



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**

**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.

\_\_\_\_\_  
Chair, Corryn Trask

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk, Lynnette Ellis

\_\_\_\_\_  
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>			<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 General Checking

**Worksheet has been Finalized**

Statement Amount	1,269,517.15
Deposits in Transit	0.00
<b><u>Outstanding Payments</u></b>	
Checks	16,191.17
Wires	117,066.31
SHR - Payments	3,056.60
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
<b><u>Adjustment Amount</u></b>	<input type="text" value="0.00"/>
Amount Per Bank	1,133,203.07
GL Account Balance	<u>1,133,203.07</u>
Difference	0.00

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

## 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	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	

## Lake of the Woods Public Schools #390 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0390	BOR	9475208	4683		<b>Fresh Alternative Fundraising</b>		Check	
				E 21	005 298 301 401 725	Class of 2025 Butterbraid Fundraiser		\$4,002.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>71647</b>		Invoice	<b>Invoice No:</b> 123030060R2	<b>4/3/2023</b>	<b>Paid Amt:</b>	<b>\$4,002.50</b>
							<b>Check Amount:</b>	<b>\$4,002.50</b>
0390	BOR	9475209	00154		<b>Baudette Municipal Light/Water</b>		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
<b>PO#:</b>	<b>Voucher #:</b>	<b>71650</b>		Invoice	<b>Invoice No:</b> 3/30/2023	<b>4/4/2023</b>	<b>Paid Amt:</b>	<b>\$3,099.54</b>
							<b>Check Amount:</b>	<b>\$3,099.54</b>
0390	BOR	9475210	09546		<b>CenturyLink</b>		Check	
				E 01	005 810 000 320 000	Communications Serv.		\$254.96
<b>PO#:</b>	<b>Voucher #:</b>	<b>71651</b>		Invoice	<b>Invoice No:</b> 04/03/2023	<b>4/4/2023</b>	<b>Paid Amt:</b>	<b>\$254.96</b>
							<b>Check Amount:</b>	<b>\$254.96</b>
0390	BOR	9475211	5320		<b>Gary Gambill</b>		Check	
				E 01	300 258 000 350 000	Piano Tuned		\$240.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71649</b>		Invoice	<b>Invoice No:</b> 04/03/2023	<b>4/4/2023</b>	<b>Paid Amt:</b>	<b>\$240.00</b>
							<b>Check Amount:</b>	<b>\$240.00</b>
0390	BOR	9475212	4954		<b>North Country Food Bank, Inc.</b>		Check	
				E 21	005 298 301 401 732	Backpack Program		\$271.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>71648</b>		Invoice	<b>Invoice No:</b> 54153-1	<b>4/4/2023</b>	<b>Paid Amt:</b>	<b>\$271.50</b>
							<b>Check Amount:</b>	<b>\$271.50</b>
0390	BOR	9475213	2899		<b>AMAZON CAPITAL SERVICES</b>		Check	
				E 01	005 105 000 401 000	Pens		\$26.84
<b>PO#:</b>	<b>Voucher #:</b>	<b>71652</b>		Invoice	<b>Invoice No:</b> 1VYP-NYHM-7JHC	<b>4/4/2023</b>	<b>Paid Amt:</b>	<b>\$26.84</b>
							<b>Check Amount:</b>	<b>\$26.84</b>
0390	BOR	9475214	5031		<b>Kemps LLC</b>		Check	
				E 02	005 770 701 495 000	Milk		\$282.66
<b>PO#:</b>	<b>Voucher #:</b>	<b>71654</b>		Invoice	<b>Invoice No:</b> 4529174	<b>4/4/2023</b>	<b>Paid Amt:</b>	<b>\$282.66</b>
							<b>Check Amount:</b>	<b>\$282.66</b>
0390	BOR	9475215	4096		<b>Wikstom Telecom-Internet</b>		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
<b>PO#:</b>	<b>Voucher #:</b>	<b>71653</b>		Invoice	<b>Invoice No:</b> 04/04/2023	<b>4/4/2023</b>	<b>Paid Amt:</b>	<b>\$565.44</b>
							<b>Check Amount:</b>	<b>\$565.44</b>

Lake of the Woods Public Schools #390

Detail Payment Register By Check

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

# Lake of the Woods Public Schools #390

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0390	BOR	9475223	00433		Howard's Oil Co.		Check	
				E 01	222 292 000 430 000	Community Ed Supplies	\$69.42	
PO#:	Voucher #:	71666	Invoice	Invoice No:	3/31/23	4/4/2023	Paid Amt: \$4,059.32	
							Check Amount:	\$4,059.32
0390	BOR	9475224	5031		Kemps LLC		Check	
				E 02	005 770 701 495 000	Milk	\$573.50	
PO#:	Voucher #:	71664	Invoice	Invoice No:	4534457	4/4/2023	Paid Amt: \$573.50	
							Check Amount:	\$573.50
0390	BOR	9475226	00414		Hillyard/Hutchinson		Check	
				E 01	005 810 000 401 000	General Supplies	\$1,224.88	
PO#:	Voucher #:	71667	Invoice	Invoice No:	700534180	4/4/2023	Paid Amt: \$1,224.88	
				E 01	005 810 000 401 000	General Supplies	\$842.48	
PO#:	Voucher #:	71668	Invoice	Invoice No:	605056116	4/4/2023	Paid Amt: \$842.48	
							Check Amount:	\$2,067.36
0390	BOR	9475227	00760		Poppler's Music		Check	
				E 01	300 258 000 430 000	Take time in life-3 part mix	\$47.20	
				E 01	300 258 000 430 000	Shenandoah- SSAA	\$2.15	
				E 01	300 258 000 430 000	Take me hom, country road-TB	\$46.00	
PO#:	Voucher #:	71669	Invoice	Invoice No:	2723128	4/4/2023	Paid Amt: \$95.35	
				E 01	300 258 000 430 000	We'll meet again	\$10.75	
PO#:	Voucher #:	71670	Invoice	Invoice No:	2727196	4/4/2023	Paid Amt: \$10.75	
							Check Amount:	\$106.10
0390	BOR	9475228	00760		Poppler's Music		Check	
				E 01	300 258 000 430 000	Adaptable Trios	\$14.99	
PO#:	Voucher #:	71671	Invoice	Invoice No:	2722897	4/4/2023	Paid Amt: \$14.99	
							Check Amount:	\$14.99
0390	BOR	9475229	5291		CCN Services		Check	
				E 01	005 810 000 305 000	February Billing	\$6,175.00	
PO#:	Voucher #:	71687	Invoice	Invoice No:	03/30/2023	4/11/2023	Paid Amt: \$6,175.00	
							Check Amount:	\$6,175.00
0390	BOR	9475230	1771		EARTHGRAINS BAKING CO'S INC		Check	
				E 02	005 770 701 490 000	Sara Lee	\$64.05	
PO#:	Voucher #:	71684	Invoice	Invoice No:	52163990002278	4/11/2023	Paid Amt: \$64.05	
				E 02	005 770 701 490 000	Sara Lee	\$64.62	
PO#:	Voucher #:	71685	Invoice	Invoice No:	52163990002258	4/11/2023	Paid Amt: \$64.62	
							Check Amount:	\$128.67

# Lake of the Woods Public Schools #390

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0390	BOR	9475231	5031		<b>Kemps LLC</b>		<b>Check</b>
				E 02	005 770 701 495 000 Milk		\$426.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>71686</b>	Invoice	<b>Invoice No:</b>	4540718	<b>4/11/2023</b>	<b>Paid Amt: \$426.50</b>
							<b>Check Amount: \$426.50</b>
0390	BOR	9475232	4728		<b>Lakewood Health Center Clinic</b>		<b>Check</b>
				E 01	005 760 720 305 000 Guenin, Richard DOT		\$90.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71691</b>	Invoice	<b>Invoice No:</b>	26970	<b>4/11/2023</b>	<b>Paid Amt: \$90.00</b>
							<b>Check Amount: \$90.00</b>
0390	BOR	9475233	04047		<b>Minnesota Energy Rsesources</b>		<b>Check</b>
				E 01	005 810 000 330 000 Utility Service		\$4,590.81
				E 04	005 590 321 330 811 Utility Service		\$1,530.27
<b>PO#:</b>	<b>Voucher #:</b>	<b>71692</b>	Invoice	<b>Invoice No:</b>	4535151767	<b>4/11/2023</b>	<b>Paid Amt: \$6,121.08</b>
							<b>Check Amount: \$6,121.08</b>
0390	BOR	9475234	00709		<b>North Star Electric Coop, Inc.</b>		<b>Check</b>
				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
<b>PO#:</b>	<b>Voucher #:</b>	<b>71688</b>	Invoice	<b>Invoice No:</b>	04/11/2023	<b>4/11/2023</b>	<b>Paid Amt: \$9,100.21</b>
				E 01	005 810 000 330 000 Street Lights		\$72.61
<b>PO#:</b>	<b>Voucher #:</b>	<b>71689</b>	Invoice	<b>Invoice No:</b>	04/12/2023	<b>4/11/2023</b>	<b>Paid Amt: \$72.61</b>
				E 01	005 810 000 330 000 Softball Fields		\$42.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71690</b>	Invoice	<b>Invoice No:</b>	04-11-23	<b>4/11/2023</b>	<b>Paid Amt: \$42.00</b>
							<b>Check Amount: \$9,214.82</b>
0390	BOR	9475235	5329		<b>Pro Vision Solutions, LLC</b>		<b>Check</b>
				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
<b>PO#:</b>	<b>Voucher #:</b>	<b>71693</b>	Invoice	<b>Invoice No:</b>	2114505	<b>4/11/2023</b>	<b>Paid Amt: \$10,027.23</b>
							<b>Check Amount: \$10,027.23</b>
0390	BOR	9475236	5308		<b>AT&amp;T MOBILITY</b>		<b>Check</b>
				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

# Lake of the Woods Public Schools #390

## Detail Payment Register By Check

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

# 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	9475243	00364		<b>US Foods</b>		<b>Check</b>
				E 02	005 770 705 490 000	Food - Breakfast	\$124.27
				E 02	005 770 701 401 000	General Supplies	\$0.00
				E 02	005 770 701 490 000	Food	\$629.79
<b>PO#:</b>	<b>Voucher #:</b>	<b>71722</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>3325681</b>	<b>4/12/2023</b>	<b>Paid Amt: \$754.06</b>
							<b>Check Amount: \$1,505.12</b>
0390	BOR	9475244	5344		<b>David Kendle</b>		<b>Check</b>
				E 01	005 810 000 401 000	Shoes Reimbursement	\$134.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>71726</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>01</b>	<b>4/12/2023</b>	<b>Paid Amt: \$134.95</b>
							<b>Check Amount: \$134.95</b>
0390	BOR	9475245	3727		<b>Pat LeClaire Electric</b>		<b>Check</b>
				E 01	005 810 000 401 000	Pool Mech Room	\$75.00
				E 01	005 810 000 401 000	Repeater Outlet	\$125.00
				E 01	005 810 000 401 000	Wire	\$30.00
				E 01	005 810 000 401 000	Materials	\$685.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71725</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>4/12/2023</b>	<b>4/12/2023</b>	<b>Paid Amt: \$915.00</b>
							<b>Check Amount: \$915.00</b>
0390	BOR	9475246	4138		<b>AFSCME Council 65</b>		<b>Check</b>
				B 01	215 031	Msea	\$260.30
<b>PO#:</b>	<b>Voucher #:</b>	<b>71701</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S2023190</b>	<b>4/18/2023</b>	<b>Paid Amt: \$260.30</b>
							<b>Check Amount: \$260.30</b>
0390	BOR	9475247	00619		<b>Lake of the Woods Education Assoc.</b>		<b>Check</b>
				B 01	215 027	MINN Education Assn Payable	\$1,840.72
<b>PO#:</b>	<b>Voucher #:</b>	<b>71707</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S2023190</b>	<b>4/18/2023</b>	<b>Paid Amt: \$1,840.72</b>
							<b>Check Amount: \$1,840.72</b>
0390	BOR	9475248	03261		<b>MSEA</b>		<b>Check</b>
				B 01	215 031	Msea	\$250.97
<b>PO#:</b>	<b>Voucher #:</b>	<b>71711</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>S2023190</b>	<b>4/18/2023</b>	<b>Paid Amt: \$250.97</b>
							<b>Check Amount: \$250.97</b>
0390	BOR	9475249	4325		<b>rSchool Today</b>		<b>Check</b>
				E 01	005 292 000 305 000	Activities Registration	\$450.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71719</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>79231</b>	<b>4/18/2023</b>	<b>Paid Amt: \$450.00</b>
				E 01	005 292 000 305 000	Activity Scheduler	\$367.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>71720</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>76486</b>	<b>4/18/2023</b>	<b>Paid Amt: \$367.50</b>
							<b>Check Amount: \$817.50</b>
0390	BOR	9475250	3888		<b>Dacotah Paper Co.</b>		<b>Check</b>
				E 01	005 790 000 401 999	Hard Surface Cleaner	\$85.06
<b>PO#:</b>	<b>Voucher #:</b>	<b>71731</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>455642</b>	<b>4/18/2023</b>	<b>Paid Amt: \$85.06</b>



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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0390	BOR	9475257	04286		<b>Perala, John</b>		Check		
				E 01	222 296 000 305 102			Volleyball	\$460.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71738</b>	Invoice		<b>Invoice No: 04/18/2023</b>	<b>4/18/2023</b>	<b>Paid Amt:</b>	<b>\$920.00</b>	
							<b>Check Amount:</b>	<b>\$920.00</b>	
0390	BOR	9475258	4287		<b>Pieper, Katie</b>		Check		
				E 01	222 296 000 820 103			Reffing	\$375.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71739</b>	Invoice		<b>Invoice No: 04/18/2023</b>	<b>4/18/2023</b>	<b>Paid Amt:</b>	<b>\$375.00</b>	
							<b>Check Amount:</b>	<b>\$375.00</b>	
0390	BOR	9475259	5281		<b>Warroad Threads</b>		Check		
				E 04	005 505 321 401 000			Elem. Basketball T-Shirts	\$550.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71736</b>	Invoice		<b>Invoice No: 17320</b>	<b>4/18/2023</b>	<b>Paid Amt:</b>	<b>\$550.00</b>	
				E 01	222 294 000 530 106			LOW Baseball	\$324.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71737</b>	Invoice		<b>Invoice No: 17461</b>	<b>4/18/2023</b>	<b>Paid Amt:</b>	<b>\$324.00</b>	
							<b>Check Amount:</b>	<b>\$874.00</b>	
0390	BOR	9475260	2899		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	005 810 000 401 000			BOBBTK2MQM TABYIK Space Heater for Indoo	\$37.49
				E 01	005 810 000 401 000			Amazon Shipping Charge	\$6.99
<b>PO#:</b> 8928	<b>Voucher #:</b>	<b>71746</b>	Invoice		<b>Invoice No: 1T13-4KRW-1G6J</b>	<b>4/19/2023</b>	<b>Paid Amt:</b>	<b>\$44.48</b>	
							<b>Check Amount:</b>	<b>\$44.48</b>	
0390	BOR	9475261	1771		<b>EARTHGRAINS BAKING CO'S INC</b>		Check		
				E 02	005 770 701 490 000			Sara Lee	\$41.10
<b>PO#:</b>	<b>Voucher #:</b>	<b>71741</b>	Invoice		<b>Invoice No: 52163990002303</b>	<b>4/19/2023</b>	<b>Paid Amt:</b>	<b>\$41.10</b>	
							<b>Check Amount:</b>	<b>\$41.10</b>	
0390	BOR	9475263	01005		<b>Hawkins, Inc.</b>		Check		
				E 01	005 810 000 401 000			General Supplies	\$920.86
<b>PO#:</b>	<b>Voucher #:</b>	<b>71747</b>	Invoice		<b>Invoice No: 6444193</b>	<b>4/19/2023</b>	<b>Paid Amt:</b>	<b>\$920.86</b>	
							<b>Check Amount:</b>	<b>\$920.86</b>	
0390	BOR	9475264	00414		<b>Hillyard/Hutchinson</b>		Check		
				E 01	005 810 000 401 000			General Supplies	\$872.74
<b>PO#:</b>	<b>Voucher #:</b>	<b>71748</b>	Invoice		<b>Invoice No: 605088419</b>	<b>4/19/2023</b>	<b>Paid Amt:</b>	<b>\$872.74</b>	
							<b>Check Amount:</b>	<b>\$872.74</b>	
0390	BOR	9475265	00419		<b>Hogle Bus Company</b>		Check		
				E 01	005 760 720 401 000			General Supplies	\$88.92
<b>PO#:</b>	<b>Voucher #:</b>	<b>71742</b>	Invoice		<b>Invoice No: X226006585:01</b>	<b>4/19/2023</b>	<b>Paid Amt:</b>	<b>\$88.92</b>	
				E 01	005 760 720 401 000			General Supplies	\$89.56
<b>PO#:</b>	<b>Voucher #:</b>	<b>71743</b>	Invoice		<b>Invoice No: X2260006055:02</b>	<b>4/19/2023</b>	<b>Paid Amt:</b>	<b>\$89.56</b>	
							<b>Check Amount:</b>	<b>\$178.48</b>	

# Lake of the Woods Public Schools #390

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0390	BOR	9475266	4506		<b>Horizon Pool Supply</b>		<b>Check</b>
				E 04	005 590 321 401 811		Valve multiport \$395.00
				E 04	005 590 321 401 811		Shipping \$65.35
<b>PO#:</b>	<b>Voucher #:</b>	<b>71745</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>36264</b>	<b>4/19/2023</b>	<b>Paid Amt: \$460.35</b>
							<b>Check Amount: \$460.35</b>
0390	BOR	9475267	5031		<b>Kemps LLC</b>		<b>Check</b>
				E 02	005 770 701 495 000		Milk \$426.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>71740</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>4560045</b>	<b>4/19/2023</b>	<b>Paid Amt: \$426.50</b>
							<b>Check Amount: \$426.50</b>
0390	BOR	9475268	5341		<b>True North Equipment</b>		<b>Check</b>
				E 01	005 810 000 401 000		General Supplies \$167.36
<b>PO#:</b>	<b>Voucher #:</b>	<b>71744</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>10345626</b>	<b>4/19/2023</b>	<b>Paid Amt: \$167.36</b>
							<b>Check Amount: \$167.36</b>
0390	BOR	9475269	04065		<b>Cole Papers, Inc.</b>		<b>Check</b>
				E 01	005 810 000 530 000		General Supplies \$886.78
<b>PO#:</b>	<b>Voucher #:</b>	<b>71750</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>10281907</b>	<b>4/20/2023</b>	<b>Paid Amt: \$886.78</b>
							<b>Check Amount: \$886.78</b>
0390	BOR	9475270	2756		<b>Northland Fire Protection</b>		<b>Check</b>
				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
<b>PO#:</b>	<b>Voucher #:</b>	<b>71751</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>53306</b>	<b>4/20/2023</b>	<b>Paid Amt: \$3,025.58</b>
							<b>Check Amount: \$3,025.58</b>
0390	BOR	9475271	5345		<b>Upper Mississippi Softball Conference</b>		<b>Check</b>
				E 01	222 296 000 820 107		2023 Softball Conference Dues \$300.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71752</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>04/20/2023</b>	<b>4/20/2023</b>	<b>Paid Amt: \$300.00</b>
							<b>Check Amount: \$300.00</b>
0390	BOR	9475272	04679		<b>Walleye Capital Sanitation</b>		<b>Check</b>
				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
<b>PO#:</b>	<b>Voucher #:</b>	<b>71753</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>22071</b>	<b>4/20/2023</b>	<b>Paid Amt: \$484.65</b>
							<b>Check Amount: \$484.65</b>
0390	BOR	9475273	3271		<b>Peterson Sheet Metal</b>		<b>Check</b>
				E 01	005 810 000 401 000		Maint. \$1,610.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>71754</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>98710</b>	<b>4/20/2023</b>	<b>Paid Amt: \$1,610.00</b>

Lake of the Woods Public Schools #390

Detail Payment Register By Check

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

# Lake of the Woods Public Schools #390

## Detail Payment Register By Check

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

# Lake of the Woods Public Schools #390

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0390	BOR	9475287	00760		<b>Poppler's Music</b>		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
								<b>Check Amount:</b>	<b>\$325.08</b>
0390	BOR	9475288	08652		<b>MN Bureau of Criminal Apprehen</b>		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
								<b>Check Amount:</b>	<b>\$15.00</b>
0390	BOR	9475289	3271		<b>Peterson Sheet Metal</b>		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
								<b>Check Amount:</b>	<b>\$2,122.32</b>
0390	BOR	9475290	00364		<b>US Foods</b>		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
								<b>Check Amount:</b>	<b>\$1,861.15</b>
0390	BOR	9475291	4311		<b>RTS</b>		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
								<b>Check Amount:</b>	<b>\$62.04</b>
0390	BOR	9475292	3644		<b>Minnesota True Team Track</b>		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
								<b>Check Amount:</b>	<b>\$130.00</b>
0390	BOR	9475293	09205		<b>Carolina Biological Supply</b>		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
								<b>Check Amount:</b>	<b>\$209.00</b>

## Lake of the Woods Public Schools #390

### Detail Payment Register By Check

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



# 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 ██████████ 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>
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<b>Account Total</b>	<b>\$390,667.24</b>
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### 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 ██████████ 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://investmtrust.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.

:

**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 Service 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>

Finance Payroll TimeOff Benefits Employee Management Personnel TimeTracker Actions Report Actions

New Copy Insert Row Save Delete Row Sort Delete All Query Find/Retrieve Refresh Show/Hide In Tray Route Workflow Save To File

Create Edit Select Messages

Voucher 04/30/2023 202310 - New Mode

Voucher

Additional Information

Batch:  Company: 0390 Voucher No: 71865  
 Type: Invoice Status: Open PO No:   
 Group: 1 Vendor: 4831 Invoice No: 4/07/23ST  
 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?  PO Comment:   
 PO Vendor:

No Route

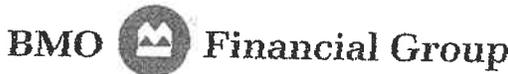
BMO Financial Group  
PO Box 187, Station F  
Toronto ON M4Y 2L5  
CAN

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-Dic	-1.00	954.00	0.00%	-954.00	0390	E	01	005	640	316	366	000	F	L1
6	No	No			Travel, Conv, Conf-Dic	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	292	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

Finance - General Ledger



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

03/04	03/06	VILLAGE ONE ST24010027 KELLIHER MN	\$ 89.85	\$ 0.00	
	462865352	<i>Fuel Transp.</i>	009231		
03/24	03/27	RONNINGS INC BAUDETTE MN	\$ 64.98	\$ 4.82	\$ 69.80
	466221250	<i>AIPAC</i>	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	<i>DSD Refund</i>	004019		
03/03	03/06	JERRYS ARTARAMA 8008278478 NC	\$ 79.63	\$ 0.00	\$ 79.63
	462866344	<i>AIPAC</i>	074619		
03/13	03/14	JERRYS ARTARAMA 8008278478 NC	\$ 33.86	\$ 0.00	\$ 33.86
	464321408	<i>AIPAC</i>	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	<i>School Forest</i>	057888		
03/15	03/16	EB 38TH ANNUAL MINNES 8014137200 CA	\$ 1,650.00	\$ 0.00	\$ 1,650.00
	464686907	<i>AIPAC</i>	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	<i>LOW DSD Funds Staff Devlor Dues</i>	043262		
03/09	03/10	PORTLAND COMPRESSOR 503 235-0200 OR	\$ 736.07	\$ 0.00	\$ 736.07
	463728605	<i>Maintenance Grounds Gym</i>	081943		
03/23	03/23	UPS 2992MD1010M 800-811-1648 GA	\$ 13.00	\$ 0.00	\$ 13.00
	465722041	<i>Health Safety Test Kit</i>	094104		
03/23	03/23	UPS 1ZGT70Z60104668446 800-811-1648 GA	\$ 74.14	\$ 0.00	\$ 74.14
	465722040	<i>Health Safety Test Kit</i>	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	<i>Staff Dev Travel</i>	026802		
03/02	03/06	THE WHITE HORSE SAINT CLOUD MN	\$ 105.04	\$ 0.00	\$ 105.04
	462865351	<i>(</i>	008794		
03/03	03/06	MARATHON PETRO20529 BEMIDJI MN	\$ 71.45	\$ 0.00	\$ 71.45
	462865196	<i>Fuel Transp.</i>	076077		
03/03	03/06	CULVERS OF BEMIDJI2 BEMIDJI MN	\$ 35.65	\$ 0.00	\$ 35.65
	462865197	<i>Staff Dev Travel</i>	004388		
03/03	03/06	BEST WESTERN ST CLOUD SAINT CLOUD MN	\$ 268.04	\$ 0.00	\$ 268.04
		<i>Staff Dev Travel</i>			

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

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

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

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

**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)

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**PAYMENT INFORMATION:**


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	<b>BMO</b>	<b>Diners Club</b>
<b>You can mail your payment to:</b>	BMO Harris P.O. Box 5732 Carol Stream, IL 60197-5732	Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732
<b>You may send your payment via overnight mail to:</b>	FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440
<b>IMPORTANT PAYMENT INFORMATION:</b>	For BMO Harris accounts, please make your cheque or money order payable to: <b>BMO Financial Group</b>	For Diners Club accounts, please make your cheque or money order payable to: <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)
		<b>00</b>	<b>ASSETS</b>													
										<b>0.00</b>	<b>(3,583.40)</b>	<b>81,371.49</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(81,371.49)</b>
		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)
		<b>703</b>	<b>Girls Basketball</b>													
										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>
		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)
		<b>704</b>	<b>Boys Basketball</b>													
										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>
		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)
		<b>710</b>	<b>Choir</b>													
										<b>1,578.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>1,578.00</b>
		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)
		<b>711</b>	<b>Band</b>													
										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>
		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
		<b>712</b>	<b>High School Yearbook</b>													
										<b>1,800.00</b>	<b>0.00</b>	<b>(8,314.89)</b>	<b>(462%)</b>	<b>0.00</b>	<b>(462%)</b>	<b>10,114.89</b>
		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
		<b>713</b>	<b>Student Council</b>													
										<b>1,100.00</b>	<b>0.00</b>	<b>(1,887.75)</b>	<b>(172%)</b>	<b>0.00</b>	<b>(172%)</b>	<b>2,987.75</b>
		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
		<b>714</b>	<b>Special Ed Fundraising</b>													
										<b>2,317.00</b>	<b>0.00</b>	<b>(2,784.39)</b>	<b>(120%)</b>	<b>0.00</b>	<b>(120%)</b>	<b>5,101.39</b>

## 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)	
<b>715 Elementary Yearbook</b>								<b>(1,100.00)</b>	<b>0.00</b>	<b>(3,008.84)</b>	<b>274%</b>	<b>0.00</b>	<b>274%</b>	<b>1,908.84</b>		
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	
<b>716 Elementary Fundraising</b>								<b>500.00</b>	<b>0.00</b>	<b>(7,757.28)</b>	<b>(1551%)</b>	<b>558.08</b>	<b>(1440%)</b>	<b>7,699.20</b>		
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)	
<b>717 Savings</b>								<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>		
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)	
<b>718 Spanish Club</b>								<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>		
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	
<b>721 Class of 2021</b>								<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>		
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	
<b>722 Class of 2022</b>								<b>17,097.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>17,097.00</b>		
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	
<b>723 Class of 2023</b>								<b>12,929.00</b>	<b>0.00</b>	<b>(10,552.09)</b>	<b>(82%)</b>	<b>0.00</b>	<b>(82%)</b>	<b>23,481.09</b>		
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

										<b>B23</b>				<b>% YTD</b>	<b>Remaining</b>
<b>L</b>	<b>Fd Org</b>	<b>Pro Fin</b>	<b>O/S</b>	<b>Crs</b>	<b>Class Sub</b>	<b>Description</b>	<b>Annual Budget</b>	<b>Period 202310</b>	<b>Year To Date</b>	<b>% YTD</b>	<b>Encumbrances</b>	<b>+ Enc</b>	<b>Balance</b>		
						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		
						<b>724 Class of 2024</b>	<b>9,030.00</b>	<b>0.00</b>	<b>(6,012.85)</b>	<b>(67%)</b>	<b>0.00</b>	<b>(67%)</b>	<b>15,042.85</b>		
						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		
						<b>725 Class of 2025</b>	<b>(500.00)</b>	<b>4,002.50</b>	<b>(10,622.12)</b>	<b>2124%</b>	<b>0.00</b>	<b>2124%</b>	<b>10,122.12</b>		
						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)		
						<b>726 Class of 2026</b>	<b>(4,300.00)</b>	<b>0.00</b>	<b>(7,235.06)</b>	<b>168%</b>	<b>0.00</b>	<b>168%</b>	<b>2,935.06</b>		
						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)		
						<b>727 Class of 2027</b>	<b>550.00</b>	<b>0.00</b>	<b>(2,325.04)</b>	<b>(423%)</b>	<b>0.00</b>	<b>(423%)</b>	<b>2,875.04</b>		
						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)		
						<b>729 Class of 2028</b>	<b>(5,800.00)</b>	<b>0.00</b>	<b>(1,471.51)</b>	<b>25%</b>	<b>0.00</b>	<b>25%</b>	<b>(4,328.49)</b>		
						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		
						<b>730 Unreserved/Undesig</b>	<b>4,000.00</b>	<b>0.00</b>	<b>(3,465.10)</b>	<b>(87%)</b>	<b>0.00</b>	<b>(87%)</b>	<b>7,465.10</b>		
						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		
						<b>731 HS Fund Raising</b>	<b>(50.00)</b>	<b>(540.60)</b>	<b>(1,735.91)</b>	<b>3472%</b>	<b>0.00</b>	<b>3472%</b>	<b>1,685.91</b>		
						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

								<b>B23</b>								
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202310	Year To Date	% YTD	Encumbrances	+ Enc	Remaining 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)
<b>Report Totals:</b>										<b>34,151.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>586.97</b>	<b>2%</b>	<b>33,564.03</b>

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

21dent Activity Fund

	<b>\$75,696.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,696.34</b>
<b>Report Total Balance:</b>	<b>\$75,696.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,696.34</b>

**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)
	<b>Report Totals:</b>	<b>92,868.00</b>	<b>9,574.49</b>	<b>1,326,522.87</b>	<b>1428%</b>	<b>170,364.15</b>	<b>1612%</b>	<b>(1,404,019.02)</b>

## 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.

\*\*\*\*\*

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 black ink, appearing to read 'Cort D. Claypool', written in a cursive style.

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: \_\_\_\_\_

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

**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 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 reinforces 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.¶~~

**CB. 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 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 assessment 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, 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. § 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  
Team Laboratory Chemical, LLC  
800-522-8326 (office)  
218-849-0448 (cell)  
www.teamlab.net



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/oshfiles/require.html](http://www.osha-slc.gov/SLTC/respiratory_advisor/oshfiles/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 pose 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