%  | (1,161.23) |
|                |    |     |     |     |     |     | 732   |     | Backpack Program | (700.00)      | 121.50        | (9,992.66)   | 1428% | 28.89        | 1423% | 9,263.77   |
|                |    |     |     |     |     |     | 733   |     | Class of 2030    |               |               |              |       |              |       |            |
| E              | 21 | 005 | 298 | 301 | 401 | 733 | 401   | 733 | Class of 2030    | 7,200.00      | 0.00          | 6,915.00     | 96%   | 0.00         | 96%   | 285.00     |
| R              | 21 | 005 | 298 | 301 | 099 | 733 | 401   | 733 | Class of 2030    | (11,500.00)   | 0.00          | (11,121.00)  | 97%   | 0.00         | 97%   | (379.00)   |
|                |    |     |     |     |     |     | 733   |     | Class of 2030    | (4,300.00)    | 0.00          | (4,206.00)   | 98%   | 0.00         | 98%   | (94.00)    |
| Report Totals: |    |     |     |     |     |     |       |     |                  | 34,151.00     | 0.00          | 0.00         | 0%    | 586.97       | 2%    | 33,564.03  |

**Lake of the Woods Public Schools #390**  
**Student Activity Transaction Report**  
**202310 through 202310**

Sequence: Comp, L, Fd, Org, Pro, Fin, O/S, Crs

21dent Activity Fund

|                         |       |        |     |          |     |                      |                                    |                       |                    |                                     |               |           |              |              |        |          |               |
|-------------------------|-------|--------|-----|----------|-----|----------------------|------------------------------------|-----------------------|--------------------|-------------------------------------|---------------|-----------|--------------|--------------|--------|----------|---------------|
| 0390                    | B     | 21     | 101 | 000      |     |                      |                                    | Student Activity Cash |                    | St Bal:                             | \$84,954.89   | Activity: | (\$3,583.40) | Enc:         | \$0.00 | End Bal: | \$81,371.49   |
| Type                    | Code  | Period |     | Date     | St  | Vendor / Cust / Desc |                                    |                       | Detail Description |                                     |               | PO#       | Inv Ref      | PmtDt/DepCtl | Pmt Tp | Check#   | Amount        |
| 0390                    | B     | 21     | 206 | 000      |     |                      |                                    | Accounts Payable      |                    | St Bal:                             | \$0.00        | Activity: | \$0.00       | Enc:         | \$0.00 | End Bal: | \$0.00        |
| Type                    | Code  | Period |     | Date     | St  | Vendor / Cust / Desc |                                    |                       | Detail Description |                                     |               | PO#       | Inv Ref      | PmtDt/DepCtl | Pmt Tp | Check#   | Amount        |
| 0390                    | E     | 21     | 005 | 298      | 301 | 401                  | 725                                | Class of 2025         |                    | St Bal:                             | \$2,533.00    | Activity: | \$4,002.50   | Enc:         | \$0.00 | End Bal: | \$6,535.50    |
| Type                    | Code  | Period |     | Date     | St  | Vendor / Cust / Desc |                                    |                       | Detail Description |                                     |               | PO#       | Inv Ref      | PmtDt/DepCtl | Pmt Tp | Check#   | Amount        |
| VOU                     | 71647 | 202310 |     | 04/03/23 |     | 1                    | 4683 Fresh Alternative Fundraising |                       |                    | Class of 2025 Butterbraid Fundraise |               |           | 123030060R2  | 04/03/23     | CH     | 9475208  | 4,002.50      |
| Total Voucher Activity: |       |        |     |          |     |                      |                                    |                       |                    |                                     |               |           |              |              |        |          | \$4,002.50    |
| 0390                    | E     | 21     | 005 | 298      | 301 | 401                  | 732                                | Backpack Program      |                    | St Bal:                             | \$1,360.84    | Activity: | \$271.50     | Enc:         | \$0.00 | End Bal: | \$1,632.34    |
| Type                    | Code  | Period |     | Date     | St  | Vendor / Cust / Desc |                                    |                       | Detail Description |                                     |               | PO#       | Inv Ref      | PmtDt/DepCtl | Pmt Tp | Check#   | Amount        |
| VOU                     | 71648 | 202310 |     | 04/03/23 |     | 1                    | 4954 North Country Food Bank, Inc. |                       |                    | Backpack Program                    |               |           | 54153-1      | 04/04/23     | CH     | 9475212  | 271.50        |
| Total Voucher Activity: |       |        |     |          |     |                      |                                    |                       |                    |                                     |               |           |              |              |        |          | \$271.50      |
| 0390                    | R     | 21     | 005 | 298      | 301 | 099                  | 731                                | High School PBIS      |                    | St Bal:                             | (\$1,677.39)  | Activity: | (\$540.60)   | Enc:         | \$0.00 | End Bal: | (\$2,217.99)  |
| Type                    | Code  | Period |     | Date     | St  | Vendor / Cust / Desc |                                    |                       | Detail Description |                                     |               | PO#       | Inv Ref      | PmtDt/DepCtl | Pmt Tp | Check#   | Amount        |
| RCT                     | 25901 | 202310 |     | 04/12/23 |     | 1                    | 1057 Student Activity              |                       |                    | High School PBIS                    |               |           |              | 6177         | CH     | 053409   | (540.60)      |
| Total Receipt Activity: |       |        |     |          |     |                      |                                    |                       |                    |                                     |               |           |              |              |        |          | (\$540.60)    |
| 0390                    | R     | 21     | 005 | 298      | 301 | 099                  | 732                                | Backpack Program      |                    | St Bal:                             | (\$11,475.00) | Activity: | (\$150.00)   | Enc:         | \$0.00 | End Bal: | (\$11,625.00) |
| Type                    | Code  | Period |     | Date     | St  | Vendor / Cust / Desc |                                    |                       | Detail Description |                                     |               | PO#       | Inv Ref      | PmtDt/DepCtl | Pmt Tp | Check#   | Amount        |
| RCT                     | 25899 | 202310 |     | 04/12/23 |     | 1                    | 1057 Student Activity              |                       |                    | Backpack Program                    |               |           |              | 6177         | CH     | 053413   | (150.00)      |
| Total Receipt Activity: |       |        |     |          |     |                      |                                    |                       |                    |                                     |               |           |              |              |        |          | (\$150.00)    |

21dent Activity Fund

\$75,696.34

\$0.00

\$0.00

\$75,696.34

Report Total Balance:

\$75,696.34

\$0.00

\$0.00

\$75,696.34

## Lake of the Woods Public Schools #390

## UFARS Exp/Rev Summary

Period Ending April 30, 2023

Sequence: L, Fd

|    | District            | B23            |               |                |       |              | % YTD | Remaining      |
|----|---------------------|----------------|---------------|----------------|-------|--------------|-------|----------------|
|    | Account Description | Annual Budget  | Period 202310 | Year To Date   | % YTD | Encumbrances | + Enc | Balance        |
| 01 | General             | 7,113,228.00   | 558,428.60    | 5,774,870.61   | 81%   | 169,912.08   | 84%   | 1,168,445.31   |
| 02 | Food Service        | 306,999.00     | 28,484.69     | 289,117.37     | 94%   | 0.00         | 94%   | 17,881.63      |
| 04 | Community Service   | 352,081.00     | 36,076.92     | 371,091.66     | 105%  | 452.07       | 106%  | (19,462.73)    |
| 07 | Debt Redemption     | 1,109,805.00   | 0.00          | 997,955.00     | 90%   | 0.00         | 90%   | 111,850.00     |
| E  | Expenditure         | 8,882,113.00   | 622,990.21    | 7,433,034.64   | 84%   | 170,364.15   | 86%   | 1,278,714.21   |
| 01 | General             | (6,965,435.00) | (576,901.47)  | (5,604,430.69) | 80%   | 0.00         | 80%   | (1,361,004.31) |
| 02 | Food Service        | (329,150.00)   | (34,545.36)   | (278,949.64)   | 85%   | 0.00         | 85%   | (50,200.36)    |
| 04 | Community Service   | (300,633.00)   | (1,968.89)    | (87,778.85)    | 29%   | 0.00         | 29%   | (212,854.15)   |
| 07 | Debt Redemption     | (1,194,027.00) | 0.00          | (135,352.59)   | 11%   | 0.00         | 11%   | (1,058,674.41) |
| R  | Revenue             | (8,789,245.00) | (613,415.72)  | (6,106,511.77) | 69%   | 0.00         | 69%   | (2,682,733.23) |
|    | Report Totals:      | 92,868.00      | 9,574.49      | 1,326,522.87   | 1428% | 170,364.15   | 1612% | (1,404,019.02) |



# Lake of the Woods Public Schools #390

## Wire Payment Register

| Bank | Batch | Pmt No | Check No | Pay Type | Grp Code | Rcd   | Vendor                                  | Tax Class | Pay/Void |       |               | Amount    |
|------|-------|--------|----------|----------|----------|-------|---|-----------|----------|-------|---------------|-----------|
|      |       |        |          |          |          |       |   |           | Print    | Recon | Void Date     |           |
| BOR  |       | 47781  |          | Wire     | 1        | 09541 | PERA                                    |           | No       | Yes   | No 04/17/2023 | 10,359.09 |
| BOR  |       | 47782  |          | Wire     | 1        | 3198  | Educators Benefit Consultants,          |           | No       | Yes   | No 04/17/2023 | 7,712.57  |
| BOR  |       | 47783  |          | Wire     | 1        | 3475  | Teacher Retirement Association          |           | No       | Yes   | No 04/17/2023 | 20,071.26 |
| BOR  |       | 47784  |          | Wire     | 1        | 3503  | USA TAX                                 |           | No       | Yes   | No 04/17/2023 | 41,760.07 |
| BOR  |       | 47785  |          | Wire     | 1        | 3504  | MN TAX                                  |           | No       | Yes   | No 04/17/2023 | 6,973.63  |
| BOR  |       | 47786  |          | Wire     | 1        | 3820  | SCHOOL MANAGEMENT SERVICES, LL          |           | No       | Yes   | No 04/17/2023 | 450.00    |
| BOR  |       | 47787  |          | Wire     | 1        | 5116  | VSP Insurance CO                        |           | No       | Yes   | No 04/17/2023 | 380.87    |
| BOR  |       | 47788  |          | Wire     | 1        | 5222  | Medica-North Risk                       |           | No       | Yes   | No 04/17/2023 | 71,799.02 |
| BOR  |       | 47789  |          | Wire     | 1        | 5304  | Minnesota Department of Revenue-Sales T |           | No       | Yes   | No 04/17/2023 | 3.00      |
| BOR  |       | 47790  |          | Wire     | 2        | 5259  | Wex HSA                                 |           | No       | Yes   | No 04/17/2023 | 1,949.06  |
| BOR  |       | 47791  |          | Wire     | 1        | 09541 | PERA                                    |           | No       | No    | No 04/28/2023 | 9,124.29  |
| BOR  |       | 47792  |          | Wire     | 1        | 1769  | AFLAC                                   |           | No       | No    | No 04/28/2023 | 265.35    |
| BOR  |       | 47793  |          | Wire     | 1        | 3198  | Educators Benefit Consultants,          |           | No       | No    | No 04/28/2023 | 7,712.57  |
| BOR  |       | 47794  |          | Wire     | 1        | 3475  | Teacher Retirement Association          |           | No       | No    | No 04/28/2023 | 19,642.40 |
| BOR  |       | 47795  |          | Wire     | 1        | 3503  | USA TAX                                 |           | No       | Yes   | No 04/28/2023 | 38,414.84 |
| BOR  |       | 47796  |          | Wire     | 1        | 3504  | MN TAX                                  |           | No       | No    | No 04/28/2023 | 6,384.36  |
| BOR  |       | 47797  |          | Wire     | 1        | 5090  | Delta Dental of Minnesota               |           | No       | Yes   | No 04/28/2023 | 3,238.05  |
| BOR  |       | 47798  |          | Wire     | 1        | 5116  | VSP Insurance CO                        |           | No       | No    | No 04/28/2023 | 234.63    |
| BOR  |       | 47799  |          | Wire     | 1        | 5222  | Medica-North Risk                       |           | No       | No    | No 04/28/2023 | 70,108.15 |
| BOR  |       | 47800  |          | Wire     | 2        | 5259  | Wex HSA                                 |           | No       | No    | No 04/28/2023 | 1,949.06  |
| BOR  |       | 47801  |          | Wire     | 1        | 00754 | Pitney Bowes Inc Lease Payment          |           | No       | No    | No 04/28/2023 | 361.56    |
| BOR  |       | 47831  |          | Wire     | 1        | 08330 | MADISON NATIONAL LIFE                   |           | No       | No    | No 04/30/2023 | 1,283.94  |
| BOR  |       | 47832  |          | Wire     | 1        | 09533 | Border Bank                             |           | No       | Yes   | No 04/30/2023 | 497.48    |
| BOR  |       | 47833  |          | Wire     | 1        | 4676  | Payline Data                            |           | No       | Yes   | No 04/30/2023 | 20.20     |
| BOR  |       | 47834  |          | Wire     | 1        | 4928  | School Pay Fee-I3 Verticles LLC         |           | No       | Yes   | No 04/30/2023 | 226.20    |
| BOR  |       | 47835  |          | Wire     | 1        | 5276  | WEX FSA/DEP Reimb. or Fees              |           | No       | Yes   | No 04/30/2023 | 2,509.95  |
| BOR  |       | 47836  |          | Wire     | 1        | 4831  | BMO Financial Group                     |           | No       | Yes   | No 04/30/2023 | 6,764.57  |
| BOR  |       | 47837  |          | Wire     | 1        | 1150  | Pitney Bowes Postage                    |           | No       | Yes   | No 04/30/2023 | 500.00    |
| BOR  |       | 47838  |          | Wire     | 1        | 4325  | rSchool Today                           |           | No       | Yes   | No 04/30/2023 | 823.48    |
| BOR  |       | 47839  |          | Wire     | 1        | 4325  | rSchool Today                           |           | No       | Yes   | No 04/30/2023 | 32.87     |

Bank Total: \$331,552.52

Report Total: \$331,552.52



# Lake of the Woods School School Board Meeting Agenda Information

## School Board Agenda

### Date:

May 22, 2023

\*\*\*\*\*

### Agenda Item Number:

7c

\*\*\*\*\*

### Agenda Item:

Approval of Personnel: Resignation, Retirements, and Appointments

\*\*\*\*\*

### Requested Action:

#### i. Approval of recommended resignations:

1. Cort Claypool - High School Special Education

#### ii. Approval of recommended appointments:

1. Narsreen Majaahid - Lifeguard
2. Sarah Eck - Lifeguard
3. Halle Holen - Lifeguard
4. Susie Nest - Special Education Teacher

\*\*\*\*\*

### Background Information:

Lifeguard Positions: 4 students and 1 adult took the lifeguard class that was recently offered. Our instructors, Jim and Jean are always so impressed with the people here that take the class.

Special Education Teacher: Susie Neist has 9 years of teaching experience in special education. She taught 3 years at Albert Lea and has been teaching in Warroad since 2017. She is being hired at MA Step 10. Current rate on the salary schedule is \$62,536.

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### Attachments:

Attachment 1: Susie Neist contract

\*\*\*\*\*

### Fiscal Impact:

\*\*\*\*\*

Friday, May 19, 2023

Mary Merchant

High School Principal

Lake of the Woods District

236 15th Ave. SW

Baudette, Mn. 56623

Dear Mrs. Merchant and the Lake of the Woods School Board,

I am writing to inform you that I am officially resigning my position in the Lake of the Woods School District when my current contract expires on June 30, 2023.

I want to take this time to thank you for giving me an opportunity to work in the district at Lake of the Woods School. Due to my family's best interest I have applied and accepted a position in Warroad.

I have grown as a person and as an educator from my experience in this county; created friendships with teachers, administration, parents and students. I will cherish my years in Lake of the Woods and take my experience to my next teaching position.

I thank you for giving me the opportunity to grow as a teacher, and I hope that I have exceeded your expectations. I wish the best for Lake of the Woods School and the community they serve.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Cort D. Claypool', with a stylized, flowing script.

Cort D. Claypool

## TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District #390 of the State of Minnesota, Baudette, Minnesota, enters into this contract, pursuant to M.S. 122A.40 as amended, with Susie Neist a qualified and licensed teacher who agrees to teach FTE in the public school of said District as a Teacher for the school year 2023-2024.

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, 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 for cause of teachers. 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 may assign the teacher to extracurricular, co-curricular or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extracurricular, 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, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, 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" 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:** Stretch contract to be determined by teacher and administration.
7. **In consideration** thereof, the School Board agrees to pay said teacher the following annual salary.

\$62,536 @ MA, Step 10

For basic services.

\$62,536

Total salary, exclusive of fringe benefits

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 3 day of May, 2023

Teacher 

IN WITNESS THEREOF We have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2023

INDEPENDENT SCHOOL DISTRICT #390

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 417

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2022~~45~~

## 417 CHEMICAL USE AND ABUSE

***[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]***

### I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### II. GENERAL STATEMENT OF POLICY

A. Use ~~or possession~~ of controlled substances, ~~toxic substance~~, medical cannabis, ~~toxic substances~~, and alcohol ~~before, during, or after school hours, at school or in any other school location~~, is prohibited in ~~the school setting~~ in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.

B. ~~The policy of this school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~

~~¶~~  
C. ~~Every~~The school district that participates in a school district chemical abuse program shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.~~¶~~

~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.¶~~

~~ED. The school district shall establish and maintain a drug-free awareness program to for educate and assist its employees. and may establish a students, and others in understanding this policy and the goals of achieving drug-free schools and workplaces.~~

***[Note: -School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]***

### III. DEFINITIONS

A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the ~~minor's~~ student's normal function in academic, school, or social activities is chronically impaired.~~¶~~

~~B. "Chemicals" includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.~~

B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9, but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.

C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.

~~C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~

~~D. "School location" includes any school building or on any school premises; on any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~

D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

#### IV. STUDENTS

##### A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

##### ~~AB. Programs and Activities~~Instruction

~~14. Every~~**The school district shall** develop, implement, and evaluate comprehensive ~~provide an instructional~~ programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, ~~in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.~~

~~[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2 Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]~~

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

- ~~2. Each school shall have age appropriate and developmentally based activities that:~~
  - ~~a. address the consequences of violence and the illegal use of drugs, as appropriate;~~
  - ~~b. promote a sense of individual responsibility;~~
  - ~~c. teach students that most people do not illegally use drugs;~~
  - ~~d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~
  - ~~e. teach students about the dangers of emerging drugs;~~
  - ~~f. engage students in the learning process; and~~
  - ~~g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~
- ~~3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~
- ~~4. Each school shall disseminate drug and violence prevention information within the school and to the community.~~
- ~~5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~
- ~~6. Each school shall have drug and violence prevention activities that may include the following:~~
  - ~~a. Community wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~
  - ~~b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~
  - ~~c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~
  - ~~d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~
  - ~~e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

**CD. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance** ~~Chemical Use and Abuse~~

- ~~1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:~~
  - ~~a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~
  - ~~b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~



~~c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.~~

~~d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.~~

~~e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.~~

~~2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:~~

~~a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~

~~b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor, referral to a treatment program, referral for screening, assessment, and treatment planning, participation in support groups, or other appropriate measures.~~

1. ~~4.~~ A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

*[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such as a school counselor or administrator.]*

- ~~32.~~ Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~ may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section ~~§~~ 121A.40-121A.56, and proposed for expulsion.
- ~~43.~~ Searches by school district officials in connection with the ~~abuse, possession, or transfer, distribution, or sale~~ of alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

#### **DC. Preassessment Team**

1. Every school that participates in a school district chemical abuse program shall ~~establish~~ have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~ will be composed of classroom teachers, administrators, and ~~to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist,~~



~~social worker, chemical abuse specialist, or others.~~ For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

#### **ED. Data Practices**

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section§ 13.32 and applicable federal law and regulations.¶
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
  - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information ~~about school or community services in connection with chemical abuse~~, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
  - c. ~~This section shall govern~~ Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding provisions of the ~~Records Management Act, Minnesota Statutes section§ 138.163 (Preservation and Disposal of Public Records).~~

#### **FE. Consent**

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

*[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]*

¶

#### ~~¶ F. School and Community Advisory Team¶~~

~~¶  
1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school, preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.¶~~

~~¶  
2. The advisory team shall:¶~~

~~¶  
a. build awareness of the problem within the community; identify available treatment and counseling programs for students; and develop good working relationships and enhance communication between the schools and other community agencies; and¶~~

~~¶~~  
~~b. develop a written procedure clarifying the notification process to be used by the chemical abuse processment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~  
~~¶~~

## V. EMPLOYEES

- A. The ~~school district shall establish~~ ~~superintendent or designee shall undertake and maintain a~~ drug-free awareness ~~and prevention~~ program to inform employees, ~~students, and others about:~~
1. The dangers ~~and health risks of chemical~~ ~~of drug~~ abuse in the workplace/school.
  2. The school district's ~~drug-free workplace/drug-free school~~ policy ~~of maintaining a drug-free workplace.~~
  3. Any available drug ~~or alcohol~~ counseling, ~~treatment, rehabilitation, re-entry, and/or~~ ~~employee~~ assistance programs ~~available to employees and/or students.~~
  4. The penalties that may be imposed on employees for drug abuse violations.
- B. The ~~school district~~ ~~superintendent or designee~~ shall notify ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice~~ of any criminal drug statute conviction ~~of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

~~¶~~  
~~(Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act, 11 U.S.C. § 9103.)~~  
~~¶~~

**Legal References:**

Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)  
Minn. Stat. § 126C.44 (Safe Schools Levy)  
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records) ~~Records Management Act)~~  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)  
Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations; Medical Cannabis) ~~¶~~  
Minn. Stat. § 299A.33 (DARE Program)  
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)  
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7105 ~~22 (Student Support and Academic Enrichment Grants Safe and Drug-Free Schools and Communities Act)~~  
20 U.S.C. § 5812 (National Education Goals)  
20 U.S.C. § 7175 (Local Activities)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-~~w~~Wide Requirements for Drug-Free Workplace)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal

Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols,  
Inspections, and Searches)

*1<sup>st</sup> Reading 7/31/97, 2<sup>nd</sup> Reading 8/28/97, 3<sup>rd</sup> Reading/Adopted 9/25/97*

*L/W Revised: 2004, 2010*

*1<sup>st</sup> Reading 7/22/13, 2<sup>nd</sup> Reading 8/26/13, 3<sup>rd</sup> Reading/Adopted 9/23/13*

*L/W School Reviewed/Adopted 4/27/2015*

## **417 CHEMICAL USE AND ABUSE**

***[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]***

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

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

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

***[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In***

*addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]*

### III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. STUDENTS

#### A. Instruction

- 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

*[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a*

*school district may wish to adopt one or all of the listed components as part of its mandatory program.]*

2. Each school shall have age-appropriate and developmentally based activities that:
  - a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
  - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
  - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of

youth drug and violence prevention activities under this policy that are implemented in the school.

- c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

**B. Reports of Chemical Use and Abuse**

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
  - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
  - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices



1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
  - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
  - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
  - a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and
  - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol

or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

## **V. EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
  2. The school district's drug-free workplace/drug-free school policy.
  3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
  4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

***[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]***

***Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 138.163 (Records Management Act)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 516.5  
Orig. 2023

Revised: \_\_\_\_\_

## 516.5 OVERDOSE MEDICATION

***[Note: School districts are not required to adopt a policy on the use of emergency drugs for the treatment of drug-related overdoses. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of a prescription medication, particularly to an individual to whom it was not prescribed. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]***

### I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)<sup>1</sup>, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

### II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

### III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction

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<sup>1</sup> Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

- D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
  - 1. Administration type
  - 2. Dosage
  - 3. Date of issuance
  - 4. Signature of the authorized provider

#### **IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

- A. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
- 3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
  - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;

- b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
  - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
  - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

**B. Site Planning Teams**

- 1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
- 2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

**C. School District Staff**

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

**V. NALOXONE STORAGE**

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

***[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]***

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members

whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

## **VI. Privacy Protections**

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 144.344 (Emergency Treatment)  
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances)  
Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)  
Minn. Stat. § 604A.01 (Good Samaritan Law)  
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)  
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)  
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)  
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)  
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

**Cross Reference:** MSBA/MASA Model Policy 516 (Student Medication)  
Minnesota Department of Health Toolkit on the Administration of Naloxone



February 21, 2023

Lake of the Woods School  
Attn: Seth Putz, Facilities Director

Seth,

Listed below are the Team Lab Turf Programs and cost of each I recommend for your Athletic Fields in 2023.

2023 Programs

|                             |            |         |
|-----------------------------|------------|---------|
| Gold Fertilizer Program     |            | \$2,550 |
| Premier Maintenance Program |            | \$1,680 |
| Broadleaf Spraying          | (25 acres) | \$1,350 |

All products will be applied by a licensed applicator. If you have any questions, please feel free to contact me at 218-849-0448. I look forward to working with you.

*Terry*

Terry Maier, President  
Team Laboratory Chemical, LLC  
800-522-8326 (office)  
218-849-0448 (cell)  
[www.teamlab.net](http://www.teamlab.net)





February 21, 2023

Lake of the Woods School  
Attn: Seth Putz, Facilities Director

Seth,

Listed below are the Team Lab Turf Programs and cost of each I recommend for your Athletic Fields in 2023.

2023 Programs

|                             |                |         |
|-----------------------------|----------------|---------|
| Gold Fertilizer Program     | Football Field | \$2,550 |
| Premier Maintenance Program | Football Field | \$1,680 |
| Bronze Fertilizer Program   | Baseball Field | \$1,550 |
| Bronze Fertilizer Program   | Softball Field | \$740   |
| Broadleaf Spraying          | (25 acres)     | \$1,350 |

All products will be applied by a licensed applicator. If you have any questions, please feel free to contact me at 218-849-0448. I look forward to working with you.

*Terry*

Terry Maier, President  
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## Lake of the Woods School School Board Meeting Agenda Information

### School Board Agenda

**Date:**

May 22, 2023

\*\*\*\*\*

**Agenda Item Number:**

Item 7.f.

\*\*\*\*\*

**Agenda Item:**

RiverWood Bank Security Box

\*\*\*\*\*

**Requested Action:**

Approval to remove Jeff Pera and Nancy Olson from the security box at RiverWood Bank, and to give permission to add Jeff Nelson and Harley Poppitz to the account.

\*\*\*\*\*

**Background Information:**

Notice from RiverWood Bank was received to renew the security box, yet it was discovered that Jeff Pera and Nancy Olson are the only names currently on that account. It would be beneficial to remove both Jeff Pera and Nancy Olson's names from the account due to the fact that the security box cannot be opened by any other people than the above named. We are seeking permission to remove the above named and add Jeff Nelson (Superintendent) and Harley Poppitz (Human Resources and Finance Coordinator) to the account instead.

\*\*\*\*\*

**Attachments:**

N/A

\*\*\*\*\*

**Fiscal Impact:**

No impact.

\*\*\*\*\*

**Recommendation(s):**

Approval to remove Jeff Pera and Nancy Olson from the security box at RiverWood Bank, and to give permission to add Jeff Nelson and Harley Poppitz to the account.

\*\*\*\*\*

**School Board Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_



**Proposal  
For  
Environmental/Occupational  
Health & Safety Management**

**Presented to**

**Lake of the Woods Public School**

**April 19<sup>th</sup>, 2023**

**Presented by**

**Northwest Service Cooperative  
114 First St. West  
Thief River Falls, MN 56701  
218-681-0900  
[www.nw-service.k12.mn.us](http://www.nw-service.k12.mn.us)**

The Northwest Service Cooperative is pleased to provide the following proposal to provide Environmental and Occupational Health & Safety Management (E/OHS).

What makes the Service Cooperative partnership work? An unbeatable combination of service and cost savings that are provided to its members. The cooperative effort has provided the ability to minimize cost, problems and avail members of the expertise required for specific problems. The Northwest Service Cooperative provides its members with needed analysis of these programs, required reporting forms, necessary record keeping procedures, summary audit reports and access to corrective actions as needed.

Under the proposed agreement, NWSC will provide solutions to environmental and occupational health and safety related problems that are: *administered on site, affordable, guaranteed and insured.* **NWSC will visit the district on a monthly basis.**

The following programs will be included with in the agreement:

|                               |                               |
|-------------------------------|-------------------------------|
| Employee Right-to-Know        | Asbestos                      |
| Personal Protective Equipment | Hazardous Waste               |
| Laboratory Standard           | Bloodborne Pathogens          |
| AWAIR                         | Community Right-to-Know       |
| Emergency Action Plan         | Indoor Air Quality            |
| Hearing Conservation          | Integrated Pest Mgmt          |
| Respiratory Protection        | Hoist Lift                    |
| Confined Space Entry          | Welding, Cutting or Brazing   |
| Lockout/Tagout                | Electrical Safety             |
| Compressed Gas Safety         | Forklift Safety               |
| Lead in Water                 | Machine Guarding              |
| Radon                         | Assistance with Attachment 10 |
| Underground Storage Tanks     |                               |

For questions or comments contact:

Brian Byklum  
Health & Safety Coordinator  
218.681.0895

### **Insurance**

The Northwest Service Cooperative carries professional and general liability insurance. A certificate shall be provided to Lake of the Woods Public School for the following amounts of coverage:

**General Liability - "A" rated**

|                             |             |
|-----------------------------|-------------|
| BI & PD Combined Occurrence | \$2,000,000 |
| BI & PD Combined Aggregate  | \$2,000,000 |
| Personal Injury             | \$1,000,000 |

**Guarantee**

The Northwest Service Cooperative will conduct the activities required for the proposed programs with care and diligence.

The Northwest Service Cooperative agrees that if a client receives regulatory fines for errors or omissions directly and solely attributable to NWSC, NWSC will pay for the regulatory fines and reserves the right to contest the violations with the regulatory agency.

**Building Owner Covenants**

Building owner agrees to provide the following:

- a. Contact person for various programs
- b. Office space, use of phone and office equipment
- c. As built drawings
- d. Rooms conducive for employee training

## **E/OHS MANAGEMENT PROGRAM: Proposed Services**

### **Asbestos**

#### **Responsibilities:**

##### **Northwest Service Cooperative**

- †Identify current designated person; ensure designated person is AHERA-trained.
- †If DP is not a district employee, identify local Contact Person representing school.
- †Review and update existing Asbestos Management Plan.
- †Develop and disseminate annual written notification.
- †Establish a General Work Order System and Asbestos Work Order System.
- †Establish Work Practice Standard Operating Procedures.
- †Establish Emergency Response Procedures.
- †Establish respiratory protection program component for asbestos.
- †Provide 6 months Periodic Surveillance of asbestos.
- †Maintain and up date the asbestos inventories.
- †Maintain all records of asbestos events, per OSHA and AHERA.
- †Establish and implement Medical Monitoring and Surveillance Program.
- †Schedule response action implementation.
- †Provide liaison with Project Designer for those projects, which exceed 3 feet.
- †Provide and post Hazardous Warning labels in routine maintenance areas.
- †Provide 2-hour Asbestos Awareness Training, necessary for all Maintenance/Custodial persons.
- †Perform Three Year Reinspection no later than July 9, 2010.
- †Review program and obtain school board approval at least annually.

##### **District:**

- †Develop and disseminate annual written notification.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57Subd. 1.

### **Underground Storage Tanks (UST) and Above Ground Storage Tanks (AST)**

#### **Responsibilities:**

##### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for each UST and AST.
- †Identify school district Contact Person(s) for each UST and ASTs.
- †Ensure all USTs above 110 gallons are MPCA-registered.
- †Ensure all AST installations which are used for combustible materials are reviewed by a fire marshal.
- †Develop and implement release detection (e.g. tightness testing) plans for all USTs (also fuel oil).
- †Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- †Produce and submit reports to agencies necessary for compliance (e.g. MPCA tank registration).
- †Review updates on regulatory standards and reporting requirements.
- †Provide and maintain inventory control forms.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

**District**

- †Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- †Present program review to School Board at least annually.
- †Provide and maintain inventory control forms.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

**Infectious Waste (exclusive of Bloodborne Pathogens, if any)****Responsibilities:****Northwest Service Cooperative**

- †Develop and implement a Written Management plans for infectious waste, if any.
  - †Note: blood or other potentially infectious materials are covered under Bloodborne Pathogen
- †Identify school district Contact Person(s) for infectious waste management.
- †Identify sources of infectious waste in each facility.
- †Review current infectious waste handling procedures.
- †Review current internal traffic procedures.
- †Review current external transportation/disposal of infectious waste.
- †Evaluate current infectious waste record keeping products and procedures (including archiving).
- †Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- †Provide updates on regulatory changes and new developments.
- †Provide annual training.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

**District**

- Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

**Playground Safety****Responsibilities:****Northwest Service Cooperative**

- †Identify school district Contact Person(s) for each playground.
- †Conduct periodic site review and management plan update (at least annually).
- †Present program review to School Board at least annually.
- †Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site-related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commission website [www.cpsc.gov](http://www.cpsc.gov) for more information. Also, see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use."
- †Develop, implement and maintain equipment maintenance checklists.
- †For H&S funding, inspection by Nat'l Recreation and Park Association "Certified Playground Safety Inspector" is required. To be conducted under a separate proposal.
- †Review updates on regulatory, guidance standards and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Present program review to School Board at least annually.
- †Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commissions website [www.cpsc.gov](http://www.cpsc.gov) for more information. Also see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use".
- †Develop, implement and maintain equipment maintenance checklist.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Emergency Action Plan**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Review written Management plans for each school for each type of emergency:  
Fire, utility disaster, natural disaster, civil/bomb threat, and as outlines in MN Executive Order 93-97 and 1999 Model Crisis Management Plan.
- †Identify school district Contact Person(s) for each emergency plan.
- †Survey the facility to determine the facility's ability to provide safe egress or safe shelter.
- †Inspect fire extinguishers, fire blankets, and emergency lights monthly.
- †Train affected employees.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement written record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †"...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-27 pp 8.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Develop Emergency Action Plan procedures and routes per OSHA standard 29 CFR 1910.38. NWSC will review EAP procedures and routes.
- †"...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-97 pp.8.
- †Post evacuation or shelter routes and locations, in each classroom, office or assembly area. Route(s) should be shown drawn on 8x11 scale building map, preferably color-coded.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.



## **Lead in Water**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management plan for all drinking water taps.
- †Identify school district Contact Person(s) for Lead in Drinking Water.
- †Implement MDH Lead in School Drinking Water Guidance Manual provisions.
- †Survey each facility to determine the facility's drinking water taps and fixtures.  
Note- actual testing shall be identified as a separate project.
- †Conduct water sampling as provided for under MDH and US EPA rules and guidelines. NWSC will provide Lead in Water testing under a separate proposal.
- †Ensure replacement faucets and hardware meet current NSF lead-free criteria. Review updates on regulatory standards, reporting requirements and new developments.
- †Maintain all compliance documentation.
- †Provide all record keeping activities.
- †Train affected employees.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement written record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Radon**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Radon identification and remediation.
- †Identify school district Contact Person(s) for Radon.
- †Implement current US EPA/MDH Radon Gas testing guidance criteria
- †Coordinate diagnostics and mitigation of elevated radon.
- †Conduct Radon sampling as provided for under MDH and US EPA rules and guidelines.  
Note: NWSC will provide radon testing under a separate proposal
- †Review updates on regulatory standards, reporting requirements and new developments.
- †Maintain all compliance documentation: maintain documentation of testing.
- †Develop and implement written record keeping procedures.
- †Train affected employees.
- †Respond to regulatory agency correspondence guidelines and recommendations.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Hazardous Waste**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Hazardous Waste. These are defined as wastes, which are **toxic, combustible, corrosive or reactive**.
- †Identify school district Contact Person(s) for Hazardous Waste.
- †Review Written Plan as needed, and update (at least annually).
- †Identify facility hazardous waste streams by functional areas and by waste stream types.
- †Examine facility hazardous waste product generation potential.
- †Identify actions that minimize or eliminate hazardous waste generation.
- †Develop containerization and labeling procedures.
- †Review current handling and storage procedures.
- †Implement proper waste disposal procedures. Complete disposal manifests.
- †Acquire EPA generator number and MPCA annual permit for **each building generating hazardous waste**.
- †Train affected employees. Provide annual training according to **VSQG or SQG** criteria.
- †Monitor or provide updates on regulatory changes and new developments. Review updates on regulatory standards, reporting requirements and new developments.
- †Develop and implement written record keeping procedures-maintain all compliance documentation.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards. NWSC will assist District with stack emissions standards.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards.

## **Community Right to Know (when applicable)**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Community Right to Know.
- †Identify school district Contact Person(s) for Community Right to Know.
- †Review Written Plan as needed, and update (at least annually).
- †Survey facility for hazardous materials in reportable quantities.
- †Develop and maintain hazardous materials collection and storage procedures.
- †Review invoices of CRTK-reportable materials for quantity verification.
- †Initiate in-house reporting procedure(s).
- †Prepare notification correspondence/reports to State Emergency Response Commission and local emergency planning committee (frequently the district's local fire department).
- †Train affected employees. Provide annual training.
- †Develop and implement CRTK-recordkeeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations, (i.e. MN Emergency Response Commission).
- †Provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

**District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

**Department of Labor and Industry (OSHA) Requirements OSHA Inspections****Responsibilities:****Northwest Service Cooperative**

- †Participate in OSHA review of facility and provide management activity for programs.
- †Assist District with E/OhS funding application (DCFL Attachment #99).
- †Work with third party inspectors such as insurance groups.
- †For information on all OSHA standards, go to [www.osha.gov](http://www.osha.gov) and click on the "search" button.

**District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

**Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools****Responsibilities:****Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Accident and Injury Reduction-AWAIR.
- †Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- †Identify school district Contact Person(s) for Accident and Injury Reduction Program.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement a Written Plan for OSHA-mandated Safety Committees.
- †Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- †Develop and document procedures for investigation of work place accidents and corrective action.
- †Develop and document procedures that outline how safe work practices and rules will be enforced.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

**District**

- †Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- †Develop and document procedures that outline how safe work practices and rules will be enforced.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Conduct safety committee meetings, at least quarterly, to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze, and control new or existing hazards.

## **First Aid/CPR**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management for First Aid/CPR.
- ‡Identify school district Contact Person(s) for First Aid/CPR.
- ‡Determine time for arrival of first aid providers (outside and in-house). Per MNOSHA CPL 2-2.53, **first aid must be available within 8 minutes from any site, including travel time.**
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Survey facility for First Aid/CPR needs.
- ‡Develop and implement program to provide First Aid Kits (kits not eligible for H & S funding).
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Provide First Aid/CPR/AED Training as required, or contract for services (not eligible). NWSC will assist district in attaining training through local provider.

## **Lockout/Tagout**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147.
- ‡Identify school district Contact Person(s) for Lockout/Tagout.
- ‡Review Written Plan as needed, and update (at least annually).
- ‡Survey the facility to identify energy potential physical hazards that require lockout/tagout.
- ‡Review current Lockout/tagout procedures.
- ‡Train affected employees on proper Lockout/Tagout methods and techniques.
- ‡Identify and procure Lockout/Tagout locks, tags and other devices.
- ‡Evaluate Lockout/Tagout record keeping products and procedures.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡Provide Lockout Tagout equipment.

## **Compressed Gas**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ♦Develop a written Compressed Gas Plan encompassing OSHA standard 29 CFR 1910.101.
- ♦Identify school district Contact Person(s) for Compressed Gas.
- ♦Review Written Plan as needed, and update (at least annually).
- ♦Survey the facility to determine compressed gas applications.
- ♦Review current compressed gas safety procedures.
- ♦Identify compressed gas toxic and physical hazards.
- ♦Evaluate compressed gas application to determine if confined space rules apply.
- ♦Determine need for metering equipment/supplies (i.e. CO, CO<sub>2</sub>, O<sub>2</sub>, SO<sub>2</sub>, and H<sub>2</sub>S).
- ♦Train affected employees on proper compressed gas methods and techniques.
- ♦Monitor compressed gas record keeping procedures.
- ♦Respond to regulatory agency correspondence, guidelines and recommendations.
- ♦Monitor or provide updates on regulatory changes and new developments.
- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- ♦Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Employee-Right to Know – Hazard Communication**

### **Responsibilities:**

#### **Northwest Service Coop**

- Develop and implement a written management plan for Minnesota employee right-to-know (ERTK), in compliance with OSHA standard 29 CFR 1910.1200, and Minnesota Rules 5206.
- Minnesota has adopted the revised HazCom standard that will be enforced by June 1, 2016.
- Identify school district contact person(s) for ERTK.
- Review written plan as needed, and update (at least annually).
- Identify hazard communications functional areas (e.g., kitchen, shops, art, maintenance).
- Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards. Review at least annually.
- Review and update current ERTK standard operating procedures.
- Perform initial and annual functional area training. As part of the transition to the revised HazCom standard, training must be provided to employees on the new global harmonizing system labeling and safety data sheet format by December 1, 2013.
- Minnesota employee right-to-know will retain requirements for harmful physical and infectious agents, and the need for annual training. Please visit the Occupational Safety and Health Administration (OSHA) website (<http://www.osha.gov/dsg/hazcom/index.html>) for more information on the revised standard and GHS system requirements.
- Provide all record-keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.

#### **District**

- Safety Data Sheet (SDS) acquisition, compilation and distribution. Ideally, SDS would be available in each affected department. The new global harmonizing system labeling requirements must be

complied with by June 1, 2015.

- Perform chemical inventory. Update at least annually. Ideally, chemical inventory would be available with SDSs in each affected department.
- Review program and obtain school board approval at least annually.
- Monitor use and labeling on Secondary Use Containers

## **Personal Protection Equipment**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement Written Personal Protective Equipment Plan, in compliance with 1910.132 through 1910.140. Specific organs targeted for protection are hands, feet and face.
- †Identify school district Contact Person(s).
- †Review Written Plan as needed, and update (at least annually).
- †District must survey the facility to identify unsafe, hazardous processes to hands, feet and face, per standards.
- †Perform initial and annual functional area training.
- †Monitor usage, storage and maintenance practices of employees to ensure adequacy of program.
- †Provide all record keeping activities and procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Provide personal protective equipment as deemed appropriate for the identified hazards.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Laboratory Safety Standard – Chemical Hygiene Plan Mandatory where science labs exist**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Chemical Hygiene Plan (CHP) for all laboratories, per OSHA under the Laboratory Safety Standard, 29 CFR 1910.1450.
- †Identify school district Chemical Hygiene Officer to administer the Plan (mandatory).
- †Review Written Plan as needed, and update (at least annually).
- †Survey labs to identify potential chemical exposure hazards.
- †Review current Chemical Hygiene Plan standard operating procedures.
- †Evaluate chemicals against lab projects for necessary acquisition and quantities. Consider disposal of non-essential chemicals.
- †Develop and document routine chemical handling, bulk dispensing procedures, storage and disposal procedures.
- †Evaluate engineering controls (e.g. ventilation, chemical storage).
- †Train affected employees on proper Chemical Hygiene Plan methods and techniques.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Complete fume hood/exhaust ventilation survey. Post results on hood.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- ✦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ✦ Develop and document Laboratory Safety record keeping procedures.

## **Confined Space Standard**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ✦ Develop and implement a Written Management Plan for Confined Spaces encompassing the new OSHA standard (M.R. 5205.1040 has been replaced with 1910.146).
- ✦ Identify school district Contact Person(s) for Confined Spaces.
- ✦ Review Written Plan as needed, and update (at least annually).
- ✦ Identify Confined Space Entry hazards. Survey the facility to determine all permit and non-permit confined spaces.
- ✦ Review current Confined Space Entry Procedures (CSEP).
- ✦ Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects).  
Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- ✦ Train affected employees on proper Confined Space Entry methods and techniques.
- ✦ Develop and maintain Confined Spaces record keeping procedures.
- ✦ Evaluate Confined Space record keeping products and procedures.
- ✦ Respond to regulatory agency correspondence, guidelines and recommendations.
- ✦ Monitor or provide updates on regulatory changes and new developments.
- ✦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- ✦ Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects).  
Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- ✦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Hearing Conservation**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ✦ Develop and implement a Written Management Plan for Hearing Conservation 29 CFR 1910.95.
- ✦ Identify school district Contact Person(s) for Hearing Conservation.
- ✦ Review Written Plan as needed, and update (at least annually).
- ✦ Identify Hearing Conservation hazards. Survey the facility to determine all noise hazards.
- ✦ Develop, implement and monitor good Hearing Conservation practices and procedures.
- ✦ Train affected employees on proper Hearing Conservation methods and techniques.
- ✦ Respond to regulatory agency correspondence, guidelines and recommendations.
- ✦ NWSC to conduct random sound mentoring.
- ✦ Monitor or provide updates on regulatory changes and new developments.
- ✦ Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Provide hearing protection devices to affected employees.

## **Respiratory Protection Standard**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Respiratory Protection, encompassing OSHA 1910.134 and Federal Register (63 FR 1152, January 8, 1998).
- †This website addresses respirators further: [http://www.osha-slc.gov/SLTC/respiratory\\_advisor/oshafiles/require.html](http://www.osha-slc.gov/SLTC/respiratory_advisor/oshafiles/require.html)
- †Identify school district Contact Person(s) for Respirator Protection.
- †Review Written Plan as needed, and update (at least annually).
- †Survey, identify and document work practices that require respirator protection.
- †Evaluate and quantify when necessary the exposure potential of work practices.
- †Review current respiratory protection practices and procedures.
- †Training respirator users on the provisions of the Written Respiratory Protection Program and on the respirators they use.
- †Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- †Develop, document and monitor compliance with record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Bloodborne Pathogen Standard – Exposure Control Plan**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Bloodborne Pathogen-Exposure Control Plan encompassing OSHA standard 29 CFR 1910.1030. See also website <http://cfl.state.mn.us/BLOOD/BLOOD1.HTM>.
- †Identify school district Contact Person(s) for Bloodborne Pathogen.
- †Review Written Plan as needed, and update (at least annually).
- †Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- †Provide Hepatitis B vaccinations to **eligible** employees, not all school employees.
- †Train affected employees on proper specific and universal precaution methods and techniques.
- †Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- †Evaluate Bloodborne Pathogen record keeping products and procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.



- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.  
For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).
- ‡Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- ‡Pre or post-exposure evaluation is an approved expenditure under Health and Safety, to the extent of determining if a person is or is not infected, and the type of the disease(s) (e.g. HIV, HBV and HCV).

### **District**

- ‡Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- ‡Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- ‡Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- ‡Provide Hepatitis B vaccinations to **eligible** employees, not all school employees
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.  
For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).

## **Indoor Air Quality**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Indoor Air Quality (IAQ), encompassing the US EPA "Tools For Schools." See Attachments #99 for details.
- ‡Identify school district IAQ Coordinator for Indoor Air Quality.
- ‡Survey, identify and document situations and work practices that require Indoor Air Quality remediation.
- ‡Training of employees and building occupants toward optimum Indoor Air Quality.
- ‡Develop, document and monitor plan compliance with record keeping procedures.
- ‡Respond to regulatory agency correspondence, guidelines and recommendations.
- ‡Monitor or provide updates on regulatory changes and new developments.
- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- ‡NWSC will provide random CO, CO<sub>2</sub>, Temperature, and Relative Humidity sampling.

### **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Integrated Pest Management (IPM)**

**Integrated Pest Management Definition:** A pest control that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to tolerable levels while using pesticides as a last resort to minimize health and environmental risks.

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a Written Management Plan for Integrated Pest Management (IOM), encompassing the US EPA and U of MN developed and sponsored materials.
- ‡Develop written procedures for handling, applying, storing and disposal of pesticides.
- ‡Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- ‡Exclude identified pest from sites and buildings using maintenance practices.
- ‡Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- ‡Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

#### **District**

- ‡Develop written procedures for handling, applying, storing and disposal of pesticides.
- ‡Identify pests that need to be controlled.
- ‡Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- ‡Design future buildings and landscape to prevent identified pests.
- ‡Exclude identified pest from sites and buildings using maintenance practices.
- ‡Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- ‡Control identified pests using the least toxic pesticides with the least exposure to persons as is practicable.
- ‡Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

Districts developing management plans should include person with expertise in pests, pesticide use and pest management techniques because of the potential threats to health by both pests and improper pesticide use. IPM does not mean banning pesticide use. However, it does mean the judicious use of pesticides combined with minimizing their use relative to the threat posed by each pest. Districts should look at all of their operations with a view toward minimizing pest populations.

The Minnesota Department of Agriculture in cooperation with IPM in k-12 Schools Working Group will develop a set of IPM fact sheets and check lists designed for Minnesota k-12 schools conduct state-wide regional workshops of school health and safety officers and/or other district personnel in lead maintenance roles.

## **Welding, Cutting or Brazing**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop written management plan.
- ‡Identify district contact person.
- ‡Talk to OSHA as there are many requirements.
- ‡Provide training to employees.
- ‡Provide district with record keeping for training and assessments.
- ‡Annual review
  - \*This is an important topic since many schools have welding shops and most maintenance crews do welding.

#### **District**

- ‡Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

## **Hoist Lift**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a written plan.
- ‡Identify district contact person.
- ‡Inventory hoists rated one ton or less and backhoes.
- ‡Inspect and document inspection on listed equipment initially for compliance with the regulation.
- ‡Ensure safety latches are provided on all hoist hooks used on hoist.
- ‡Provide training to employees.
- ‡Provide district with record keeping for training and assessments.
- ‡Provide annual review.

#### **District**

- ‡Conduct daily to monthly inspections (depending on use).
- ‡Ensure safety latches are provided on all hoist hooks used on hoist.

## **Forklift Safety**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a written plan.
- †Identify district contact person.
- †Inventory forklifts.
- †Identify employees who operate forklifts and provide required training.
- †Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- †Inspect forklifts and provide for all safety equipment required.

#### **District**

- †Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- †Inspect forklifts and provide for all safety equipment required.

## **Machine Guarding**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Machine guarding contact person identified by name.
- †A written machine-guarding (shop) plan developed for each area where fixed machines are used.
- †Shop equipment safeguarded per Machine Shop and Guarding "Best Practices" manual. Shop equipment not safeguarded should be scheduled for proper safeguarding or replaced.
- †Annual training for affected employees provided and documented.
- †A written preventative maintenance program to maintain machine guarding in proper repair and order developed.
- †Power outage protection provided for all required equipment.
- †The CFL bid specification criteria shall be used for procurement of all future equipment.
- †At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- †Fixed equipment secured to prevent walking or moving.
- †Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.
- †School board shall review the program annually.

#### **District**

- †Power outage protection provided for all required equipment.
- †At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- †Fixed equipment secured to prevent walking or moving.
- †Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.



# Northwest Service Cooperative Environmental Health & Safety Service Agreement

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Date: April 19, 2023

Contract No. 115-006

The services agreement entered into between the Northwest Service Cooperative (NWSC) and Lake of the Woods Public School, dated April 19, 2023.

## PART I, Section 1

1. DURATION: This agreement shall remain in force from July 1, 2023 until June 30, 2026 (the "expiration date").

## PART II, Section 1

1. COMPENSATION: For the services covered by this Agreement, Lake of the Woods Public School shall pay NWSC an annual fee for each fiscal year period. Such compensation shall be due and payable according to the selected payment terms below:

Payment terms for the agreed to above:

Year 1: \$10900.24

Year 2: \$11227.25

Year 3: \$11564.07

Please select if you would like to participate in the Safe Schools online training program:

☐ Yes

☐ No

The parties hereby accept the terms of the agreement as modified.

Lake of the Woods Public School

Northwest Service Cooperative

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title Executive Director

Date \_\_\_\_\_

Date \_\_\_\_\_

**Resolution 2022/2023-30**

**RESOLUTION ACKNOWLEDGING RECEIPT AND ACCEPTING DONATION FROM  
Ruby's Pantry**

**WHEREAS**, Minnesota Statutes Chapter 465.03 prescribes that all donations be acknowledged by resolution of the governing body.

**WHEREAS**, Ruby's Pantry donated \$200.00 to the PBIS program.

**NOW THEREFORE BE IT RESOLVED BY THE LAKE OF THE WOODS SCHOOL,  
BOARD OF EDUCATION AS FOLLOWS:** That the School Board hereby acknowledges the donation of \$200.00 from Ruby's Pantry.

**BE IT FURTHER RESOLVED:** That the School Board hereby accepts the donation and expresses its thanks and appreciation to Ruby's Pantry for their donation to the PBIS program.

Adopted this 22nd day of May, 2023 by the Lake of the Woods School, Board of Education.

BY: \_\_\_\_\_  
Corryn Trask, Chair

ATTEST: \_\_\_\_\_  
Lynnette Ellis, Clerk

DATE: May 22, 2023